



Beaver All Star Families,

We are so excited to begin the 2019-2020 school year! Our theme this year is “Make Your Mark” as we strive to encourage rigorous and creative learning experiences for our students. We look forward to partnering with you to provide the best educational experiences for your family!

We have adjusted several of our operational procedures to strengthen safety and communication at our campus. In order to prepare our students for the future, we as a campus focus on 21st century skills such as:

- Collaboration and teamwork
- Creativity and imagination
- Critical thinking
- Problem solving
- Accountability
- Independence

21st Century skills are imperative for our ever changing world, and as we collaborate we can make certain that our students will leave Beaver with these life skills.

In this booklet you will see new procedures covering the following:

1. Arrival
2. Dismissal
3. Lunch Procedures
4. Communication
5. Tardies and Absences
6. Technology Integration
7. TOP Star Parties
8. Visitors

Please carefully read over all of the procedures as some have changed from previous years. These will begin the first day of school, and we need your help to make this school year a great success! Thank you for your support!

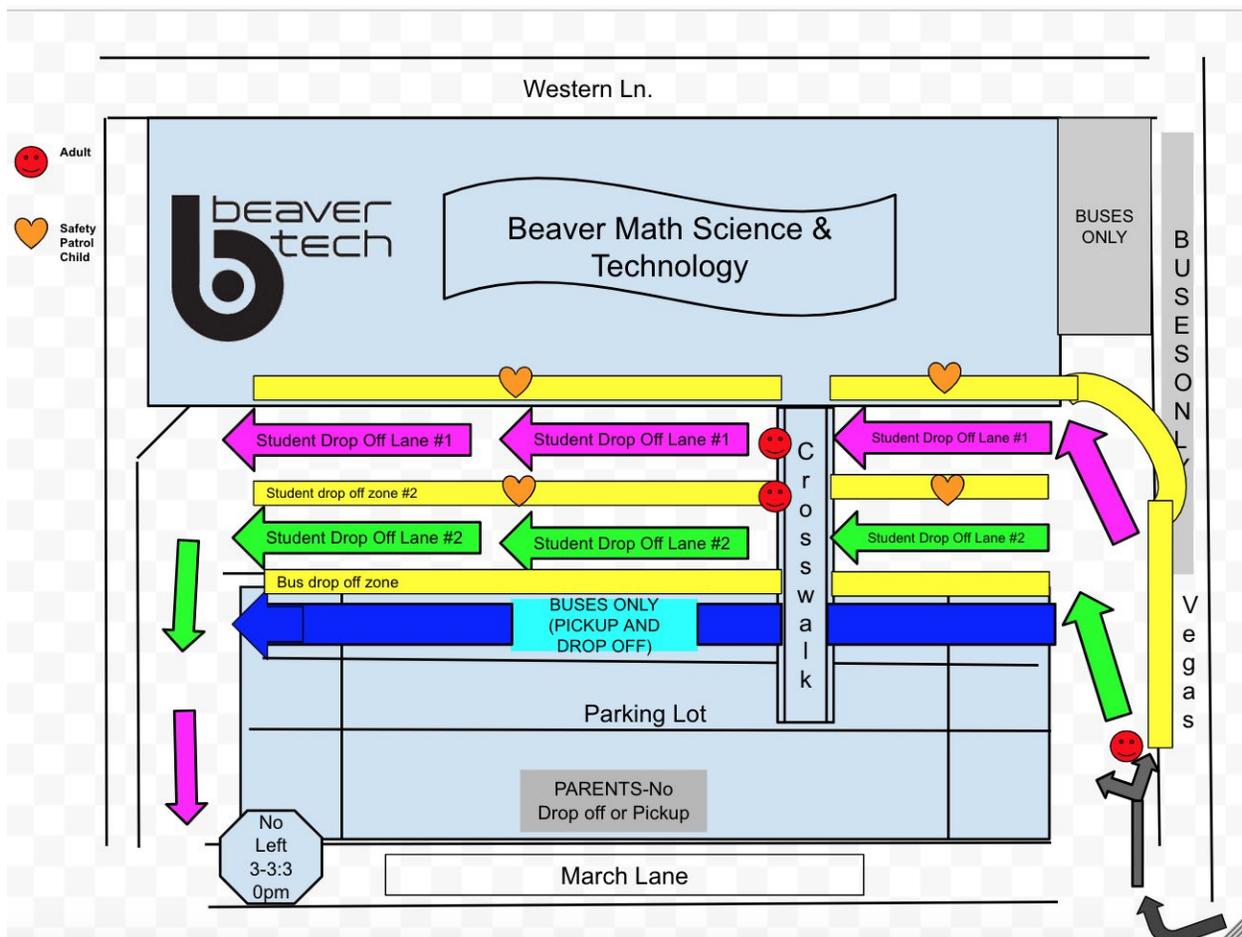
For Our Children,

Amber Hope, Principal

1. ARRIVAL PROCEDURES

In order to have a smoother and time-effective arrival, the drop off system will be as follows (see map below):

- Enter parking lot while traveling west on March Lane.
- Pull up to the drop-off area using both lanes. **Both lanes will be open in the mornings only.**
- Students being dropped off in the second lane (furthest from the sidewalk) **must exit** the car from the curb side and wait for adult/safety patrol to escort them to the cross walk. (Refer to map below)
- Parents, please pay close attention to the adult on crosswalk as we ensure safety for students crossing.
- Don't use the alley for dropping off students for any reason. The cones that are placed for safety should not be removed. Pull through the main lane at the front of the school only and exit west on March Lane.
- Parents, if you park and walk your child inside the school, please make sure you park in a designated visitor parking space and check in the front office.



