

# Parker Elementary

## Galveston ISD



## Parent and Student Handbook 2022-2023

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.*

Dear Parents and Guardians:

We would like to welcome you and your family to Parker Elementary. We are looking forward to an exciting and productive school 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](http://www.gisd.org).

We can assure you that the staff at Parker is dedicated to the success of your child's academics. We view the staff and parents as a "team" that works together to ensure your child reaches success.

We would like to point out that attendance and punctuality are two areas that parents can focus on in regard to 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 every morning. The majority of classes begin with reading as the first class of the day. Reading is the foundation for students to reach success. Being on time and not missing valuable instructional time is of utmost importance.

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.

Let us know if we can be of help or answer any questions.

Sincerely,

Liz Murphy  
Principal  
[elizabethmurphy@gisd.org](mailto:elizabethmurphy@gisd.org)  
409-761-6600

Melinda Kershaw  
Assistant Principal  
[MelindaKershaw@gisd.org](mailto:MelindaKershaw@gisd.org)  
409-761-6603

Parker Elementary  
6802 Jones Drive  
Galveston, Texas 77551  
409-761-6600



**Mission Statement**

Parker Elementary will inspire and challenge students to achieve success by becoming a resilient learner, leader, and citizen.

**Vision Statement**

Parker Elementary will prepare students with a growth mindset that encourages them to adapt and meet challenges.

**Core Values**

L.E.A.D.= Learn Excel Achieve Discover our POTENTIAL!

**Parker Information**

**Grades:** Pre-K 4 through 4<sup>th</sup>

**School Colors:** Red and White

**School Mascot:** Pelican

**Student School Uniform:** Red or white polo style shirts with Khaki, blue denim, or black pants, capris, shorts, or jumpers must be sized appropriately at the child's waist and must be no shorter than 2 inches above the knee. (Pants may not have holes, rips, or decorations on them)

Parker T-Shirts may be worn any day of the week. These can be purchased through PTO.

A college shirt may be worn on Wednesday. Students who are out of uniform will be sent to the nurse's office to call home or change.

**Administrative Team**

Principal:	Liz Murphy	<a href="mailto:elizabethmurphy@gisd.org">elizabethmurphy@gisd.org</a>
Assistant Principal:	Melinda Kershaw	<a href="mailto:melindakershaw@gisd.org">melindakershaw@gisd.org</a>
Counselor:	Sara Spence	<a href="mailto:saraspence@gisd.org">saraspence@gisd.org</a>
Behavior Specialist:	Roshawn Pope	<a href="mailto:roshawnpope@gisd.org">roshawnpope@gisd.org</a>
Curriculum Facilitator:	Kim McDougald	<a href="mailto:kimberlymcdougald@gisd.org">kimberlymcdougald@gisd.org</a>

## Parker Elementary School Information



### Campus Information and Programs

Parker Elementary School is focused on providing a curriculum rich in academics as well as providing experiences to enrich leadership abilities.

### Campus Information and Programs

- Self-contained High Achievers/Gifted and Talented Classes in grades 1-4
- Full day Pre K 4-year-old classes
- Social Emotional Learning
- Art Classes
- Physical Education Classes
- Project Lead the Way
- Family Service Center
- Student Council
- Kindness Club
- Daily Mile Club
- 1:1 Chromebook Devices
- LCD projectors and document cameras in each classroom
- Community Partnerships
- TOR Kids Before/After School Program- Coordinators Kylie Schuster and Tina Wilson
- Texas ACE Before/After School Program- Site Coordinator Shara Archer
- Communities in School- Person of Contact- Christine Diaz

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The following information is provided to answer questions you may have regarding school procedures at **Parker 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 CHANGES**

Please notify the school office (409) 761-6602 or email [sabrinaharmeling@gisd.org](mailto:sabrinaharmeling@gisd.org) of any change of address, phone numbers, parent contact, pick up information as soon as possible. These changes may not be done over the phone for safety reasons. Proof of address will be required (Utility bill, proof of residency, driver's license with address).

