



# **REACHING FOR THE STARS**

Shady Grove Elementary

# WELCOME TO SHADY GROVE

## MISSION STATEMENT

We believe...

That all children should have the opportunity to learn academics and social skills at the highest level possible while having fun in a safe, nurturing environment.



# ADMINISTRATORS



**Principal**

Anna Renfro-Drewes



**Assistant  
Principal**

Erica Wood

# **LIBRARIAN AND GUIDANCE COUNSELOR**



**Librarian**  
Cindy Rich



**Counselor**  
Kristi Sikes

# OFFICE STAFF

## **NURSE**

Roxann Montgomery



## **SECRETARY**

Roxane Galassini

## **OFFICE AIDE**

Sarah Hewerdine



## **OFFICE AIDE**

Katie Maul

# FROM THE NURSE

- Stay home when sick. Must be fever and symptom free for 24 hours.
- Please put an extra set of clothes in their backpack for spills or potty accidents.
- If you would like to leave any medication at school for your child, it must be checked in with the nurse.
- Go onto [schooltelemed.org](https://schooltelemed.org) to find out more about telemed visits at school
- Fill free to contact nurse Roxann with any questions.  
[Roxann.montgomery@kellerisd.net](mailto:Roxann.montgomery@kellerisd.net)



# ATTENDANCE

- School begins at 7:55 a.m.
- Attendance is “official” at 9:50 a.m. Students arriving after 9:50 without a doctor’s note will be counted as absent.
- If your child is absent or late to school please do one of the following before 8:30 a.m.:
  1. Email your teacher AND [sarah.hewerdine@kellerisd.net](mailto:sarah.hewerdine@kellerisd.net)
  2. OR Call the school at 817-744-5600
- A doctor’s note is required for your student to be counted present if they are not in school at the time attendance is taken at 9:50 a.m. However, it’s always best practice to provide a note.



## ATTENDANCE 101

SGES ATTENDANCE CLERK:

Sarah Hewerdine

817-744-5600 / [sarah.hewerdine@kellerisd.net](mailto:sarah.hewerdine@kellerisd.net)

### Tardies

**Warning Bell:** 7:50 a.m.

**Tardy Bell:** 7:55 a.m.

- **School begins at 7:55 a.m.**  
Students should be in their seats at this time
- Students arriving after the tardy bell rings at 7:55 a.m. will enter through the office, sign in and receive a tardy slip.
- Parents can view student tardies through the Aeries Parent Portal.

### Official Attendance Time

Attendance is 'official' at 9:50 a.m.

If your student is not in the building at 9:50 a.m., they are officially marked absent unless a doctor's note is provided showing an appointment before they arrived or if the student has to leave the building for an appointment before 9:50 a.m.

Students arriving after 9:50 a.m. without a doctor's note will be marked absent for the day.

### Reporting an Absence or Late Arrival

If your child will be absent from school or late to arrive to school, please do one of the following by 8:30 a.m.:

- **Email your teacher and Sarah Hewerdine**

Mornings are busy! Copying Sarah on the email will save the teacher from having to forward emails during the busy morning arrival and eliminates the need for the office to call you to find out why your child is not at school.

- **OR Call the school** at 817-744-5600 to report an absence.

It is SGES policy for the Attendance Clerk to call the parent/guardian of any student that is marked absent without notice. This policy was established to help ensure the safety and security of students.

**This includes:**

- Single day absences
- Consecutive day absences when a student is out due to illness. We do not assume a student is still sick just because they were out sick the day before or left early due to illness.
- If a student is traveling for consecutive days, a parent is asked to contact the office with the date range that the student will be absent.

### When Do I Need A Note?

**Health Care Appointments**

A doctor's note is required for your student to be counted present if your child is absent from school at the time attendance is officially taken—9:50 a.m.

If a student leaves after 9:50 a.m., a note is NOT required regardless if they do or do not return to school, however, the best practice is to always provide a note to the office if your student visited the doctor on a day they left early from school. Notes are kept on file in your student's records.

If a student leaves before 9:50 a.m. or arrives after 9:50E a.m. without a medical note, they are considered absent for the entire day.

### Did you know...

- Public school students in the state of Texas are expected to be in attendance a minimum of 90% of all school days.
- A parent/guardian has FIVE DAYS from the date of an absence to provide the school with documentation as to the reason for the absence. This ensures proper attendance coding.
- A letter from the district may be sent home to a student who misses 10 or more days of school or has 10 or more tardies.
- Did you know that KISD is partially funded by Local, State, and Federal money based on student attendance?

While we cannot control when our children become ill, we can control our travel and leisure plans. What does traveling during the school year do to our funding?

One child who misses five days of school = \$215 lost to KISD

If every student at SGE missed five days of school, KISD would lose approximately \$98,000 from just our campus alone. (Data from 2017-2018 year)

*Attendance has an impact on a student's success!*

# SECURITY

Shady Grove Elementary is a secure campus. You can only enter the building at the main entrance. It is the responsibility of our office staff not to let anyone in the building that has not had a driver's license scanned. A printed badge will be given to you and needs to be visible at all times when you are in the building. Please make a mental note to have your driver's license with you anytime that you visit our campus or come to dismiss your student.

If a person is not on your child's pick up list, they will not be able to dismiss your child.

If your contact information changes after registration you can call the front office with any updates.

Please be aware that we perform various drills throughout the school year (tornado, lockdown and fire).



**SAFETY  
FIRST**



# **KINDERGARTEN TEAM**



**Casie  
Howard**



**Christina  
Walker**



**Shelley  
Wilhelmson**

# KINDER SAMPLE SCHEDULE

7:55 – 8:05 a.m.

Arrival • Unpack • Announcements

8:05 – 10:10 a.m.

Morning Meeting • Phonics • Reading • Writing • Read Aloud

10:10 – 10:35 a.m.

Recess

10:40 – 11:10 a.m.

Lunch

11:15 – 12:10 p.m.

Discovery Centers • Sight Word Work • Handwriting

12:15 – 1:10 p.m.

Co-Curr example:

Mon. (PE) Tues. (Music) Wed. (PE) Thurs. (Art) Fri. (Theatre)

1:10 – 2:15 p.m.

Snack • Math Talk and Lesson • