



# Galatas Elementary

2018-2019 Student/Parent Handbook Addendum

**9001 Cochrans Crossing Drive**

**The Woodlands, Texas 77381**

**936-709-5000**

**Fax: 936-709-5003**

**Website: <http://galatas.conroeisd.net>**

Principal: Denaë Wilker

Assistant Principal: Candace Mathis

Counselor: Kristi Tabor

The Conroe ISD Student Handbook includes important information that is relevant to all elementary schools. This addendum will have specific information relating to Galatas Elementary.

School colors: Burgundy and Grey

School mascot: Greyhound

Galatas Elementary was named for Mr. Roger L. Galatas, a past Conroe ISD school board member and president.

The Conroe Independent School District (District) as an equal opportunity educational provider and employer does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in educational programs or activities that it operates or in employment matters. The District is required by Title VI and Title VII of the Civil Rights Act of 1964, as amended, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, as amended, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, as well as Board policy not to discriminate in such a manner.

For information about **Title IX rights or Section 504/ADA rights**, contact the Title IX Coordinator or the Section 504/ADA coordinator at 3205 W. Davis, Conroe, Texas 77304; (936) 709-7752.

## **Welcome to Galatas Elementary School!**

The beginning of the year is always an exciting time for children and we are looking forward to another successful year. In an effort to provide you with the best communication, we have compiled an overview of Galatas' policies and procedures to assist you, along with important contacts and dates. Please consider joining our active and involved PTO. Your children benefit every single day from the support we receive. I look forward to meeting you and feel certain you will enjoy being part of our Galatas family.

Sincerely,

Denae Wilker  
Principal

**The 2018-2019 Conroe ISD Student/Parent Handbook is available online at <http://www.conroeisd.net/wp-content/uploads/2018/07/18-19-ElementaryHandbook-English.pdf>. Please log on to your Parent Access account to sign the Student Handbook Acknowledgment page as soon as possible.**

Please be sure to give us every available phone number and contact we might need in case of an emergency. If your phone number or email address changes throughout the year, please update our records by calling our front office.

**OFFICE STAFF**

<b>Denae Wilker</b> , Principal	<b>Candace Mathis</b> , Assistant Principal
<b>Kristi Tabor</b> , Counselor	<b>Brandy Damico</b> , Secretary
<b>Elaine Rambaud</b> , Nurse	<b>Robin Curtis</b> , Registrar/Attendance
<b>Stephany Robinson</b> , Receptionist	

**PHONE NUMBERS**

Front Office-936-709-5000	Transportation Center-832-592-8800
Fax-936-709-5003	Clinic-936-709-5013
Cafeteria-936-709-5019	Attendance-936-709-5014

**SCHOOL HOURS**

8:00 a.m. to 3:10 p.m.

The tardy bell rings at 8:00 and students will be counted tardy if they are not in their classroom at that time. Students arriving after 8:00 will need to report to the office to receive a tardy slip. Students arriving after 9:00 a.m. will be counted absent unless they return with an HCP (Healthcare Professional) slip from their doctor. (Please see section labeled "Attendance")

**2018-2019 PARENT ORIENTATIONS**

Thursday, August 16	Kindergarten, First and Second Grades
Tuesday, August 21	Third, Fourth and Self Contained

All orientations begin promptly at **5:00 p.m.** in your child's classroom.

**SECURITY AND VISITORS**

Safety is our top concern, and surveillance cameras are placed at all doors and in the hallways of our school. Each camera records all activity. All outside doors are locked with the exception of the front doors during student arrivals in the morning. All visitors must report to the front office to sign in and receive a visitor's name tag. The receptionist will ask for your driver's license and it will be scanned using a system that is connected to the database that provides an alert for any person who may jeopardize the safety of the campus. After your license is scanned a name tag will be printed for you. It will show the date and the purpose of your visit. Please know that every

visitor must have a name tag, and anyone without it will be stopped. Visitors must return to the front office before leaving the building to turn in their visitor's tag. Even though this is time consuming, it is essential to our students' safety. For your child's protection, parents and visitors are not allowed to go to their child's classroom to pick them up during or at the end of the day. All check out is through the front office. Please allow students to walk to classrooms independently in the mornings and to go to the designated areas for dismissal in the afternoons.

