

Morgan Elementary School of Science and Engineering

1410 37th Street; Galveston, Texas 77550

409-761-6700 (Phone); 409-763-0122 (Fax)



Parent and Student Handbook 2021-2022

DISCLAIMER: No student handbook can anticipate every circumstance or question regarding district policies. Throughout the COVID-19 Pandemic, fluid adaptations are important. Accordingly, this publication is not intended to be a legally binding contract. Therefore, Galveston ISD reserves the right to amend, supplement, interpret, rescind, or deviate from any portions of the Student / Parent Handbooks from time to time as it deems appropriate based on the facts and circumstances surrounding each situation, in its sole and absolute discretion. As changes to the Handbook are made during an academic year, this website and all of its linked contents will serve as an essential resource for district and campus procedures and resources. The requirements, programs, fees, policies, and all other subjects covered in this publication may be changed without notice. Users of this publication should contact school district representatives to learn the current status of matters covered herein. Galveston ISD assumes no responsibility for any damages that may be claimed to have resulted from such changes.

Letter From The Principal

Dear Parents:

The Morgan faculty joins me in extending a warm welcome to you and your child for the 2021-2022 school year. We are looking forward to providing successful Science, Technology, Engineering, Math, Reading, Writing and Social Studies educational experiences for your child.

We believe that the partnership between the school and the home plays a crucial role in the education of your child. Our communication with you is extremely important. Please stay in contact with your child's teacher (s) throughout the school year. We also encourage you to participate in our school's PTO program as well as volunteering throughout the school year.

We would like to point out that attendance and punctuality are two areas that parents can focus on to promote student success. We cannot emphasize enough the need for you to make sure that your child is at school every day and arrives on time. Please try and schedule appointments after school when at all possible. Academics begin at 8:15 am sharp every morning. The majority of classes begin with reading as their first class of the day. Reading is the foundation for building academic success. Being on time and not missing valuable instructional time is of the utmost importance.

Please take the time to discuss the contents of this handbook with your child and keep it for reference throughout the year. The campus handbook is designed to provide a resource for some basic information that you and your child will need during the school year. This handbook is in addition to the Galveston Independent School District Parent/Student Handbook and Student Code of Conduct that are located online at www.gisd.org. Each teacher will include more information concerning specific expectations for individual courses throughout the year. If at any time, you have questions concerning your child or the campus policies and procedures, please don't hesitate to contact us.

We welcome your support, cooperation, and suggestions to make all Morgan students successful. Welcome to the Morgan family!

Sincerely,

Sara Giambelluca
Principal
Morgan Elementary School
saragiambelluca@gisd.org
409-761-6700

Morgan's Mission Statement

"Finding Success in Every Student, in Some Way, Every Day."

The mission of Morgan Elementary School is to encourage, empower, and expect each student to become a responsible citizen in our local, national, and global society. Each student will be provided with a challenging and dynamic educational program that will develop intellectual, social, emotional, and physical growth in a positive and supportive environment.

Morgan Information

Grades: Pre-K through 4th

School Colors: Yellow and White

School Mascot: Stars

School Uniform: Khaki, black pants/blue jeans/shorts/skirts with yellow, black or white collared shirt (Morgan T-shirts may be purchased through the front office). **Bottoms with holes, rips, logo, patterns, embellishments or decorations are not allowed.**

School Hours: 8:15-3:55 PM (Breakfast 8:00-8:15 AM)

Administrative Team

<u>Principal:</u>	Sara Giambelluca	saragiambelluca@gisd.org
<u>Assistant Principal:</u>	Laura Vail	lauravail@gisd.org
<u>Curriculum Facilitator:</u>	Kimberly Sam	kimberlysame@gisd.org
<u>Counselors:</u>	Jossie Quintana	jossiequintana@gisd.org
	Margarita Belmares	margaritabelmares@gisd.org
<u>Literacy Coach:</u>	Nakia Bellow	nakiabellow@gisd.org
<u>Collaborative Learning Leader:</u>	Sharon Hopkins	sharonhopkins@gisd.org
<u>Magnet Coordinator:</u>	Claudia Delvalle	claudiadelvalle@gisd.org

School Information

Letter to Parents

L.A. Morgan Elementary School Mission Statement

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Morgan Elementary School of Science and Engineering

Campus Information and Programs



Morgan Elementary School of Science and Engineering is focused on providing a curriculum rich in academics as well as a focus on Science, Technology, Robotics, and PLTW.

Campus Information and Programs

- Self- contained Gifted and Talented Classes for each grade level
- Full day Pre-K 4-year-old classes
- STEMM (Science, Technology, Engineering, Math and Medical Science) incorporation into core-curriculum
- Outdoor Science Classroom
- Fully equipped Robotics Lab
- Competitive Robotics Team
- 1:1 Chromebooks
- Art Class
- Physical Education Class
- Music and Mindfulness Class
- TEKS Resource System
- Campus Curriculum Facilitator
- Literacy Coach
- Magnet Coordinator
- Collaborative Learning Leader
- Balanced Literacy Reading Framework
- Social Emotional Learning Coordinator
- Family Service Center
- Student Council
- LCD projectors
- School Productions
- Magnet Showcase

The following information is provided to answer questions you may have regarding school procedures at **L. A. Morgan Elementary School**. Topics have been arranged in an alphabetical manner. If there is a topic that has not been covered, please request information from the office personnel or make an appointment to speak with the principal.