### **ARRIVAL TO SCHOOL/TARDIES-**

***School Time is 8:15-3:55***

**Students may enter the designated grade level area at 8:00 AM.**

**There is no supervision prior to 8:00 a.m. Please do not drop off your child unattended.**

At 8:00 a.m. students will report to their classroom where they will be served breakfast until 8:15 a.m. Instruction begins at 8:15 AM. **STUDENTS ARE TARDY AFTER 8:15 AM.** After the fifth tardy, a meeting with a member of Parker's administrative team will be required. After the tenth tardy, Saturday Detention may be assigned at this point.

Students may not have more than three tardies or early dismissals in a Nine Week Grading period in order to participate in Grade or Campus Extravaganza celebrations.

### **ATTENDANCE**

Regular school attendance is extremely important to your child's education; therefore, parents should make every effort to avoid unnecessary absences. Parker's goal is to have at least a 97% attendance rate. This equates to 5 or less absences in a 177-day school year.

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

### **Three Day Rule:**

When returning to school after an absence, students are required to bring a note signed by his or her parent or legal guardian. The note should include the following items: student's first and last name, date of absence, and reason for absence. If the note is not submitted within three days, the student's absence will be considered unexcused.

### **Ten Day Rule:**

If your child misses 10 or more days, then an attendance meeting will occur with a Parker Administrator and parent/guardian to discuss and put in place an attendance plan for your child. At 10 absences, names will be turned in to the District Truancy Officer and Saturday Detention may be assigned at this point.

## **PARTIES / 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 instructional time to be interrupted, therefore we do not allow parents / guardians to go to the classroom. We will require that the below guidelines be followed:

- Students may bring or parents may drop off directly to Parker'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 any occasion. The office staff will not accept delivery of these items.

## **BUILDING ACCESS AND VISITORS**

All doors will remain locked during school hours.

### *STUDENTS*

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

Please see the "Arrival and Dismissal" section of the handbook on page 10 for specific grade level arrival and dismissal areas.

### *PARENTS AND VISITORS*

Parents and visitors shall use the doorbell system at the school's front entrance for entering the building. All persons visiting the school will be required to sign-in at the school's main office. Visitors must have identification (driver's license, ID card). School personnel will use the raptor system to provide a pass to the visitor. Upon leaving the building, visitors shall report to the main office area to check-out. Individuals may visit classrooms during instructional time only with approval of the principal and teacher. Visitors may not interfere with instruction or disrupt the normal school environment. All visitors are expected to demonstrate the highest standards of courtesy and conduct. Disruptive behavior will not be permitted. We appreciate your cooperation in following these procedures. Safety is a priority.

## **BUS TRANSPORTATION**

A bus transportation request form must be completed and submitted through Skyward Family Access. Transportation will then notify you once your child has been routed. An email will be sent asking you to download the app StopFinder in order to see your child's route information, bus number and pick up/drop off times as well as locations. No child will be allowed on the bus unless appropriate paperwork is completed. Any changes made to transportation must also be done in person and not over the phone. Bus safety is of utmost importance, therefore all students riding the bus are subject to disciplinary action for violation of school bus rules and regulations.

## **CAFETERIA SERVICES**

GISD will be participating in the Community Eligibility Provision (CEP) lunch program for the 2022-2023 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.

Breakfast will be provided in the classroom from 8:00 - 8:15. If you would rather provide breakfast for your child, please have them consume it prior to the start time of school, 8:15 A.M. **Outside breakfast items (ex. donuts, fast food) may not be brought to school.**

Parents may choose to send students with lunch from home. Please do not include sodas or gum in lunches.

Students may not share food. Students may not have food brought to school via a delivery service. Due to safety precautions parents, guardians, or visitors will not be allowed to eat with their child this school year.

Parents should notify the district when a student has been diagnosed with a food allergy, especially an allergy that could result in dangerous or life-threatening reactions either by inhalation, ingestion, or skin contact with the particular food. It is important to disclose the food to which the student is allergic as well as the nature of the allergic reaction. Please contact the school nurse or campus principal if your child has a known food allergy or as soon as possible after any diagnosis of a food allergy.

### **CANVAS - LEARNING MANAGEMENT SYSTEM (LMS)**

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.

### **COMMUNICABLE DISEASES**

Parents of students with a communicable or contagious disease are asked to telephone the school nurse/principal; recovering students are not allowed to come to school until the disease is no longer contagious. Students must be fever free for 24 hours to return to school. Updated health measures may be put into place due to COVID-19 for the 2021-2022 school year.

### **COMMUNICATION**

Majority of campus information as well as district information will be sent through Parent Square. This is an app that can be downloaded on any smartphone as well as being accessible through the web at [www.parentsquare.com](http://www.parentsquare.com). Please make sure that you have a working email on Skyward. Whatever email address you had during registration is the one that will receive the texts.

### **CONFERENCES**

The district schedules regular parent-teacher conference days. The dates will be noted on your school calendar. Parents are encouraged to talk with their child's teacher or any staff at Parker that may be of assistance to them or their child. Parents may call the office or email the teacher to schedule a conference. Prior to conferencing with the principal about a concern in the classroom, please meet with the teacher during their regular planning period, before school, or after school. An email consists of the teacher's first and last name then @GISD.ORG. Parents may also schedule a conference with the Parker Administrative team at any time, Ms. Murphy, the Principal, can be reached at [elizabethmurphy@gisd.org](mailto:elizabethmurphy@gisd.org), Mrs. Kershaw, the Assistant Principal, may be reached at [melindakershaw@gisd.org](mailto:melindakershaw@gisd.org), and our counselor, Mrs. Spence, at [saraspenca@gisd.org](mailto:saraspenca@gisd.org).



## **DISCIPLINE**

Parker 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, Parker 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.

Parker 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.

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

### **Consequences:**

Faculty will redirect students using the following:

Student/Teacher Conference

Parent Contact

Administrative Conference

Teachers may use any of the following to communicate with parents regarding student behavior: take home folders, student planners, texts, emails, or phone calls, electronic apps such as Parent Square, etc.

### **DISMISSAL/EARLY PICK UP**

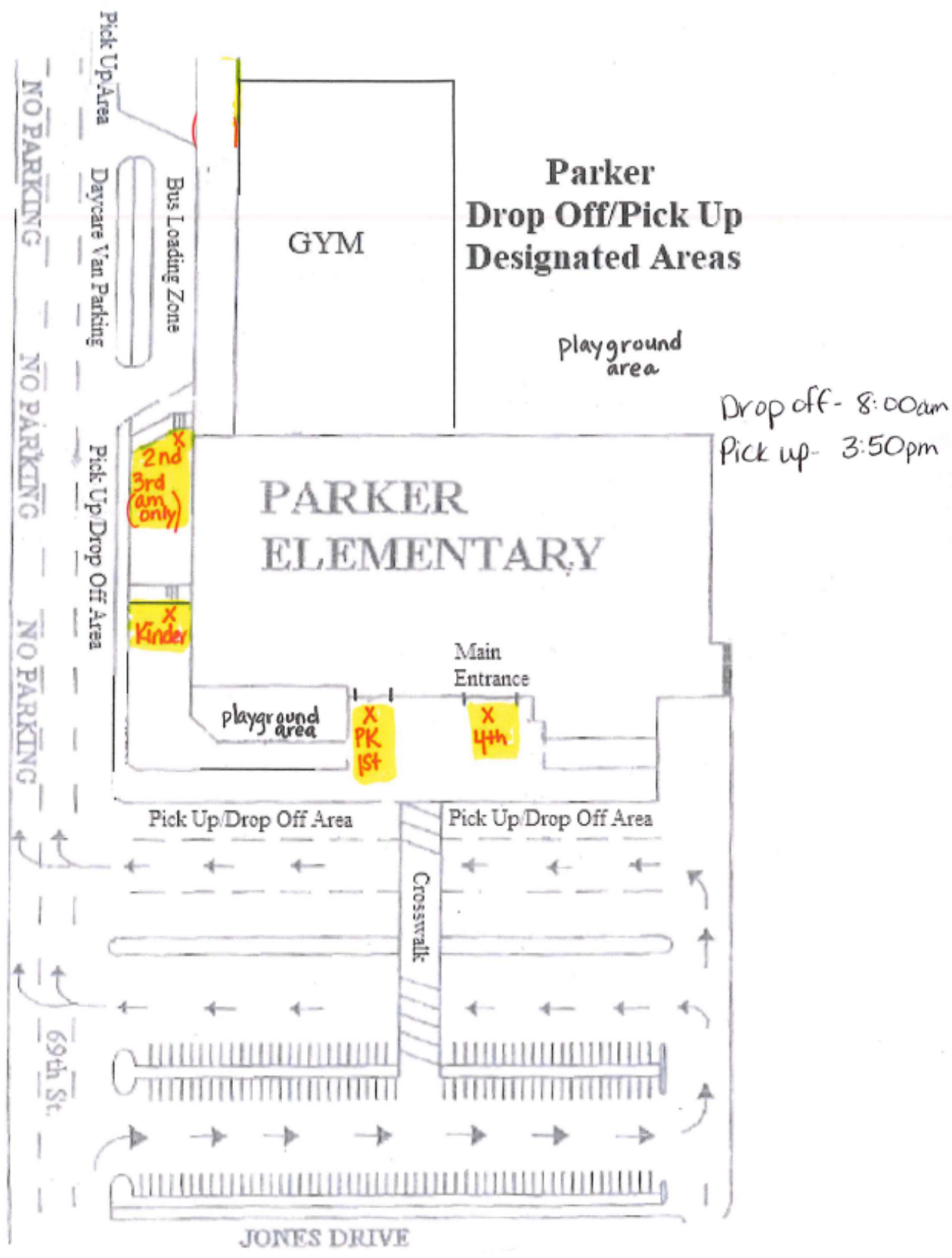
Teachers will escort students to their designated areas at the end of the day. Any changes in how a child will get home requires a written note, email, or text from the parent/guardian to the teacher. We cannot rely on word of mouth from the student for safety reasons.