If you need to pick up your student, you will be asked for your driver's license. Students will only be released to parents or other adults designated on your enrollment/emergency form. Please keep your emergency form updated. All adults picking up students must show a photo ID.

### **STUDENT ID**

All students are issued a 6 digit ID number. This number is used in lieu of a social security number and will be used in the lunch line, library check out, bus registration, Canvas courses, and Parent Access. Please help your child memorize his number.

### **CAFETERIA INFORMATION**

Student lunches cost \$2.85 for the regular lunch and ala carte items are also available. Non-student meals and 2<sup>nd</sup> student meals cost \$3.55. A link to the Child Nutrition website can be found on the Galatas home page (<http://galatas.conroeisd.net>), in the top navigation panel, click Food Menus. Lunch menus and much more information is available on the Child Nutrition website.

Paying for school lunches online is a convenient way to manage your child's lunch account. You may register for an account through [www.myschoolbucks.com](http://www.myschoolbucks.com). (Please note that there is a small fee per transaction). Parents can purchase cafeteria meals. The cafeteria will accept lunch money from 7:35 – 8:00 a.m. and will issue a receipt for the money. Checks must be written for \$25 or greater and include issuer's driver's license number and date of birth.

It is a good idea to keep money in your child's account in case he forgets his lunch, or loses it on the way to school. Your child will use

his 6 digit pin number scan card to check out in the cafeteria. This avoids all problems associated with lost money, etc.

### **LUNCH/SNACK GUIDELINES**

We follow the United States Department of Agriculture (USDA) student nutrition guidelines. Parents are welcome at lunch time and may bring lunch for their child only. We are required by state law to make sure children only eat meals their parents provide or have their child purchase from the school cafeteria. The only exception to this guideline is a birthday treat such as a brownie or cookie, which must be “store bought” due to allergy issues, safety, and sanitation concerns.

### **LUNCH SCHEDULE**

K	11:15 – 11:45
1st	11:30 – 12:00
2nd	11:45 – 12:15
3rd	12:00 – 12:30
4th	12:15 – 12:45

### **ATTENDANCE**

Attendance is one of the major indicators of student success. In addition, children who arrive promptly show respect to their teachers and classmates. Students are tardy if they are not in their classrooms at 8:00 a.m.

When a child is absent, please call the school by 9:00 a.m. Send a note with your child when he returns to school, explaining the reason for the absence. See the CISD handbook for more information about doctor’s appointments, etc. Kindergarten students are subject to compulsory attendance laws. Please make every attempt to schedule appointments outside of school time. However, if your child is absent due to a medical appointment, please bring a note from the doctor upon your return to school. If the child returns the same day with the doctor’s note, he will be counted “present” for the day.

Attendance letters will be sent home to notify parents if their child has been absent 10 days in a 6 month period or three days in a four week time frame (state requirement).

Students must be in attendance 90% of all school days to receive credit and be promoted to the next grade level. Please schedule vacations during holidays and have your child attend school every day unless ill.

### **BUS TRANSPORTATION**

Buses in CISD are available to students who reside one mile or more from school. Students can only ride the bus they are zoned to ride. New students must request transportation services during the registration process. Sign up for the bus service on the CISD website ( [www.conroeisd.net](http://www.conroeisd.net) ) to request bus transportation for your child. Choose “What Bus Do I Ride?” at that site to find out bus stop locations and times. Students that registered and received bus service the previous year in CISD automatically roll over to the next school year.

