Welcome

Pine Shadows Explorers



Communication 01
Who To Contact
When To Contact
Useful Apps / Stay Connected

Drop Off & Pick Up 04

General Information 06
Aftercare
Dress Code
Visiting the Campus
Lunch, Breakfast, Snacks
Specials

PTA 11
What We Do
How We Communicate
Become A Partner

Disclaimer: This version was updated in July 2026. Information is subject to change before the next school year.

Who To Contact

PSE Campus

9900 Neuens Rd.
Houston, TX 77080
(713) 251-6500
pse@springbranchisd.com



Principal

Aylin Martinez
aylin.martinez@springbranchisd.com

Assistant Principals

Kinder-2nd
Barbara Dunn
barbara.dunn@springbranchisd.com

3rd - 5th
NatashaPatel
natasha.patel@springbranchisd.com

Counselor

Roxana Horak
roxana.horak@springbranchisd.com

PSE Nurse

Alex Larremore
alexandra.larremore@springbranchisd.com

Communities in Schools

Lucy Rainey
maria.rainey@springbranchisd.com

PSE Volunteer Liaison

Minga Herrera-Fernandez
Dominga.HerreraFernandez@springbranchisd.com

Pine Shadows PTA

pineshadowspta@gmail.com
www.pineshadowspta.com

When To Contact



If Your Child is Absent?

Call or Email the Front Office to inform the school with reason for the absence:
(713) 251-6500
pse@springbranchisd.com

Written notice must be given to the office within **two school days** if the absence is to be excused. Please include the **student's fullname, teacher's name, grade, date of absence and reason.**

If the student has an excessive number of excused absences, the principal may request a note from the doctor for all future absences.

Attendance

We have an official attendance time of **9:00AM**
Tardies are issued between **7:20AM - 8:59 AM** If a student arrives **after 9:00AM**, he or she will be considered **absent for the day.**

If you need to change child's afternoon transportation or pick up early?

Call or Email the Front Office to inform before **10:00AM**
(713) 251-6500
pse@springbranchisd.com

If you need to inform school on any medications or health restrictions for your child?

Call or Email Nurse Larremore
(713) 251-6500
alexandra.larremore@springbranchisd.com

Medication Form for Prescription & Non-prescription
https://www.springbranchisd.com/o/academics/page/forms

Need to Contact Your Teacher?

Teachers can be contacted via the Apptegy app and their individual email address found at the link below.

Staff directory: https://pse.springbranchisd.com/o/pse/staff

Useful Apps / Stay Connected

Skyward

- To fill out enrollment
- To fill out registration forms every year
- See Student's report card

Apptegy

- Two-way communication with Student's Teachers
- Receive School wide notifications/announcements
- Receive District wide notifications/announcements

Canvas

- Class assignments
- Templates for assignments

Note that this app is usually used for higher grades and SPIRAL program

Membership Toolkit / PTA Website

- PTA Information & Membership Portal
- Spirit Store

Artsonia

- Keep up with your children's artwork

GroupMe

- For grade level communication

School Cafe

- For daily breakfast and lunch menus

Drop Off Procedures



Doors Open at 6:50 am

School starts at 7:20 am

From 6:50-7:15 your child can come into school, go to their classroom. They are given the choice to have breakfast in the classroom until 7:15.

Your child must be seated by 7:20am, otherwise he/she will be marked tardy

Buses

If your student takes the bus to and from school, you can find your student's bus number, route and schedule at the QR code above.



Ensure your child knows his bus number!

https://www.infofinderi.com/ifi/?cid=SBI04322537629

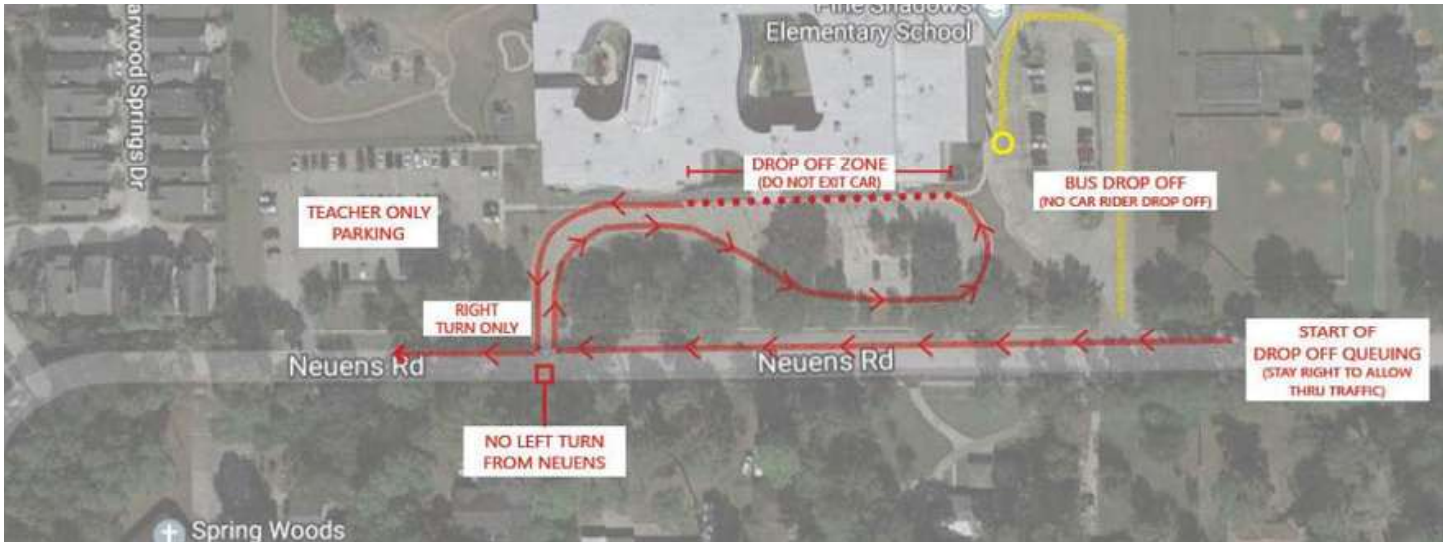
Car Riders

Parents drop off their student in front of the school. For safety and efficiency, **please pull all the way up to the first teacher**. Remain in your vehicle and a teacher/staff member will open doors and help your child exit on the passenger side of your vehicle.

See below for vehicular directions.

First Day Only

You can walk your students to their classroom on the first day of school, then after parents must drop off at front door.



Pick Up Procedures

School is released at 2:35 pm



Buses

If your student takes the bus to and from school, you can find your student's bus number, route and schedule at the QR code above.

Ensure your child knows his bus number!
https://www.infofinderi.com/ifi/?cid=SBI04322537629

Car Riders

Parents will need **CAR RIDER TAGS** to pick up their student. They will be handed out at Meet the Teacher, or can be picked up at the front office anytime after Meet the Teacher. We recommend that every student receive a car rider tag. New tags are issued every year.



Students will be brought out to wait with a teacher in order. For safety and efficiency **please pull all the way up**, remain in your vehicle and a teacher/staff member will open doors and help your child enter the vehicle.

Please work with your child to buckle their own seatbelt.

If your child is not typically a car rider, and you need them to be on a specific day, email the school: **pse@springbranchisd.com** **before 12:00pm.**

See below for vehicular directions.



Aftercare





YMCA (on PSE campus)
On-site at Pine Shadows Elementary Campus
2:35 - 6pm
(713) 467-9622

St Christopher's Episcopal Day School
2:35(pickup) - 6pm
director@stchrishouston.org
713-465-6035

St Andrews
2:35 (pickup) - 6pm
ecc@standrew-lcms.org
(713) 468-0026

Spring Branch Presbytarian Academy
2:35 (pickup) - 6pm
academy@springbranchpres.org
(713) 464-6660

Creative Care
2:35(pickup) - 6pm
office@creativecare2.wpengine.com
713-464-2744

Kinder Care
2:35 (pickup) - 6pm
(713) 468-2158

Cornerstone Family Ministries
2:35(pickup) - 5:30pm
(281) 832-0702

*Subject to change

Dress Code

Dress Code

Shirts/Sweaters/Hoodies



- Solid Colors (No Designs/Patterns/Logos, No Obscene Language/Images)
- Long or Short Sleeves (No spaghetti straps, No crop tops)
- PSE Shirt (Any Day) Can be purchased at QR Code above.
- Wednesday is College Shirt Day!