ADDRESS/PHONE NUMBER CHANGE

Please notify the school office of any change of address, phone number, parent contact numbers, etc., as soon as possible. This will assist the school in the event of an emergency and help ensure that your child is handled properly and according to your wishes.

ARRIVAL TO SCHOOL

Drop off and pick ups will be contactless whenever possible. Students may enter the building at 8:00 AM at their designated drop-off entrance. (See Map; PK-K will enter through the front secondary entrance by PK; 1st-2nd will enter through the front main entrance; and 3rd-4th will enter through the southeast side entrance near the gym) Siblings may enter through the entrance of the youngest sibling together. The building will not be opened prior to 8:00 AM. Breakfast will be served in classrooms from 8:00-8:15. No breakfast will be served after 8:15 AM. Classes begin at 8:15 AM. **STUDENTS ARE TARDY AFTER 8:15 AM.** After 8:15 AM, parents must walk their children into the school to sign them in to secure an admittance slip for class. After the **FIFTH** tardy in 4 weeks, a meeting with the parent/guardian and a Morgan administrator will be required.

ATTENDANCE

Regular school attendance is extremely important to your child's education; therefore, parents should make every effort to avoid unnecessary absences. **Attendance is taken every class period from 8:15 AM**

– **3:55 PM.** A student is marked absent for missing any period during the day. The State of Texas recognizes the following as valid reasons for absence:

- Illness of the child
- Sickness or death in the family
- Weather or road conditions making travel dangerous
- Religious holy days (please submit a written request prior to the absence)
- Days of suspension
- Participation in court proceedings
- Other unusual circumstances deemed appropriate by the campus principal

All absences are counted against the student's attendance record. School employees must investigate and report violations of the State of Texas Compulsory Attendance Law. Excessive absences may result in a referral to the court system. Students absent more than three unexcused days within a four-week period will be referred to our District Truancy Officer. Additionally, students with excessive tardiness will be referred to our District Truancy Officer.

Absentee Notes: After an absence, the student should report to school with a note from a parent or legal guardian. The note should contain the following items:

- Student's first and last name (printed)
- Date of absence
- Reason for absence
- Parent/Guardian Signature

The student must give this note to the attendance clerk or their teacher prior to the beginning of the instructional day. Absentee notes must be received by the Attendance Clerk no later than three (3) days after the student's return to school. Notes signed by the student, even with the parent's permission, will be considered forgery. Parents can also submit absence notes via Skyward. If a note is not received

within three days, the absence will be considered “Unexcused”.

Ten Day Rule:

If your child misses 10 or more days, an Attendance Meeting will occur between a Morgan Administrator and parent to discuss and implement an attendance plan for your child.

BIRTHDAYS AND OTHER CELEBRATIONS

Most of our students will have birthday celebrations during the school year. While we appreciate the parent’s and the child’s desire to share this event with classmates, we cannot permit interrupted instructional time; therefore, we do not allow parents/guardians to go to the classroom for these celebration events. We will require that the below guidelines be followed:

- Parents may drop off, directly to Morgan’s office, store bought cupcakes or cookies to be shared with classmates in the classroom during afternoon snack or after lunch.
- Drinks or food items such as pizza or ice cream may not be served.
- Candles may not be used.
- Flowers / balloons / gifts may not be brought or sent to the school at any time of the year for birthdays or any occasions.
- NO celebrations for birthdays etc. will take place during lunch.
- Birthday celebrations will only be allowed after 3:15 PM.

BUILDING ACCESS AND VISITOR CHECK-IN

STUDENTS

Students are instructed to use specific entrances and exits for arrival and dismissal. This is designated for the safety of all students.

PARENTS AND VISITORS

Parents and visitors shall use the doorbell

system located at the front entrance main door. Visitors will be communicated with through the contactless intercom. Visitors, when essential, will enter through the main doors and report to the reception desk for security check-in. All persons visiting the school will be required to sign-in at the school’s main office. Visitors must have pictured identification (driver’s license, ID card and passport). **If an individual does not have either, he/she must have an alternate picture ID that identifies his/her face with a name.** School personnel will use the V-Soft system to provide a pass for the visitor. Upon leaving the building, visitors shall report to the main office area to check-out.

BUS TRANSPORTATION

To arrange bus transportation for your child, you must complete the Request for Bus Transportation form in Skyward. For questions, contact the Transportation Department at 409-761-6175. No child will be allowed on the bus without the completion of appropriate paperwork. Safety on the bus is of utmost importance. Students may be suspended from bus services for a designated amount of time or permanently depending on the infraction(s).

CAFETERIA SERVICES

GISD will be participating in the Community Eligible Provision (CEP) lunch program for the 2021-2022 school year. The CEP program allows the schools and districts to serve breakfast and lunch at no cost to all enrolled students. Parents will still have to complete household applications on line through the GISD website.

Lunch visits and non-essential deliveries are prohibited until further notice. (See the District Return to Learning Plan for more information) If you send a lunch with your child, please refrain from sending soda and candy items.

CANVAS

Canvas is a cloud-based learning management system (LMS) that will allow teachers to connect all of their digital learning tools and resources into one simple place. This will enhance classroom teaching and communication with students and parents. Parents now have access to view student assignments in Canvas. Contact your student's teacher for assistance.