- **Bus Riders:** Bus riders will be escorted to the gym and then walked to their bus in the bus loading area on the west side of the gym.
- **Daycare Riders:** Students who are picked up by a daycare van or vehicle will be escorted to the gym. They will then be escorted outside to the west side of the gym and walked to their designated daycare vehicle.
- **Walkers:** Students who walk will be dismissed at the end of the day by their homeroom teacher.
- **Car Riders:** Students are dismissed beginning with PK at 3:45, Kindergarten at 3:50, and grades 1-4 at 3:55. Student safety is of utmost importance at Parker. You must pick up your child at the locations listed below. Students **CANNOT** go to a sibling's classroom to be picked up. For safety reasons, we require parents/guardians to pick up their child at appropriate grade level locations so teachers can see who students leave with. It is a safety procedure, and we appreciate your cooperation. Whoever picks up a child must be on that child's information sheet as a designated person allowed to pick them up. Students will wait in the designated pick-up area until 4:00. Students not picked up by 4:00 P.M. will be escorted to the front office where a parent or guardian must pick them up and sign them out.
- Drop off and Pick up locations are as follows (See attached map):

Grade Level	Location	Entrance/Exit Location Number
PK	Pick up at the second set of doors at the front entrance.	1A
Kinder	West Side of building first set of steps	4B
First Grade	Front of building under the awning	1A
Second Grade	West side of building by gym entrance	4A
Third Grade	West side of building by gym entrance	4A
Fourth Grade	Front entrance first set of doors.	1B

Picking up students prior to regular dismissal time is extremely disruptive.

After 3:00 P.M., we ask parents to wait until dismissal time to obtain their child. This procedure is put in place for the safety of students. After the second early dismissal, we will ask that the parent meet with one of the members of Parker's Administrative Team in order to work together on a solution so students do not miss important academic time.



## **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 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**

Parker 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. All Parker students wear a school uniform. Students who are out of uniform, will be sent to the nurse's office to call home or change.

- TOPS: Red or white polo style shirts; Parker T-Shirts any day; College shirt on Wednesdays, Parker Spirit Shirt or Ball High Spirit Shirt on Fridays.  
*(This year, the Ball High graduating class of 2023 are selling District-wide spirit shirts. You may email your purchase to [Ballpg2023@gmail.com](mailto:Ballpg2023@gmail.com)  
They ask that you include your student's name, size, and school. Payments accepted through cash, check or venmo @Project-Grad23*
- BOTTOMS: Khaki, blue denim, or black pants, capris, shorts, or jumpers must be sized appropriately at the child's waist and must be no shorter than 2 inches above the knee. (Pants may not have holes, rips, or decorations on them)