Pants/Skirts/Jumpers

- Khakis/jeans/shorts/skirts
- Pants must be worn above the hip bone - no saggy pants
- Skirts/Jumpers/Shorts length must be mid-thigh or longer
- Elastic waist preferred in **Kinder and 1st grade.**

Shoes



- Tennis shoes and socks
- No Sandals, heels or flip flops
- Shoes must be laced/tied for safety
- No Crocs

Casual Friday Fundraiser

- Students may wear designs/patterns/logos EVERY Friday for $1.
- All proceeds go to PTA funds to support student events and education.
- Bring $1 to your teacher on Friday, or pre-pay for Casual Fridays in advance at the QR code:



Prohibited

- No obscene language/images
- No slogans/markings, advertisements, or gang insignias
- No hats, caps, bandanas
- No dangling earrings
- No purses

Visiting the Campus



Entering the Campus

Bring a picture ID whenever you visit the campus.

Volunteers

If interested in specific volunteer opportunities such as reading buddies, mentor-ship program, library assistant, etc., please contact our volunteer coordinator:

Minga Herrera-Fernandez
Dominga.HerreraFernandez@springbranchisd.com

Volunteer Application

Volunteers MUST BE APPROVED by the school district by applying EVERY SCHOOL YEAR

Please allow 2 weeks for approval. **If you are NOT approved by the district you will be DENIED entry.**

Volunteer opportunities for various events will be sent out closer to event dates through Email, Newsletter, Remind and PTA Sign-Ups or Social Media

Parties/School Day Events

There will be events throughout the year that parents can come visit, such as Holiday Party, Valentine's Day, Go Texan Day, and End of Year Awards.

It is **HIGHLY SUGGESTED** to sign up with the front office to get a **FAST PASS** to avoid waiting in line before the event. Information for Fast Pass sign-ups will be shared by school administration prior to each school event.

Lunch

Family lunch days will be announced by school administration for each grade level.

Breakfast, Lunch and Snacks







Breakfast & Lunch

- ALL STUDENTS can receive school provided breakfast & lunch
- Students may also bring their own lunch
- School Menus can be found at SBISD Website link below.
- Daily breakfast and lunch menus are on your School Cafe account

School Cafe

https://www.schoolcafe.com/menus/0

Visiting for Lunch

Family lunch days and instructions will be announced by school administration.

Schedule

Grade Level	Lunch
Kinder	
1st Grade	
2nd Grade	
3rd Grade	
4th Grade	
5th Grade	

TO BE ANNOUNCED FOR 2026-2027 SCHOOL YEAR

Snacks

- Students may bring snacks for the day, that they will eat in the classroom at the time of each teachers discretion.

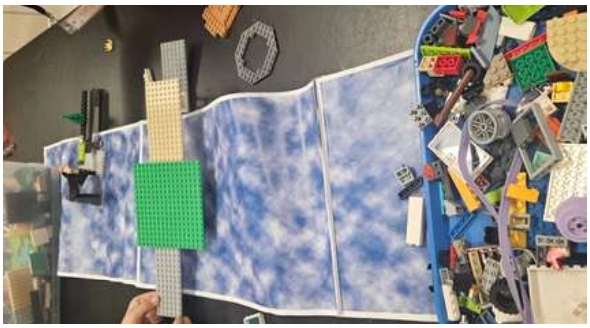
Water

- Please send water with your child every day. There are water fillers throughout the school that children can refill water.

Specials

Each daystudents will attend either Science Lab, Health & Fitness, Art, or Music. They attend specials as a grade and rotate each da to which specials class they will attend. Specials Rotations calendars will be shared by your student's teacher,

Science Lab



Diana Lopez
diana.lopez@springbranchisd.com

Follow all the fun activities in class on Instagram
@sciencelab_pse

Fun events
STEAM Day Lego League Science Days

Art



Pamela Stone
pamela.stone@springbranchisd.com

Follow all the fun activities in class on Instagram and Facebook
Pine Shadows Elementary PSE Art

Fun events
Spring Art Show Reflections Art Night

Music



Pablo Ocanas
pablo.ocanas@springbranchisd.com

Vanessa Zepeda
vanessa.zepeda@springbranchisd.com

Fun events
3rd Grade Nutcracker Go Texan Day Kindergarten Musical

Health and Fitness



Rebecca White
rebecca.white@springbranchisd.com

Natasha Camarillo
natasha.camarillo@springbranchisd.com

Fun events
Field Day

PTA

What We Do

Our PTA plays a vital role in supporting our school through volunteer work and generous contributions. Everyone is welcome to join — parents, staff, students, relatives, and community members!

PTA members have the opportunity to serve on a committee or the executive board, and vote during general meetings on issues facing the PTA.

Become a member today! Visit www.pineshadowspta.com to purchase a membership!







Support Communication

Between Families and Teachers

Coordinate and Fund Field Trips

Manage the PSE Spirit Shop

PSE Shirts & Merch, Yard Signs, Birthday Marquees

Support Student Holiday Parties

Holiday Party, Valentine's Day Party & End of Year Awards

Organize Family/Community Events

Fall Festival, Spirit Nights, Sweetheart Dance

Fund Classroom Extras

Supplies & equipment, STEM projects

Support All School Programs

Parent Workshops, STEAM Day, Nutcracker, Art Show

Support Our Teachers

Water Cooler, Signage, Decor, Repairs, Lounge Items

Teacher Appreciation Events

Teacher Appreciation Week, Thanksgiving Pie Drive, Jolly Trolley

Support & Advocate for the PSE Community

PSE Alumni Scholarships, Holiday Gift Drive

Representation on Current SBISD Committees

Bond Oversight Committee, Long Range Committee, PSE Campus Improvement Team (CIT) SBISD Financial Advocacy Team (SFAT), SBISD Key Communicators, SBISD SpringBoard Mentor Program, SBISD Title Funded PAC, SBISD Council of PTAs

How We Communicate

Email: pineshadowspta@gmail.com

Website

pineshadowspta.com
Please visit our website for membership information, upcoming events calendar, and to purchase from our school store, the PSE Spirit Shop. Be sure to subscribe to our calendar, the PSE Rocket newsletter and our social media to stay connected!

Social Media

Pine Shadows PTA

@pineshadowspta
@pineshadowselem

By Grade Level

Newsletter, *The PSE Rocket*

A weekly newsletter is emailed out to all PTA members with updates, information on upcoming events & volunteer opportunities

Sign-Up Genius

Sign-Up Genius links may be shared by the school or PTA for volunteer opportunities at special events, including Fall Festival, Penguin Patch, Spring Fundraiser, Art Show, Spirit Nights, Teacher Appreciation Events, etc.

Become A Partner

Community Partnerships

Would you or your business like to be a Community Partner our PTA?
Interested in making a monetary or in-kind donation of goods or services?

Email us at pineshadowspta@gmail.com



Platinum Sponsor (Cash donation - $3,000):
Company name, logo, and direct link on the home page of company on Pine Shadows PTA web page
Thank you recognition on our digital marquee for one month
Logo banner on the playground
Logo in The Rocket (PTA newsletter)
A social media Thank You post with logo and link



Gold Sponsor (Cash donation, goods, or services valued at $2,000):
Company name, logo, and direct link on the home page of company on Pine Shadows PTA web page
Thank you recognition on our digital marquee for 2 weeks
Logo banner on the playground
Logo in The Rocket (PTA newsletter)
A social media Thank You post with logo and link

Silver Sponsor (Cash donation, goods, or services valued at $1,000):
Company name, logo, and direct link on the home page of company on Pine Shadows PTA web page
Thank you recognition on our digital marquee for 1 week
Logo in The Rocket (PTA newsletter)
A social media Thank You post with logo and link



Bronze Sponsor (Cash donation, goods, or services, $500):
Company name, logo, and direct link on the home page of company on Pine Shadows PTA web page
Logo in The Rocket (PTA newsletter)
A social media Thank You post with logo and link

Sponsor an Event

Would you or your business like to sponsor an event?
We are always looking for help in supporting all our events!

Email us at pineshadowspta@gmail.com

Family Donations

Would your family like to make a donation?
We are always looking for help in supporting our students, staff and teachers!
Email us at pineshadowspta@gmail.com