CELL PHONES

Students are allowed to keep cell phones in their backpacks. The cell phones must be turned off between the hours of 8:00 AM and 3:55 PM. Any cell phone that is turned on or in use during the restricted time frame will be picked up and sent to the office. The phone will be returned to the parent or legal guardian after school the first time it is picked up. Should a second offense occur, the phone will only be returned to the parent/guardian upon payment of a \$15 fee.

CLASSROOM/SCHOOL VISITATIONS

Visitation will be limited to essential visitors who have previously scheduled appointments. Non-essential visitors should utilize virtual meetings, when possible. Lunch visits are prohibited. To avoid disrupting classroom instruction, we ask that you contact the classroom teacher to make him/her aware of your impending visit. Classroom visits for extended periods of time are discouraged. Classroom visits are limited to 45 minutes, if requested by an administrator. Upon arrival to the school, all visitors must sign in and obtain a visitor's pass from the school office.

CONFERENCES

The district schedules regular parent-teacher conference days. The dates will be noted on your school calendar. However, **you may also schedule a conference with your child's teacher at any time.** Call the school

at (409) 761-6700 and leave a request for the teacher to return your call. You may suggest a date, day, and time. The teacher will return your call to confirm or discuss the conference request. Please give an indication of what the conference will address, so that the teacher can assemble information, examples, or other documentation. Tuesdays and Thursdays are team meeting days for all teachers; therefore, we ask that conferences be scheduled Monday, Wednesday, or Friday. **If you are not contacted within a reasonable amount of time, please contact the principal.**

Teachers must begin their day in the classroom at 8:00 AM. Please refrain from conferencing with the classroom teacher when dropping off your child in the mornings.

CONSENT TO RECORD

State law permits the school to make a video or voice recording without parental permission when it:

- Is to be used for school safety,
- Relates to classroom instruction or a co-curricular or extracurricular activity,
- Relates to media coverage of the school, or
- Relates to the promotion of student safety as provided by law for a student receiving special education services in certain settings.

DISCIPLINE

Morgan Elementary School has the responsibility of establishing and maintaining a quality educational program in which all students will be successful and reach their full potential. Students also have the responsibility to conduct themselves in a manner which will help their academic achievement as well as maintain a positive school environment.

In order to guarantee that all students will be in the best learning environment, Morgan teachers and students will be utilizing the CHAMPS procedures. CHAMPS is a classroom management system in which

teachers design procedures that encourage students to be responsible, motivated, and highly engaged in the specific task at hand. The teachers will be using CHAMPS principles to teach students directly how to be successful in specific classroom and school-wide situations.

Morgan Elementary School is a Positive Behavior Intervention & Supports (PBIS) campus. PBIS is a framework that guides selection, integration, and implementation of the best evidence-based academic and behavioral practices for improving important academic and behavior outcomes for all students.

Morgan Elementary School's PBIS Team believes academic and behavioral student success can be achieved by fostering and promoting a safe and positive school atmosphere that enhances student learning through a school-wide system that recognizes and supports positive behavior.

In order to guarantee that all students will be in the best learning environment, Morgan Elementary School teachers and students will be utilizing the processes and procedures to encourage trustworthiness, responsibility, respect, fairness, caring and citizenship. Students are expected to follow the social contracts in each classroom and throughout the school.

Consequences:

Faculty will re-direct students using the following:

Student/Teacher Conference

Parent Contact

Administrative Conference

Parent will be asked to sit with their child for at least 45 minutes.

In addition to CHAMPS, the GISD Code of Conduct will be used to determine appropriate consequences.

DISMISSAL

Drop off and pick-up will be contactless whenever possible.

Dismissal for Pre-K thru 4th grade will be staggered to ensure a safe dismissal. Please see the map for pick up locations. **Parents are responsible for making arrangements for children to be picked up promptly at their dismissal time.** We do not have staff on duty to supervise children after 4:00 PM. Cases in which children are repeatedly picked up late will be referred to a Social Worker, Child Protective Services (CPS), or GISD Police. Failure to pick your child up on a continuous basis could be viewed as neglect. When making other arrangements for your child at dismissal, please communicate your arrangements to the teacher in writing, not by phone, to the school. These arrangements should be communicated prior to 3:25 PM. Failure to pick up your child by 4:00 PM and our inability to reach anyone by phone will result in GISD Police contact.

The transportation options are as follows: bus service, car rider, daycare, or walker.

Bus Service: Bus drop off and loading will take place on the north side of the building.

Car Rider/Parent Pick Up: Parents picking up in a vehicle should remain in the vehicle requiring students to get in and out of the vehicle independently. The safety staff will escort him/her or them to you as needed. All car rider/parent pick up students will be issued a sign/card with your child's name and grade level. This must be visible when picking up your child. Students cannot be dropped off or picked up at the bus loading area because it presents a safety hazard.

Pre-K thru 2nd grade teachers will escort car riders to the front of the school and each grade level will wait in their assigned grade level lines until dismissed. PK and K will exit through the front secondary entrance near PK. PK at 3:30 and K at 3:35. 1st and

2nd grade will exit through the front main entrance. 1st grade at 3:40 and 2nd at 3:45. Cars will enter the front of the school building on 37th and Ave. N and must exit on 37th and Ave. M1/2 going west (left turn).