### **ARRIVAL**

Students should not arrive before 7:35 a.m., when adults are present to supervise them. Students in 1<sup>st</sup>-4<sup>th</sup> grade will participate in Active Start which is a morning recess program. At 7:50, all students will be dismissed to classes. Safety patrols are available to assist your child out of the car. Car riders are dropped off at the front porch. Because the traffic becomes very congested, we encourage you to use the school bus, if you are eligible for transportation. Your children will never be tardy if they ride the bus.

If you need to bring an item into the school, please use the parking lot, park, and escort your child into the building. All bike riders and walkers will have crossing guards on duty to assist them in crossing traffic areas near the school. It is very important that no students attempt to cross without the guards, and they begin their duty at 7:35 a.m. They leave their posts at 8:00 a.m.

Please **never** drop students off in the parking lot or short cut through the Good Shepherd parking lot.

**DISMISSAL**

All bike riders and walkers will be walked up the path. Parents are asked to wait at the driveway entrance at the top of the hill. Parents picking up students in the car rider line must display a pink car rider form in the passenger side front window. If you don't have a form, you may be asked to go to the front office and show your driver's license. If you car pool, you will need all car rider names displayed to pick up students. Bus riders will be dismissed in the back bus ramp. Please do not come to the front office at dismissal time to call your child from class. Teachers are busy getting students ready for dismissal and calls cannot be made to the classrooms from 2:45 – 3:10.

**EARLY DISMISSAL**

Conroe ISD is implementing four early dismissal days this year to accommodate parent conferences, grading, and extended grade level planning. Elementary students will be dismissed at 12:05 on October 5, December 19, March 8, and May 30. Regular dismissal procedures will be followed on these days.

**CHANGING TRANSPORTATION**

All transportation changes must be received in writing by 2:00 p.m. We are unable to accept an e-mail. You may send a written note to your child's teacher, fill out a form in the front office, or send a fax to (936) 709-5003 with your signature. Please include the date, your child's full name, section number, bus number (if applicable), and your signature. If you send a fax, please call the office to ensure that the fax was received. Please send a new note for each day the change occurs; we cannot accept notes for multiple days or with multiple changes. District policy states that a student may only ride the bus they are registered to ride; students may not have a transportation change to ride a different bus.

**DAY CARE**

If your child is absent, or is not using day care that day, please notify the day care facility. Day care drivers will not leave without accounting for all children.

## **SEVERE WEATHER THREAT**

Teachers will be asking parents to indicate how students should be dismissed: bus (eligibility based on distance from school: 1 mile or farther), car rider, parent pick-up, walker, or bike rider. Many parents opt to allow their children to walk or bike ride in the rain. **However, in the event of a severe weather threat as determined by the weather service, walkers and bike riders will not be released.**

Parents must have an alternate plan in place: car rider or bus transportation (if eligible). Please let your child's teacher know your plan. Severe weather dismissals are usually determined at 2:50 p.m. An electronic notification will be sent to parents via email.

## **TEACHER CONFERENCE TIMES**

Kindergarten	10:10-11:10
First grade	1:00-2:00
Second grade	9:10-10:10
Third grade	8:05-9:05
Fourth grade	2:05-3:05

All parents will be asked to attend a yearly fall parent conference with your child's teacher.

## **SPECIALS CLASSES**

Specials classes include P.E., Music, Art, and Library. Appropriate shoes are required for P.E. classes. For safety, no flip flops are allowed while in P.E. Children may bring a change of shoes in their backpacks.

## **DRESS CODE**

Please see the Conroe ISD student handbook for district guidelines.

## **DISTRIBUTION OF CISD BUSINESS**

Galatas Elementary will allow only CISD business to be distributed in student backpacks or in the Gazette newsletter. Parents are encouraged to purchase a student directory for the purpose of distributing non-school related communications such as special events and birthday invitations.