2. DISMISSAL PROCEDURES

In order to dismiss car riders, accompanied walkers, and bus riders in a safe manner, we will implement three different systems as follows:

Independent Walkers

Independent walkers will walk out of the building by themselves. Only students whose parents have completed a Beaver [Dismissal Permission Slip](#) will be allowed to leave the building by themselves. (See Appendix A)

Car Riders

Car riders are students whose parents drive a vehicle by the car line lane in front of the building and do not leave their vehicle to pick up their student.

- Enter parking lot while traveling west on March Lane.
- Car riders will be dismissed from the cafeteria.
 - We will read your child's name and grade level from the sign in the front windshield of your car. **The placard sign provided by the school will be required (See Appendix B). If you don't have it, you'll be asked to park and sign your student out by showing your ID in the front office. No handmade/homemade placard signs as this ensures additional safety measures for students.**
 - A staff member will call your student's name using a microphone or walkie-talkie.
 - Pull all the way to the end of the curb in front of the school to allow others to pull up behind you for pick-up.
 - Your student will exit the cafeteria doors as staff members and safety patrol members monitor the outside. They will help your student get in the vehicle.
- Avoid pulling through the middle of the lane which is used for GISD buses.
- Be patient; the process will speed up after the first two weeks of school.
- Keep your eyes on the car in front of you; looking for your child can result in accidents. Staff and safety patrol will look for students and safely escort them to their car. **(Please do not use your cell phone in a school zone; it is against the law)**
- Don't use the alley for picking up students. The cones that are placed for safety should not be removed. Pull through the main lane at the front of the school only and exit west on March Lane.



Accompanied Walkers

Accompanied walkers are students whose parents or guardians walk to school or park their cars and then go inside the building for student pick up.