3rd and 4th grade car riders will be picked up from the southeast side of the building near 36th street at 3:45. The students from 3rd and 4th grade who have little brothers or sisters can be picked up with their Pre-K through 2nd grade siblings.

Walkers: Students who are walking home by themselves will be allowed to leave with teacher's permission. Parents who are parking and then walking up to pick up their child(ren) will pick them up from the back of the gym.

Daycare: If you would like to know the daycare facilities that pick up and drop off at Morgan, feel free to contact the front office. Daycare drop off and pick up will also take place from the north side of the building.

DISPLAYING STUDENT WORK ON CAMPUS

Teachers may display a student's work in classrooms or elsewhere on campus as recognition of student achievement without seeking prior parental consent. These displays may include personally identifiable student information. Student work includes:

- Artwork, · Special projects, · Photographs, · Original videos or voice recordings, and · Other original works.

DISTANCE LEARNING

Distance Learning includes courses that encompass the state required essential knowledge and skills, but are taught through multiple technologies and alternative methodologies. We may use distance learning in case of unforeseen circumstances. If distance learning is offered to students, students will be expected to maintain classroom expectations and appropriate behavior at all times while

engaging with their teachers and peers via distance learning.

DISTRICT POLICE OFFICERS

GISD employs licensed and commissioned police officers for the safety and security of its schools, students, and employees. The GISD Police Department is charged with the ethical enforcement of law, district policy, and school rules while promoting good behavior, positive public relations and a rapport of trust between the officers and the population they serve.

Officers have the full authority of peace officers in accordance with the Texas Code of Criminal Procedure. In addition, GISD Police Officers have a special authority to enforce school rules and board policy. This special authority includes administrative discretion to recommend disciplinary action or administrative actions as a consequence of rule and/or policy violations. Officers have the authority and immunities to make arrests or take students or others into custody. They may issue citations for offenses and regulate the flow of vehicular and pedestrian traffic both on and off school property. They also enforce the truancy laws and the city ordinances for the violation of the daytime curfew.

DRESS CODE

Morgan Elementary School Dress Code is established to teach grooming, hygiene, instill discipline and modesty, prevent disruption, avoid safety hazards, teach respect, and prepare our students for the future.

TOPS/JACKETS: White, Yellow or Black **Polo-style shirts** (long sleeves or short sleeves), School Spirit Shirts **Oversized shirts will not be allowed.**

Hooded jackets are allowed, but students cannot keep hoods on in the building

Visible undershirts—white or matching the color of the uniform shirt. Undershirts must not hang below the uniform shirt.

BOTTOMS: Khaki or black colored uniform style pants, blue jeans-pants, jumpers, skorts, skirts, capri pants, or walking shorts. Bottoms with holes, rips, logo, patterns, embellishments or decorations are not allowed. **Khaki or black skorts, skirts, or shorts** must be no shorter than 2 inches above the knee.

SHOES: Students are required to wear closed toed shoes with a back for their own safety while in the building. In addition, students are required to wear no-marking soles to protect our school's floor. Shower shoes, open toe sandals or flip-flops are NOT permitted.

Hats, headgear, hoods, and bandanas are not to be worn on campus. Sunglasses are not to be worn inside the building. Hair must be neat and clean. Hairstyles, including hair that is dyed an unconventional color (i.e. green, purple, orange, fire red, etc.), etchings or spiked/Mohawk styles, are not permitted. Hair must not cover the eyes.

When students are given a "Modified Dress Day", for a special occasion, parents will be given written notification from the school. Students will be expected to comply with the district's dress code on these days by not wearing short shorts or tank tops with inappropriate logos, emblems or decorations. Halters, strapless garments, tank tops, and clothes that expose the midriff or the underarms are **not** permitted.

Necklaces and big hanging earrings are discouraged for girls (to avoid injury, loss or theft) and are prohibited for boys.

***Donations of used clothing that meet the school's dress code guidelines are always welcomed, as there is always a need for those items.

EARLY PICK-UP

Picking up students prior to regular dismissal time is extremely disruptive to the class and your child's education. Parents are encouraged to pick up students early only in extreme emergencies. Parents must go to the office to sign out a student leaving prior to regular dismissal. Parents will be asked to state the reason for early departure in order to be excused. Parents must have a valid ID to pick up the student. **No students will be checked out after 3:15 PM.**

EMERGENCY MEDICAL TREATMENT

Parents shall complete an emergency care form each year which gives for parental consent for school officials to request medical treatment for the student as provided by law. Parents shall also be asked to supply other information that may be required in case of an emergency. Parents should update this information as often as necessary.

FIELD TRIPS

Field trips are intended to enhance or supplement the school's instructional program. The school district requires parent permission and emergency information forms to be signed and returned before students are permitted to leave the campus. Therefore, we request that you sign all field trip forms prior to the day of the field trip. Adult chaperones may not ride school buses on field trips. GISD policy does not allow non-GISD children to ride district buses. In order to provide a safe environment, there will be at least one adult per 15 students on a field trip. **In advance of the trip, the District shall obtain a criminal history record of all persons serving as chaperones.**

HOMEWORK

Research shows that homework and practice are effective instructional techniques. Students may be assigned homework

Monday-Thursday. Parents are encouraged to contact the teachers to discuss homework assignments and school assignments frequently.