- 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 and flip flops are NOT permitted.
- COLLEGE SHIRT WEDNESDAYS: Students have the option of wearing blue or black jeans (without holes or frays) with any college shirt on Wednesdays.
- SPIRIT FRIDAYS: Students have the option of wearing blue or black jeans (without holes or frays) with any Parker spirit shirt on Fridays.
- When students are given a "Free Dress Day", for a special occasion, students will be expected to comply with the district's dress code on these days by not wearing clothing with inappropriate logos, emblems or decorations. Halters, strapless garments, tank tops, short shorts, leggings, and clothes that expose the midriff or the bodice are not permitted. Also, jeans with holes or frays are not permitted on "free dress days."

The Parker dress code prohibits:

- caps, hats, scarves,
- pajamas, onesies, slippers
- sandals, slides
- sunglasses in the building (prescriptive glasses are allowed),
- necklaces and big hanging earrings are discouraged for girls (to avoid injury)
- any type of garment deemed unacceptable by the school administration

### **EMERGENCY MEDICAL TREATMENT**

If a student has a medical emergency at school or a school-related activity when the parent cannot be reached, the school may have to rely on previously provided written parental consent to obtain emergency medical treatment, and information about allergies to medications, foods, insect bites, etc. Therefore, all parents are asked each year to complete an emergency care consent form. Parents should contact the school nurse to update emergency care information (name of doctor, emergency phone numbers, allergies, etc.).

### **EMERGENCY SCHOOL CLOSING INFORMATION**

Each year, parents are asked to complete an emergency release form to provide contact information in the event that the district needs to notify parents of early dismissal, delayed opening, or restricted access to a campus because of severe weather, a security threat, or another emergency cause.

The district will rely on contact information on file with the district to communicate with parents in an emergency situation, which may include real-time or automated messages. It is crucial to notify your child's school when a phone number changes.

If the campus must close, delay opening, or restrict access to the building because of an emergency, the district will also alert the community in any of the following ways: via email, text, website, Facebook, Twitter, Remind, Class Dojo and Canvas.

### **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 ride school buses on field trips if space is available. GISD policy does not allow non-GISD children to ride district buses. Students who participate in school-sponsored trips are required to use school-provided transportation to and from the event. However, in accordance with campus procedures, a parent may provide written consent for his or her

child to ride with or be released after the event to the parent or another adult designated by the parent. In advance of the trip, the District shall obtain a criminal history record of all persons serving as chaperones.

### **GRADES/REPORT CARDS/HONOR ROLL**

Information regarding grading, homework, and late work policies may be found in the GISD Grading and Reporting Procedures on the GISD website.

Students will receive **two progress reports** after every three weeks for each nine week grading period and a report card every nine weeks through the Skyward system. Progress reports and report cards will be found under the PORTFOLIO tab once you sign in to Skyward Family Access. It is encouraged that all progress reports and report cards ALWAYS be signed via the e-signature feature in Skyward. If you are concerned about any of your child's grades, it is recommended to call and schedule a conference with your child's teacher.

If you are not able to see your child's report card via Skyward Family Access

Students will be recognized every nine weeks if they earn A Honor Roll (90-100) in all courses, AB Honor Roll A's (90-100) and B's (80-89) in all courses, and Perfect Attendance.

### **GT/HIGH ACHIEVER CLASS**

Parker offers a GT / High Achieving class for grades one through four. Qualification for this class is based on GT identification, standardized testing, classroom grades, attendance and tardies, behavior, and teacher and administrative input. Each student's data is evaluated from year to year to assure the correct placement is in place for that student.

### **HOMEWORK**

Research shows that homework and practice are effective instructional techniques. Students may be assigned homework by their teacher(s). Parents are encouraged to contact the teachers to discuss homework assignments and school assignments frequently.

### **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, Mrs. Lirette (409) 761-6610 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 Parker “Lost and Found” is located in the cafeteria. Students must arrange for an appropriate time to go to the cafeteria to claim lost items. It is suggested that students check the “Lost and Found” before school, during lunch with permission, and after school. Any clothing left in the “Lost and Found” may be donated.