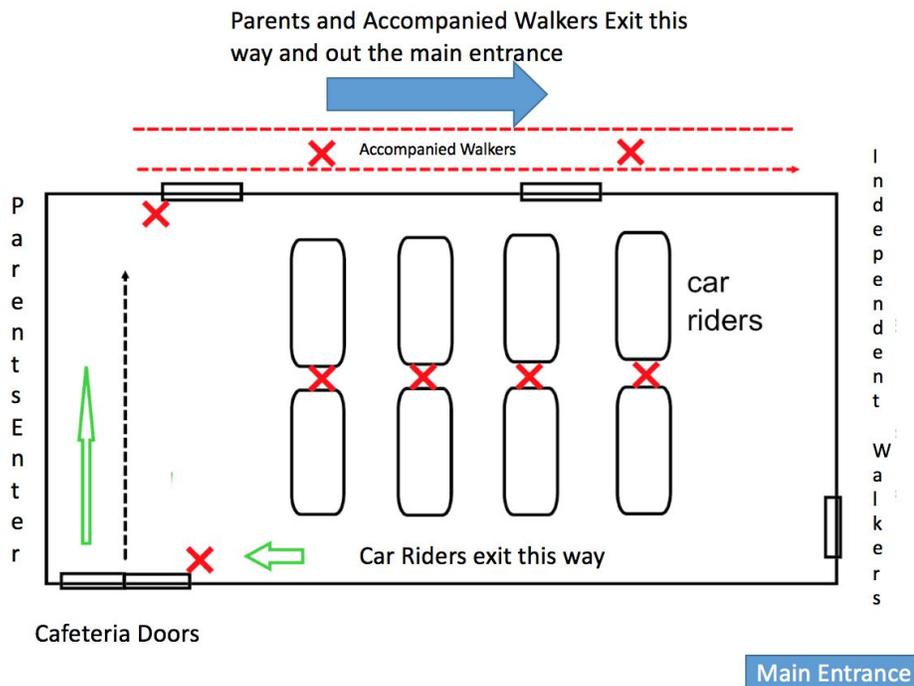
- First, park your vehicle, then walk to the cafeteria and enter through the outside of the building by the cafeteria glass doors. After doors are opened, enter on the left side of the cafeteria by the indicated barrier.
- Show your student's name and grade level placard sign to the staff members standing by the doors that connect to the hallway. **The placard provided by the school will be required. (See Appendix B). If you don't have it, you'll be asked to sign your student out by showing your ID in the front office. No exceptions will be made as safety is our top priority.**

- The staff members will escort your student from the hallway to you.
- You and your student will exit the building through the main hallway and exit the front entry.

Bus Riders

Bus riders are students who have been assigned a bus route by the GISD transportation department

- Bus riders are dismissed from the gym.
- Students sit in line with the other students in their route.
- Route supervisors check bus attendance roster.
- Bus riders are called in the order in which their buses arrive.
- Safety patrol students walk bus lines outside the gym into the bus loading area while being supervised.
- Please join our Remind to receive bus updates (late buses, incidents, etc.) To sign up for Beaver Bus Transportation notifications, please visit <https://www.remind.com/join/beavermstb>





Frequently Asked Questions about Dismissal:

1. What if I lose or misplace my student's placard?

The school will provide two laminated placards for the 19-20 school year. If you don't have your placard when you're here to pick up your student, you will be directed to the front office to show your ID and sign your student out.

2. What if my student's dismissal arrangements change?

Notify your teacher and the front office no later than 2:30 p.m. and follow the procedures for the system that you will use (i.e. going from accompanied walker to car rider).

3. Can my student meet me outside?

Only students who have permission to be independent walkers will be allowed to leave the building. The permission slips will be sent home at the beginning of the year and available in the front office. All other students (Car riders and accompanied walkers) will leave the building after parents/guardians have shown the school provided placards.

The safety of our students is our priority. Please be flexible and patient, especially the first weeks of school, as we implement the aforementioned systems. A copy of our [Beaver Do's and Don'ts of Arrival and Dismissal](#) has been attached to remind you of all procedures and expectations. (See Appendix C)

3. LUNCH PROCEDURES

Our cafeteria is a safe place where students not only enjoy meals with their peers, but also where we conduct other school functions such as grade level celebrations and assemblies. We recognize students who meet the Totally Outstanding Performance (TOP)



criteria in each grade level once every grading cycle. The celebrations also take place in the cafeteria. Therefore, designated days will streamline the planning and organization of this kind of event.