HONOR ROLL CRITERIA

A Honor Roll- Students must earn an “A” (90-100) in *all* courses. All conduct grades must be “S” or above.

A-B Honor Roll- Students must earn “As” (90-100) and “Bs” (80-89) in all courses. All conduct grades must be “S” or above.

“Morgan Perfect Attendance Awards”:

Perfect Attendance Awards are given each nine weeks and at the end of the year. To receive this award, a student must be on time each day to school.

“STAR Student of the Week Award”

The Student of the Week Award is given to encourage appropriate behavior, academic achievement, and academic progress. This award will be determined by the classroom teacher and our campus staff. Examples of ways to earn STAR student of the week award are: completing five days of homework, perfect attendance, honor roll, improvement in academic achievement or conduct, etc. The parents of the students who will receive the awards will be informed via phone call. These students will receive a free dress pass and an opportunity to eat lunch with a member of the Administrative Team on Fridays.

“Star Incentive Tickets”

The Star Incentive Tickets are given to encourage appropriate behavior and academic performance. The tickets are given daily by classroom teachers and members of our campus staff. The students collect these tickets and redeem them for prizes every Friday.

ILLNESS

When your child is ill, please contact the school to let us know he or she will not be attending that day.

State rules require schools to exclude students with certain illnesses from school for certain periods of time. For example, if a child has a fever over 100 degrees, he or she must stay out of school until fever-free for 24 hours without use of fever-reducing medications. Students with diarrheal illnesses must stay home until they are diarrhea-free without use of diarrhea-suppressing medications for 24 hours.

A full list of conditions for which the school must exclude children can be obtained from the school nurse.

If a student becomes ill during the school day, and the school nurse determines that the child should go home, the nurse will contact the parent.

The district is required to report certain contagious (communicable) diseases or illnesses to the Texas Department of State Health Services (TDSHS) or our local/regional health authority. The school nurse can provide information from TDSHS on these notifiable conditions.

The school nurse is available to answer any questions for parents who are concerned about whether or not their child should stay home.

IMMUNIZATIONS

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical reasons or reasons of conscience, including a religious belief, the student will not be immunized.

For exemptions based on reasons of conscience, only official forms issued by the Texas Department of State Health Services (DSHS), Immunization Branch, can be

honored by the district. This form may be obtained by writing the DSHS Immunization Branch (MC 1946), P.O. Box 149347, Austin, Texas 78714-9347; or online at [Affidavit Request for Exemption from Immunization](#). The form must be notarized and submitted to the principal or school nurse within 90 days of notarization. If the parent is seeking an exemption for more than one student in the family, a separate form must be provided for each student.

The immunizations required are:

- Diphtheria, tetanus, and pertussis;
- Rubeola (measles), mumps, and rubella;
- Polio;
- Hepatitis A;
- Hepatitis B;
- Varicella (chicken pox); and
- Meningococcal.

The school nurse can provide information on immunization requirements. Proof of immunization may be established by personal records from a licensed physician or public health clinic with a signature or rubber-stamp validation.

If a student should not be immunized for medical reasons, the student or parent must present a certificate signed by a U.S. registered and licensed physician stating that, in the doctor's opinion, the immunization required is medically contraindicated or poses a significant risk to the health and well-being of the student or a member of the student's family or household. This certificate must be renewed yearly unless the physician specifies a lifelong condition.

INJURIES AT SCHOOL

All students and their parents or guardians need to understand that under state law GISD is NOT LIABLE for injuries received

by students at school, no matter how caused. Therefore, the school district cannot and will not pay any medical expenses or other expenses or damages resulting from such injuries. Further, the district has no insurance insuring against such injuries or covering the student who is injured at school. Parents or guardians are, therefore, urged to obtain their own accident or medical insurance covering school injuries if they have not done so.

LICE

Head lice is very common among children. Although not an illness or a disease, it spreads easily through head-to-head contact during play, sports, nap time, and when children share things like brushes, combs, hats, and headphones.

If careful observation indicates that a student has head lice, the school nurse will contact the student's parent to determine whether the student needs to be picked up from school and to discuss a treatment plan using an FDA-approved medicated shampoo or cream rinse that may be purchased from any drug or grocery store. After the student undergoes one treatment, the parent should contact the school nurse to discuss the treatment used. The nurse can also offer additional recommendations, including subsequent treatments, how best to get rid of lice, and how to prevent their return.

The district will provide notice to parents of elementary school students in the affected classroom without identifying the student with lice.

More information on head lice can be obtained from the DSHS website [Managing Head Lice in School Settings and at Home](#).

LOST and FOUND

The Morgan "Lost and Found" is located in the front office. Students must arrange for an appropriate time to go to the front office to claim lost items. It is suggested that

students check the “Lost and Found” before school and after school. Any clothing left in the “Lost and Found” will be donated to a worthy charity at the end of each semester.

MEDICINE AT SCHOOL

Students requiring medications at school must follow the appropriate district policies (**no exceptions**). All medications must be maintained and administered in the school clinic. Authorized district employees may administer:

- Prescription medication provided by the parent, along with a written request from the parent and a physician, and in the original, properly labeled container obtained from your pharmacy. It must also be prescribed and signed by a physician licensed to practice in the State of Texas.
- The student may NOT bring medicine to the nurse. It must be brought by the parent/guardian. Do not allow your child to bring medication in their pockets/purses/backpack.