## COMMUNICATION

At the beginning of each year, the yearly calendar is published in our e-mailed Galatas Gazette. We strive to set every date you will need to know a year in advance, but some dates may change due to unforeseen conditions. Whenever a date is changed, you will see the update on your monthly calendar that is sent out with the Gazette. You can also check the school's web page. To view our school website, go to <http://galatas.conroeisd.net>. You will want to bookmark this for easy access. Teacher Canvas courses will be available from the Galatas home page.

New parents must register for Parent Access on the CISD website. The Parent Access login and password will be the same for Canvas courses. This system will give you access to report card grades, attendance, STAAR information and cafeteria accounts. You will also be registered for e-mail updates and newsletters from our school. You can register all of your children on Parent Access at the same time, regardless of which school they attend. Returning families no longer need to register for Parent Access each year. At some point in the future, report cards will only be published in Parent Access, so it is imperative that you register.

## PROGRESS REPORTS AND REPORT CARD SCHEDULE

Progress reports will be sent home at the mid point in each nine week grading period. Report cards will be sent home on the following dates:

October 16
January 11
March 22
June 7 – report cards will be mailed home

Please look closely at the information on your child's report card. To be promoted to the next grade, students must maintain a 70% mastery in language arts and math, and either social studies or science. They must also be in attendance 90% of the total instructional days per year.

Our children learn an amazing amount while in class. We don't want anyone to come to school ill, but please have your child present daily if at all possible. Make up work only includes written class work and homework. The actual teaching is the most important component that your child misses. ***Please schedule all vacations at break times.***

Each grade level will be sending graded work home weekly. Please be sure to review this work and your child's grades.

### **SCHOOL COUNSELOR**

Mrs. Kristi Tabor is Galatas' counselor. She provides assistance to parents, students and staff. In addition to teaching classes, she assists students on an individual and group basis.

### **ASSESSMENT AND TESTING**

Each third grader will take the STAAR test in reading and math. Each fourth grader will take the STAAR test in reading, math, and writing. The STAAR test is a rigorous exam designed by the state which assesses a student's ability to read, think, and solve problems. Dates for this year's exams are listed below.

Fourth grade writing: April 9

Third and Fourth grade Math and Reading: May 13-14

On the Texas Education Agency (TEA) Accountability System, Galatas met all standards. We are proud to be named a Texas Honor Roll Scholar School by the Educational Results Partnership (ERP) and the Institute for Productivity in Education (IPE) for successfully preparing students for grade level proficiency and beyond. We also earned 5 out of 5 distinctions from TEA.

### **GALATAS PTO**

Please refer to your PTO packet for information on joining PTO, ordering Galatas spirit items and how to become involved in supporting your school. Our PALS (Parents Assisting Learning in Schools) Program offers parents many opportunities to volunteer at our school. Visit our PTO <http://galataspto.wixsite.com/greyhounds>.

## **CURRICULUM**

Every parent is encouraged to visit the Texas Education Agency website at [www.tea.state.tx.us](http://www.tea.state.tx.us) . Curriculum for each grade level comes directly from the Texas Essential Knowledge and Skills available at this site. Curriculum taught in each classroom is the same, though activities may vary. Please take a moment to look over the sample STAAR released items available on this site. You will be able to see an example of the tests that your third and fourth grader will be taking in the spring. Classroom teachers will be working with your child to master all skills necessary. Please work closely with them to achieve this goal.

## **GENERAL INFORMATION**

Please send a water bottle to school with your child. We want students to have access to water at all times. We do have a lost and found area and we encourage you to label all lunch kits, backpacks, jackets, etc. Unclaimed items are donated to charity.

All information about medication and the school clinic is included in your CISD student handbook.

If you have to drop something off for your child, please label it and leave it on the drop off table in the office by 10:00 a.m. Let the receptionist know you have placed it there.

## **MEDICATION AT SCHOOL**

The District will not purchase medication to give to a student. Conroe ISD policy allows the school nurse to train authorized school employees to administer medication to students during school hours. All medications dispensed at school should be necessary for the student's optimum health as well as maintain maximum school performance. The District encourages parents to administer medication at home before and/or after school whenever possible. Any medication must be brought to school and picked up by a parent or designated adult, when the student is withdrawn or before the last day of school, the parent should make arrangements to pick up the medication from school. Any unclaimed medications will be safely discarded in accordance with state and federal guidelines.

**POSSESSION AND USE OF ELECTRONIC DEVICES**

The District is not responsible for any item brought to school by a student. A student bringing any electronic device including cell phones, smart phones, smart watches, radios, CD players, iPods, MP3 players, video/audio recorders, DVD players, electronic readers, cameras, Google Glass, Apple Watches, etc., does so at his or her own risk.

The District permits students to possess electronic devices including cell phones, except at the District's Disciplinary Alternative Education Program (DAEP). These devices must remain turned off during the instructional day, and stored in backpacks. The use of any device that has the capability to take pictures or audio or video record is prohibited in locker rooms and restroom areas. These items are also prohibited if used to cheat, audio/video record, or photograph another student or staff member without that person's permission, or when the use creates a disruption.

A student who uses any item, electronic or otherwise contrary to campus or District rules may have the device confiscated. Confiscated devices that are not retrieved by the student or student's parent will be disposed of after the notice required by law. Any disciplinary action will be in accordance with the Student Code of Conduct. If a student does have an electronic device, it should be put away in a secured locker or backpack and turned off during the school day. Permission to use the device at school should come from the principal or classroom teacher. Without such permission, teachers will collect the items and turn them in to the principal's office. The principal will determine whether to return items to students at the end of the day or to contact parents to pick up the items. The District is not responsible for any damaged, lost, or stolen electronic devices, or other items.

Students are prohibited from sending or posting electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal. This prohibition applies to conduct off school property if it results in a substantial disruption to the educational environment. In limited circumstances and in accordance with law, a student's personal electronic device may be searched by authorized personnel. Any person taking, disseminating,

transferring, or sharing obscene, sexually oriented, lewd, or otherwise illegal images or other content will be disciplined according to the Student Code of Conduct and may, in certain circumstances, be reported to law enforcement. If a device is believed to contain illegal contraband, the device will be turned over to law enforcement as required by state law. The device will not be returned to the student or his parent until the illegal contraband is removed from the device. This could take a substantial amount of time, particularly if the device is considered evidence of a crime.

Each campus will provide more detailed information regarding the possession and use of cellular telephones and other electronic devices on your child's campus.

### **Instructional Use of Electronic Devices**

In some cases, students may find it beneficial or might be encouraged to use personal electronic devices for instructional purposes while on campus. Students must obtain prior approval before using personal electronic devices for instructional use. Students must also sign a user agreement that contains applicable rules for use (separate from this hand book). When students are not using the devices for approved instructional purposes, all devices must be turned off during the instructional day. Violations of the user agreement may result in withdrawal of privileges and other disciplinary action.

### **Video/Pictures on Social Media**

Social media allows parents to share special moments and milestones with family and friends. However, it is important to remember that each family approaches posting to social media differently. Parents should be respectful of these choices and not post pictures or videos of children to social media. During school events, parents should keep this in mind and limit, as much as possible, pictures and video to their own child.

### **Prescription Drugs and Non-prescription Drugs**

The school must receive a written and dated request from the parent or legal guardian to administer any medication. Prescription and non-prescription drugs must be in the original container and properly labeled. Only the guidelines printed on the container will be followed

unless a physician order is present. The Surgeon General, the Food and Drug Administration and the Center for Disease Control have recommended that due to the increased risk of developing “Reye’s Syndrome”, aspirin or products containing aspirin not be given to children under 18 years old. If your physician orders aspirin for your child, please provide a copy of the physician order. The Texas Nurse Practice Act allows registered nurses to refuse to administer medications anytime the nurse believes the medication is contraindicated for the student.