In order to reduce congestion and increase safety, parents and guardians will be allowed to eat in the cafeteria on **Tuesdays and Thursdays** for family lunch days. Our front office works diligently supporting our overall campus operations, so lunch drop-offs will also be allowed on **Tuesdays and Thursdays** only.

Be sure to send a lunch with your student if they do not eat from the school cafeteria. Other special considerations such as dietary restrictions verified with a doctor's note must be communicated to the Principal in writing.

4. COMMUNICATION DIGITAL/ONLINE COMMUNICATION



We live in the digital era! We encourage and expect our Beaver families to stay connected and informed.

Please support our school and stay informed by:

- Joining the Remind account from the Principal and classroom teacher. This application will allow you to receive important reminders and send brief messages to your teacher. Directions on how to join each teacher's account will be shared at the beginning of the year during Porch Party and Meet the Teacher Night. To join the Principal's remind account complete the following steps: download the Remind app, enter 81010, text @beavermsts. You can also join by clicking the following link: <https://www.remind.com/join/beavermsts>. Messages will be sent throughout the school year.
- Principal will send a monthly newsletter via email through Skyward
- Creating a Skyward account and accessing it frequently to check your students grades and be updated on classroom assignments. The GISD Family and Community Engagement Department has created [videos](#) found at <https://tinyurl.com/yxadydnd> to help families with login and password assistance and language settings. Step-by-step instructions are also available at www.garlandisd.net/skywardhelp.
- Teachers will have a weekly newsletter uploaded on the Beaver website by specific grade level. Teachers will also send information regarding their Remind app in order to communicate.

THURSDAY FOLDERS AND PLANNERS

THURSDAY FOLDERS

Our Kindergarten to 2nd grade students will be provided a Thursday folder in the Fall and Spring. Every Thursday, students will take home papers, fliers, and any

other form of written communication. If parents do not select paperless communication by signing the Beaver [agreement](#) to receive communications electronically (See Appendix D).

PLANNERS

Our 3rd through 5th grade students will have planners provided by Beaver. The planners will already have important dates noted. Papers, fliers, and any other form of written communication will be sent in take home folders, if parents do not select paperless communication (See Appendix D).



We want to facilitate the development of necessary responsibility and organizational skills, as we prepare our students for success throughout their educational careers and beyond.

All events, dates, and important information will be on the Beaver website, PTA website, communicated through teachers via Remind, and communicated in the principal's monthly news

5. TARDIES AND ABSENCES

TARDIES

Elementary school students who arrive more than 10 minutes late to school will need to be signed in through the office by an adult and be counted as a **partial day absence**. Repeated instances of tardiness may result in disciplinary action, in accordance with the [Student Code of Conduct](#).

ABSENCES

Regular school attendance is essential for a student to make the most of his or her education to benefit from teacher-led and school activities, to build each day's learning on the previous day's, and to grow as an individual.

Absences from class may result in serious disruption of a student's mastery of the instructional materials; therefore, the student and parent should make every effort to avoid unnecessary absences.

- When a student is absent from school, the student—upon arrival or return to school—must bring a note signed by the parent that describes the reason for the absence. A note signed by the student, even with the parent's permission, will not be accepted.

- Parent notes must be turned in within three days of the student's return to school to be accepted. Parents may write six notes per semester before a doctor's note will be required.
- Upon return to school, a student who is absent for three or more consecutive days because of a personal illness must bring a statement from a doctor or health clinic verifying the illness or condition that caused the student's extended absence from school.
- Refer to the GISD Student Handbook found at <https://www.garlandisd.net/content/policies> for more information and pertinent details regarding compulsory attendance requirements.
- Contact Ms. Roberson, our Data Clerk, for any attendance matters.