A student with asthma who has written authorization from his or her parent and physician or other licensed health-care provider may be permitted to possess and use prescribed asthma medication at school or school-related events. The student and parents should see the school nurse if the student has been prescribed asthma medication for use during the school day.

Please make an appointment with the nurse to discuss any special situations that may affect your child.

NURSE/CLINIC REFERRALS

If your child becomes ill or injured during school, the teacher will refer him/her to the clinic. Please do not send your child to school if he/she has a fever or is otherwise

ill. Children should be fever free for 24 hours before returning to school. A child who is sent home with a fever may not return to school the next day. The clinic staff will contact the parent if they have concerns or determine that the child needs to be sent home. The person picking the child up from the clinic must sign them out in the school office. Please make sure your child’s Student Data Sheet contains current parent and emergency contact information. Updated health measures may be put into place due to COVID-19 for the 2020-21 school year.

PERSONAL BELONGINGS

To assist your child in identifying his/her school supplies and personal belongings, please label or mark all items with your child’s name. Toys, cards, electronic games, dolls, and other items such as these are not permitted at school. Please make sure that these items are left at home.

PERSONAL TECHNOLOGY DEVICES

Students who bring personal technology devices to school, including cell phones, wireless earbuds, or bluetooth devices, will use the following procedure:

- Devices will be turned off upon arriving on campus.
- Students will place all devices in their backpacks.
- If devices are needed for classroom instruction, teachers will instruct students on the process to retrieve devices, use them during class time, and return them to their backpacks at the end of class.
- Devices may be turned on once students have exited the building.
- Students may not place phone calls, text, or use social media during school hours without a staff member’s permission.
- There is a phone available for student use inside the front office

- Any cell phone/device that is turned on or in use will be picked up and sent to the office and parent contact will be made.

PHYSICAL EDUCATION

Students will not be excused from participating in Physical Education classes unless there is a written excuse from the parent or a doctor. Physical education is a state requirement and participation is mandatory. Our goal is to teach children good health habits and to exercise daily.

SOCIAL EMOTIONAL LEARNING

Social and emotional learning (SEL) is the process through which children and adults acquire and effectively apply the knowledge, attitudes, and skills necessary to understand and manage emotions, set and achieve positive goals, feel and show empathy for others, establish and maintain positive relationships, and make responsible decisions. The following are the five core competencies for social emotional learning:

- Self-Management
- Self-Awareness
- Social Awareness
- Relationship Skills
- Responsible Decision Making

SEL is part of the GISD strategic plan and is embedded throughout our classroom instruction, CHAMPS initiative, and Capturing Kids Hearts.

RELEASE OF STUDENTS FROM SCHOOL

We strongly discourage students leaving the school before the end of the school day. Doctor's appointments should be scheduled, if possible, at times when the student will not miss vital instructional time.

If it becomes necessary for a student to leave school early, and the parent is unable to pick up your child, please provide a note with the name of the person authorized to pick up

your child. The authorized person must show a picture ID to office personnel in order to pick up the child.

Parents requesting early release should report to the front office. Parents must have a picture ID and remain in the office area until the student arrives. Safety is a priority!

Students who become ill during the school day shall report to the school nurse. The nurse will decide whether or not the student should be sent home and will notify the student's parent. Parents shall report to the main office to check out the student.

STUDENT DATA

We ask that all student information be kept updated at all times. Written notification of changes in address, phone number or other information should be submitted to the school office as soon as possible. This will assist us in case of an emergency and ensure that your child is handled properly and according to your wishes.

TAKE HOME FOLDER

Every day your child will bring home a "Take Home" folder. This folder may contain graded papers, teacher's notes, completed work, announcements, field trip permission slips, and the school's newsletter. Parents are expected to view the contents of this folder every day. This will be one way of communicating with each of you. Each parent should review the folder's contents, take the appropriate action, and return requested papers along with the folder on the following school day.

TECHNOLOGY CHECK-OUT

Campus-owned technology will be issued to individual students for instructional purposes. The use of district equipment is restricted to approved purposes only. Parents and students will be asked to sign a user agreement regarding the use of these campus resources. Violations of the user agreement

may result in withdrawal of privileges and other disciplinary action.

TEXTBOOKS, TECHNOLOGICAL EQUIPMENT, AND OTHER INSTRUCTIONAL MATERIALS

The district provides textbooks and other approved instructional materials to students free of charge for each subject or class. Students must treat any books with care and place covers on them, as directed by the teacher. The district may also provide electronic textbooks and technological equipment to students, depending on course objectives.

A student who is issued a damaged item should report the damage to the teacher.

Any student who does not return an item or returns an item in an unacceptable condition loses the right to free textbooks and technological equipment until the item is returned or the damage is paid for by the parent. However, the student will be provided the necessary instructional resources and equipment for use at school during the school day.

TRAFFIC SAFETY

Student safety is of the utmost importance at our campus. Please help us to ensure the safety of our students by observing Morgan's safety rules during morning drop-off and afternoon pick-up:

- Observe the school zone speed limit and cell phone usage laws.
- Discuss with your child the proper route to take to and from school, along with the importance of reporting directly to school and returning home immediately upon dismissal.
- Do not park, drop off, or pick up your child in the school bus zone.
- Do not park along the curb in front of the building. This blocks the traffic from moving smoothly and

backs up the drop off and pick up areas.