### **MEDICINE AT SCHOOL**

If a student must take medication during school hours, the student’s parent must provide the medication. All medication, whether prescription or nonprescription, must be kept in the nurse’s office and be administered by the nurse or another authorized district employee. A student may be authorized to possess his or her own medication because of asthma or a severe allergy as described below or as otherwise allowed by law.

The district will not purchase nonprescription medication to give to a student. District employees will not give a student prescription medication, nonprescription medication, herbal substances, anabolic steroids, or dietary supplements, except that authorized employees, in accordance with policy FFAC, may administer:

- Prescription medication in the original, properly labeled container, provided by the parent, along with a written request.
- Prescription medication from a properly labeled unit dosage container filled by a registered nurse or another qualified district employee from the original, properly labeled container.
- Nonprescription medication in the original, properly labeled container, provided by the parent along with a written request. **Note:** Insect repellent is considered a nonprescription medication.
- Herbal or dietary supplements provided by the parent only if required by the student’s individualized education program (IEP) or Section 504 plan for a student with disabilities.

### **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.

### **SPECIAL SERVICES CONTACT INFORMATION**

<p style="text-align: center;"><b>Options and Requirements For Providing Assistance to Students Who Have Learning Difficulties or Who Need or May Need Special Education</b></p> <p>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</p>
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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 60 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:

Contact Person: Liz Murphy  
Phone Number: 409-761-6600

**District Contact Person: Jessica Swenson-Edwards**

**Phone Number: (409) 766-5188**

### **TEXTBOOKS, ELECTRONIC 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 Parker'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 or in a designated parking space.
- 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.

### **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.

## **VOLUNTEERS**

Experience and research shows that a child's education succeeds best when there is a strong partnership between home and school. We encourage all Parker parents to consider becoming a volunteer at our campus. There are many volunteer opportunities through our PTO and also in the classroom. GISD requires all volunteers to submit an authorization for a criminal background check. Adults wishing to volunteer should complete and return the form to the school. An application will be sent home with students.

## **WEBSITE AND PARKER FACEBOOK**

Please visit the Parker webpage and join the Parker Elementary School Facebook and Parker Elementary School PTO pages for updates and general information concerning your child's education experience. <https://www.gisd.org/parker>

## **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.

### **Who Do I Contact If...?**

<b>Areas of Assistance</b>	<b>Campus Contact</b>	<b>Contact Information</b>
General Information/ Concerns	Liz Murphy- Principal	<a href="mailto:elizabethmurphy@gisd.org">elizabethmurphy@gisd.org</a> 409-761-6600
Counseling ESL/TELPAS	Sara Spence- Counselor	<a href="mailto:saraspenca@gisd.org">saraspenca@gisd.org</a> 409-761-6608
Discipline General Information Testing Information Curriculum Information	Melinda Kershaw- Assistant Principal	<a href="mailto:melindakershaw@gisd.org">melindakershaw@gisd.org</a> 409-761-6603
Academic Assistance STAAR testing NWEA Map Testing Technology Website	Kim McDougald - Curriculum Facilitator	<a href="mailto:kimberlymcdougald@gisd.org">kimberlymcdougald@gisd.org</a> 409-761-6613
General School Information	Debbie Molina- Secretary	<a href="mailto:debbiemolina@gisd.org">debbiemolina@gisd.org</a> 409-761-6604
Texas Ace Program	Shara Archer	<a href="mailto:sharaarcher@gisd.org">sharaarcher@gisd.org</a> 409-761-6615
Medications Illness- Nurse	Heather Lirette	<a href="mailto:heatherlirett@gisd.org">heatherlirett@gisd.org</a> 409-761-6610
Student Assignments	Individual Teachers	
Cafeteria	Sonia Rabago	<a href="mailto:soniarabago@gisd.org">soniarabago@gisd.org</a> 409-761-6669
Special Education	Molly Marchman- LSSP	<a href="mailto:mollymarchman@gisd.org">mollymarchman@gisd.org</a>