6. TECHNOLOGY USAGE

We are a 1:1 campus offering either an iPad and/or MacBook to each student for school use only. Technology provides a great opportunity for personalizing instruction for our students. With this privilege and extraordinary opportunity comes responsibility for both the parent and the student. Students are expected to follow all Garland ISD Technology Acceptable Use Policies (AUP). See the following link for the GISD AUP <https://www.garlandisd.net/content/policies>.

Parents and students also receive a [Beaver 1:1 Program Agreement](#) that includes the rules and guidelines for usage of the devices available at school. The Beaver 1:1 Program Agreement signature page must be signed by both the parents and the student and returned to school at the beginning of the year.

The district permits students to possess personal cellular telephones; however, these devices must remain turned off during the instructional day, including during all testing, unless they are being used for approved instructional purposes. A student must have approval to possess other telecommunications devices such as netbooks, laptops, tablets, or other portable computers. The possession and use of such devices must comply with the District's BYOD guidelines. The use of cellular telephones or any device capable of capturing images is strictly prohibited in locker rooms or restroom areas while at school or at a school-related or school-sponsored event. If a student uses a telecommunications device without authorization during the school day, the device will be confiscated and turned in to a campus administrator. The return of the device and confiscation fees shall be applied in accordance with the Student Code of Conduct. Confiscated telecommunications devices that are not retrieved by the student or the student's parents will be disposed of after the notice required by law. [See policy FNCE.]

7. TOTALLY OUTSTANDING PERFORMANCE (TOP) PARTIES

We implemented the Totally Outstanding Performance (TOP) parties to allow teachers to make positive office referrals to recognize our students who display Beaver Star behavior. We also use the positive referrals to motivate students who embrace a growth mindset and show improvement in their behavior each grading cycle.

In 2018-2019 we celebrated around 136 Beaver Stars, as each classroom teacher nominated one student per class. Our goal for the 2019-2020 school year is to increase the number of TOP students by allowing each teacher to nominate two students per class.

Who is nominated?

Teachers are asked to use both academic and behavioral achievement when making their selections. Students who are responsible, respectful, friendly, and follow classroom and school-wide behavior expectations, can be nominated. We also encourage teachers to nominate students who have shown progress in developing the desired behaviors according to the expectations.

When do the TOP celebrations take place?

There will be one celebration per grade level each grading cycle. Students will receive an invitation with the exact date.

How are TOP students celebrated?

Students are invited to eat lunch with the administration team. TOP students can play games and enjoy spending time with other TOP students from their grade level, as well as the administrative team. Students get a small prize from the treasure chest. They receive a certificate and are recognized on the stage before their grade level.

8. VISITORS

All visitors to the building must report to the school office and have their ID's scanned using the Raptor system. Everyone who checks in at the front office will be given a name tag. Any person in the building without a name tag will be directed back to the office. This is for the safety of everyone in the building.



VOLUNTEERS

All volunteers over the age of 18 must have a volunteer application on file in the school office and background check from the district. For more information on how

to apply to become a volunteer visit

<https://www.garlandisd.net/content/volunteer-our-schools>

- Volunteers will follow the same procedures as a general building visitor. They must report to the school office and will be given a name tag that indicates the specific area where they will volunteer.
- All volunteers must complete the assignments given by the school personnel in the designated area or areas.
- Students whose parents are volunteering (i.e. lunch coverage, field trips, PTA, special events, etc.) must follow all of Beaver's arrival, dismissal, and other classroom/campus procedures.
- If a volunteer needs to discuss student progress or any other matter with any classroom teacher, they must make an appointment with the teacher during their conference time.

Appendix A

Dismissal Permission Slip

I, _____, give permission for my child,
_____, to leave school grounds unescorted or with a
sibling, _____ (sibling's name).

I understand that my child will, therefore, be permitted to leave the school premises. As a result, I am assuming full responsibility for my child's safety since no one from the school will know where my child went after he/she leaves the school premises.

I understand that I will need to inform the school if I do not want my child to be dismissed unescorted or with a sibling at any time. I understand and agree that Beaver MST's employees are not responsible, nor do they assume liability for any injuries, losses, or damages related to and/or resulting from my decision to have my child leave school grounds unescorted.