- Instruct your child to cross the street only in designated crossing zones.
- The crosswalk in the middle of the front campus driveway is the designated spot for children to cross the driveway area.
- Do not block the crosswalk with a vehicle at any time.
- If you need to exit your car, please park the car on the street.
- Do not exit your car if you are in one of the pull-through lanes.
- Please follow the directions of the traffic officers stationed in the parking lot during arrival and dismissal times. They are there to assist with the safety of your children.

Morning Drop Off: Since school traffic generally causes delays, please allow plenty of time to get your student to school on time and as safely as possible. Drop off your children in the drive through lanes. **PLEASE DO NOT DROP OFF YOUR CHILD IN THE STAFF PARKING LOT.**

This is not a safe place because no one is monitoring the parking lot. Also, the staff parking area must be accessible to our staff. They are unable to park when parents are double parked dropping off children. Additionally, dropping students off in the street behind the parking lot is not safe because there are no adults to monitor them.

Afternoon Pick Up: **Do Not** get out of your car to get your child. The safety staff will escort him/her or them to you. We encourage all children to use the crosswalk. **Please** do not honk for your child. When this is done, a child may take off running. This has happened several times and children have come very close to getting hit. **DO NOT DOUBLE PARK IN THE STAFF PARKING LOT TO WALK UP AND GET YOUR CHILD.** Staff members must be able exit the parking area due to

appointments or meetings. An abandoned car will prevent their timely departure. Remember we are all here for the children and their safety. Working together will help us keep our students safe. For more information, please read the section titled **DISMISSAL**.

TRANSFERS

The principal is authorized to transfer a student from one classroom to another.

UNAUTHORIZED PERSONS

In accordance with Education Code 37.105, a school administrator, school resource officer (SRO), or district police officer has the authority to refuse entry to or eject a person from district property if the person refuses to leave peaceably on request and:

- The person poses a substantial risk of harm to any person; or
- The person behaves in a manner that is inappropriate for a school setting and persists in the behavior after being given a verbal warning that the behavior is inappropriate and may result in refusal of entry or ejection.

VANDALISM

Littering, defacing, or damaging school property is not tolerated. Students will be required to pay for damages they cause and will be subject to criminal proceedings as well as disciplinary consequences in accordance with the Student Code of Conduct.

VIDEO CAMERAS AND AUDIO RECORDING EQUIPMENT

For safety purposes, the district uses video and audio recording equipment to monitor student behavior, including on buses and in common areas on campus. Students will not be told when the equipment is being used.

The principal will review the video and audio recordings as needed and document

student misconduct. Discipline will be in accordance with the Student Code of Conduct.

In accordance with state law, a parent of a student who receives special education services, a staff member (as this term is defined by law), a principal or assistant principal, or the board may make a written request for the district to place video and audio recording equipment in certain self-contained special education classrooms. The district will provide notice before placing a video camera in a classroom or other setting in which a child receives special education services. For more information or to request the installation and operation of this equipment, speak with the principal or the Director for Special Education (Jessica Swenson-Edwards 409-761-3920), who the district has designated to coordinate the implementation of and compliance with this law.

VISITORS

Galveston ISD has installed a video security system in our building to ensure the safety and security of our students and staff. The objective of this system is to permit only those who are authorized into our school. The office staff is able to view visitors through a camera system before they enter the building which provides office staff the opportunity to detect potential threats to our school as early as possible. All visitors must first report to the school office to receive a Visitor's Pass. Parents and other adults are welcome to visit the school campus. To better protect our students, visitors and staff, our campus uses software called V-Soft. V-Soft helps track visitors, students, faculty, contractors, and volunteers at our school. Tracking provides a safer and monitored environment for the students. When checking in, you will be asked to present a valid state issued ID for entering into the system. The system has the ability to provide alerts on people who may jeopardize the safety of the campus. We feel certain

this will help us keep our campus a little safer and ask for your cooperation in presenting your valid state issued ID or Driver's License when checking in at the school. The school also maintains data concerning custody issues and restraining orders.

Lunch visits are prohibited at this time. All visitors are expected to demonstrate the highest standards of courtesy and conduct while in the classroom and school building. Disruptive behavior will not be permitted.

Upon leaving the campus, visitors should return to the school office to sign out.

VOLUNTEERING

Please try to donate an hour, a day, or any portion of time to volunteer in your child's classroom or on campus. Your expertise in a specific field would make a great "guest teacher" day in your child's classroom. Your helping hands in assembling flyers for take home folders would be very much appreciated. Please sign-up at the Meet the Teacher night or with your child's classroom teacher to be an active part of your child's

school by volunteering. If you would like to donate your time, please complete the Criminal History Form and return it to the school ASAP. All volunteers must go through this process. The completion of the Criminal History Form is required for adults desiring to be chaperones on field trips.

WEBSITE and Facebook

Please visit the Morgan webpage and Facebook for weekly updates and information concerning your child's classes. www.gisd.org/morgan

WITHDRAWING FROM SCHOOL

To withdraw a student, the parent or guardian must submit a written request to the principal specifying the reasons for withdrawal and the final day the student will be in attendance. Withdrawal forms are available from the principal's office.

Please provide the school at least three days' notice of withdrawal so that records and documents may be prepared.