		409-761-6611
Dyslexia	Leslie Moore	<a href="mailto:lesliemoore@gisd.org">lesliemoore@gisd.org</a>
Library	Angela Pillar- Librarian	<a href="mailto:angelapillar@gisd.org">angelapillar@gisd.org</a> 409-761-6620
Family Service Center	Jennifer Keltner	409-761-6600
SEL Specialist	Marisa Bible	409-761-6608
Attendance Skyward Family Access	Ana Escobar	<a href="mailto:anamilenaescobar@gisd.org">anamilenaescobar@gisd.org</a> 409-761-6601
Registration Records Requests Skyward Family Access	Sabrina Harmeling- Registrar	<a href="mailto:sabrinaharmeling@gisd.org">sabrinaharmeling@gisd.org</a> 409-761-6602

### **Teacher Contact Information**

#### **PK**

Aubrey Maxwell [aubreymaxwell@gisd.org](mailto:aubreymaxwell@gisd.org)  
 Robyn Lewis [robynlewis@gisd.org](mailto:robynlewis@gisd.org)  
 Shantel Venible [shantelvenible@gisd.org](mailto:shantelvenible@gisd.org)

#### **Kindergarten**

Andrea Hernandez [andreafernandez@gisd.org](mailto:andreafernandez@gisd.org)  
 Kimberly (Emma) House [kimberlyhouse@gisd.org](mailto:kimberlyhouse@gisd.org)  
 Tina Wilson [tinawilson@gisd.org](mailto:tinawilson@gisd.org)  
 Holly DeVillez [hollydevillez@gisd.org](mailto:hollydevillez@gisd.org)

#### **1st Grade**

Cameron Andrade [Cameronandrade@gisd.org](mailto:Cameronandrade@gisd.org)  
 Judith Kleinecke [judithkleinecke@gisd.org](mailto:judithkleinecke@gisd.org)  
 Laurabeth Lagassee [laurabethlagassee@gisd.org](mailto:laurabethlagassee@gisd.org)  
 Kylie Schuster [kylieschuster@gisd.org](mailto:kylieschuster@gisd.org)

#### **2nd Grade**

Alison Farmer [alisonfarmer@gisd.org](mailto:alisonfarmer@gisd.org)  
 Anne Sonderfan [annesonderfan@gisd.org](mailto:annesonderfan@gisd.org)  
 Crystal Ruiz [crystalruiz@gisd.org](mailto:crystalruiz@gisd.org)  
 Jessica Martinez [jessicarodriguez@gisd.org](mailto:jessicarodriguez@gisd.org)

#### **3rd Grade**

Dana Thomas [danathomas@gisd.org](mailto:danathomas@gisd.org)  
 Jasmine Lister [jasminelister@gisd.org](mailto:jasminelister@gisd.org)  
 Bailey Glenn [baileyglenn@gisd.org](mailto:baileyglenn@gisd.org)  
 Samantha Caruso [samanthacaruso@gisd.org](mailto:samanthacaruso@gisd.org)

#### **4th Grade**

Katie Muren [katiemuren@gisd.org](mailto:katiemuren@gisd.org)  
 Alexandra Schattel [alexandraschattel@gisd.org](mailto:alexandraschattel@gisd.org)  
 Krystn Sendejas-Birks [krystnsendieas@gisd.org](mailto:krystnsendieas@gisd.org)  
 Sarah Thomas [sarahthomas@gisd.org](mailto:sarahthomas@gisd.org)  
 Nicolle Dudley [nicollehunt@gisd.org](mailto:nicollehunt@gisd.org)

**Special Areas**

Physical Education- Jack Curran

[jackcurran@gisd.org](mailto:jackcurran@gisd.org)

Art- Gregg Ludwig

[greggludwig@gisd.org](mailto:greggludwig@gisd.org)

Project Lead the Way- Tiffany Sonnier

[tiffanysonnier@gisd.org](mailto:tiffanysonnier@gisd.org)

STARS- Eric Fischer

[ericfischer@gisd.org](mailto:ericfischer@gisd.org)

Special Education- Wendy Autrey

[wendyautrey@gisd.org](mailto:wendyautrey@gisd.org)

Special Education- Stephanie Peters

[stephaniepeters@gisd.org](mailto:stephaniepeters@gisd.org)

Special Education- Stephanie Cerini

[stephaniecerini@gisd.org](mailto:stephaniecerini@gisd.org)

Speech- Lahn Li

[lahnli@gisd.org](mailto:lahnli@gisd.org)

Dyslexia-Leslie Moore

[lesliemoore@gisd.org](mailto:lesliemoore@gisd.org)