As such, I am accepting full responsibility for any injury, loss, or damage which may occur in connection with the release of my child from school grounds unescorted. I hereby indemnify, release, and hold the Beaver MST's employees harmless from any liability, loss, damage, claims, or actions, including reimbursement of reasonable attorney's fees, that may arise out of and in connection with my decision to authorize my child to leave school grounds unescorted.

This notice shall be valid for the entire school year, unless I advise the teacher or administration in writing otherwise. If the child has more than one parent/legal guardian with legal custody of the child, both shall sign this release form, and the reference to "I" or "my" throughout shall refer to each parent/legal guardian signing the form.

A separate form must be completed for each child.

Print Name of Student

Print Name of Parent/Legal Guardian

Signature

Print Name of Parent/Legal Guardian

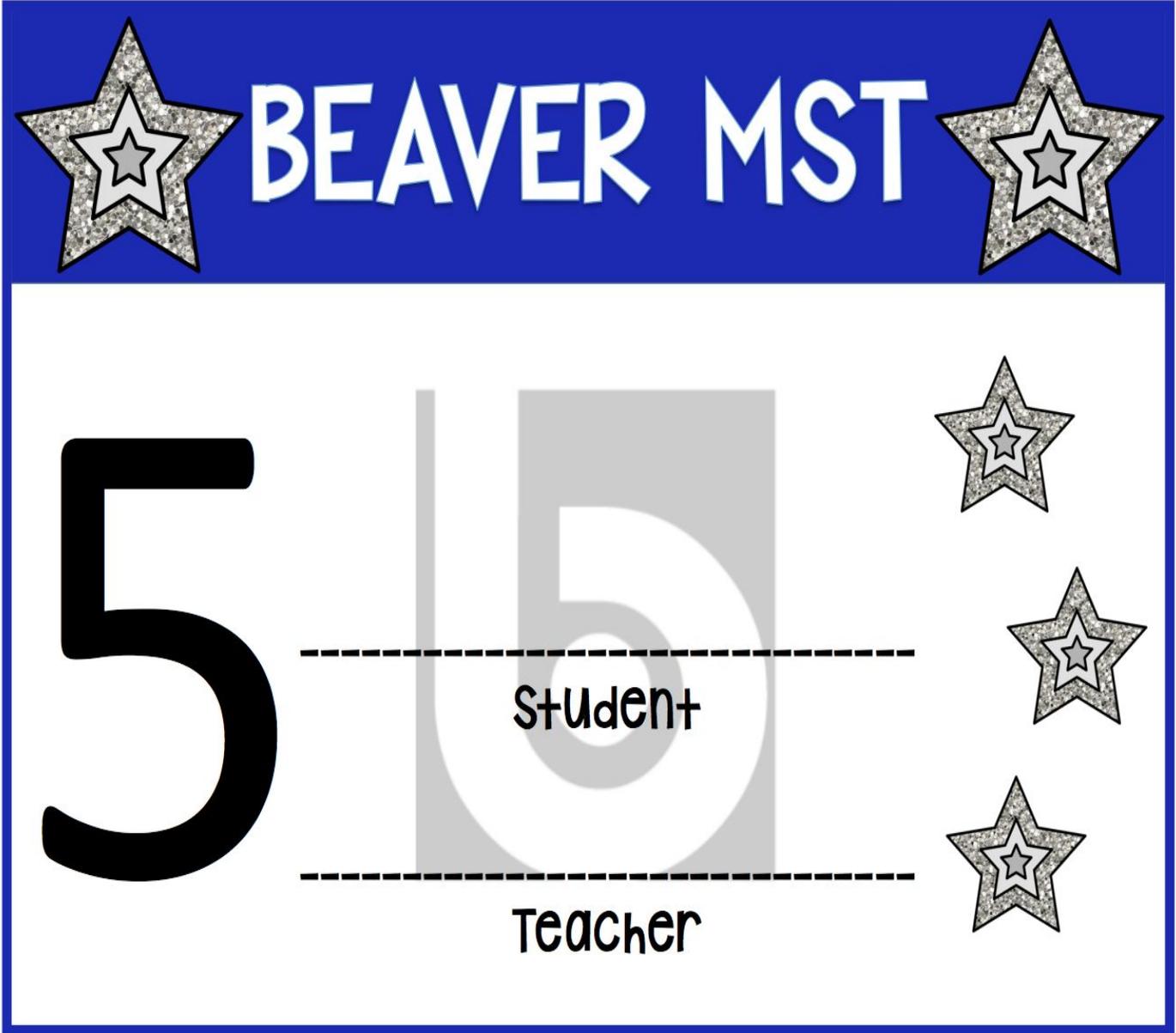
Signature

Home Address

Phone #

Emergency Contact (Name and Phone #)

Appendix B
Pick-up Placard Example



The image shows a pick-up placard for the number 5. At the top, a blue banner contains the text "BEAVER MST" in white, bold, sans-serif font, flanked by two large, five-pointed stars with a silver, glittery texture. Below the banner, the number "5" is written in a large, bold, black font on the left. To its right is a large, light gray number "5" that serves as a background for a writing area. This writing area is divided into three horizontal sections by two dashed lines. The top section is labeled "Student" in a black, sans-serif font. The bottom section is labeled "Teacher" in a black, sans-serif font. On the right side of the writing area, there are three smaller, five-pointed stars with a silver, glittery texture, arranged vertically.

Appendix C



DO's Arrival and Dismissal Procedures DON'Ts

- Be prepared to show photo identification to pick up your child during school hours.
- Pick your student up inside the building if he or she is an accompanied walker.
- Pull all the way to the end of the curb in front of the school to allow others to pull up behind you for drop-off and pick-up.
- Post the school provided tag with your child's name and grade level in the front windshield of your car for after school pick-up.
- Avoid pulling through the middle of the lane during dismissal.
- Be patient; the process will speed up after the first two weeks of school.