**Options and Requirements
For Providing Assistance to Students Who Have Learning
Difficulties or Who Need or May Need Special Education**

If a child is experiencing learning difficulties, the parent may contact the person listed below to learn about the district's overall general education referral or screening system for support services. This system links students to a variety of support options, including referral for a special education evaluation. Students having difficulty in the regular classroom should be considered for tutorial, compensatory, and other academic or behavior support services that are available to all students.

At any time, a parent is entitled to request an evaluation for special education services. Within a reasonable amount of time, the district must decide if the evaluation is needed. If evaluation is needed, the parent will be notified and asked to provide informed written consent for the evaluation. The district must complete the evaluation and the report within 45 calendar days of the date the district receives the written consent. The district must give a copy of the report to the parent.

If the district determines that the evaluation is not needed, the district will provide the parent with a written notice that explains why the child will not be evaluated. This written notice will include a statement that informs the parent of their rights if they disagree with the district. Additionally, the notice must inform the parent how to obtain a copy of the *Notice of Procedural Safeguards - Rights of Parents of Students with Disabilities*.

The designated person to contact regarding options for a child experiencing learning difficulties or a referral for evaluation for special education is:

School Contact: Sara Giambelluca –Principal

Phone Number: 409 761-6700

District Contact: Jessica Swenson

Phone Number: (409) 761-3921

Who Do I Contact For...?

Areas of Assistance	Campus Contact	Contact Information
General Information/ Concerns	Sara Giambelluca	saragiambelluca@gisd.org (409) 761-6700
Scheduling Counseling	Jossie Quintana Margarita Belmares	jossiequintana@gisd.org (409) 761-6707 margaritabelmares@gisd.org (409) 761-6707
SEL Specialist	Emily Rollins	emilygiffin@gisd.org
Discipline TELPAS/Bus Routes	Laura Vail	lauravail@gisd.org (409) 761-6704
Academic Assistance STAAR testing TOR Kids Tutoring	Kimberly Sam	kimberlysam@gisd.org (409) 761-6715
Parent Volunteers General School Information	Selva Pardo	selvapardo@gisd.org (409) 761-6702
ACE 21 st Century Program	Synethia Dorsey	synethiadorsey@gisd.org (409) 761-6700
Medications Illness	Kris Messina	krimessina@gisd.org (409) 761-6700
Student assignments	Individual teacher	See Page 17
Cafeteria	Nishantha Arulentarin	nishanthaArulentiran@gisd.org (409) 761-6769
Special Education	Sandy Nears	sandynears@gisd.org (409) 761-6708
Library	Felicia Poteet	feliciapoteet@gisd.org (409) 761-6720
Website	Claudia Delvalle	claudiadelvalle@gisd.org (409) 761-6700
Robotics Coach	Fidel Gutierrez	fidelgutierrez@gisd.org (409) 761-6700
Attendance Registration	Olga Solano	olgasolano@gisd.org (409) 761-6700

Teacher Contact Information

Pre-K Conference Time: 9:05-9:50	Adriana Fuentes Marina Garcia Christian Salgado	adrianafuentes@gisd.org marinagarcia@gisd.org christiansalgado@gisd.org
Kindergarten Conference Time: 12:50-1:40	Andrea Gardner Ana Benavides Julie Richards Soraya Villarreal Allyson Markello	andreadgardner@gisd.org anabenavides@gisd.org julierichards@gisd.org sorayavillarreal@gisd.org allysonmarkello@gisd.org
First Grade Conference Time: 1:45-2:35	Margarita Milburn Julianna Vergara Amaurys Molina Jessica Riedel Shannon Higgins Fidel Gutierrez	margaritamilburn@gisd.org juliannavergara@gisd.org amaurysmolina@gisd.org jessicariedel@gisd.org shannonhiggins@gisd.org fidelgutierrez@gisd.org
Second Grade Conference Time: 2:40-3:30	Niruka Mesa Nora Burdick Ariadne Lopez Rebecca Silva Arielle Moore ariellemoore@gisd.org Melissa Morton	niurkamesa@gisd.org noraburdick@gisd.org ariadnelopez@gisd.org rebeccasilva@gisd.org melissamorton@gisd.org
Third Grade Conference Time: 10:50-11:40	Cinthya Angeles Doris Franklin Ines Rodriguez Cristina Lizarralde Alma Almazan Alexis Collins	cinthyaangeles@gisd.org dorisfranklin@gisd.org inesrodriguez@gisd.org cristinalizarralde@gisd.org almaalmazan@gisd.org alexiscollins@gisd.org
Fourth Grade Conference Time: 9:55-10:45	Diana Mitchell Caroline Gonzalez Amy Bledsoe Samantha Sanders	dianamitchell@gisd.org carolinegonzalez@gisd.org amybledsoe@gisd.org samanthasanders@gisd.org
Special Areas Conference Time: 8:20-9:05	Kimberly Bacon (Art) Ashley Conner (P.E.) Dominique Gosey (Robotics) Tierny Lacy (PLTW&Health Science) Laura Cotto (Music)	kimberlybacon@gisd.org ashleyconner@gisd.org dominiquegosey@gisd.org tiernylacy@gisd.org lauracotto@gisd.org
Special Education/PRIDE	Adrienne Doby Scott Hennon	adrinnedoby@gisd.org scotthennon@gisd.org