- Send a note to inform the teacher or front office if your child's dismissal arrangements for the day have changed. If it is a last minute change, please call the office at least an hour before dismissal to make any necessary transportation changes.
- Park your car in an available parking space if you need to come into the building so that others are not held up in the traffic lane.
- Enter parking lot while traveling west on March Lane.

- Don't park in teacher/visitor parking lot if you need to leave between 3:10-3:30 (that area will be blocked).
- Don't use the alley for dropping off or picking up students. The cones that are placed for safety should not be removed. Pull through the main lane at the front of the school only and exit west on March Lane.
- Don't drop off students in the teacher parking lot where students have to cross the bus lane-cones will be placed to block that area for safety. Please do not move cones.
- Don't park in the bus lane near the covered walkway; that is where GISD buses park to drop off and pick up students.
- Don't park in or in front of our neighbors' driveways.
- Don't ask your child to meet you across the street. We can only supervise students at our building, and we want your child to be safe. Students will only be dismissed from the cafeteria.
- Don't leave a running vehicle unattended.

Appendix D

AGREEMENT TO RECEIVE COMMUNICATIONS ELECTRONICALLY

In an effort to increase paperless communication, this agreement to receive communications electronically addresses the circumstances under which you agree to receive in electronic form information and notices in connection with your student's performance, progress, and school involvement. The information shared electronically might also be pertaining to district, school-wide, and/or classroom events, classroom assignments, parent-teacher conferences, and newsletters.

All communications that we provide to you in electronic format will be provided either: (1) via email; (2) by access to our website, or (3) by joining the teacher or principal Remind accounts.

As deemed necessary, our school might still send paper communications when required by district and state guidelines (i.e. progress reports, report cards, school report cards, etc.)

Student Name: _____

Parent/Guardian's Name: _____

My signature indicates that I wish to receive electronic communications from Beaver MST when available.

Signature

Date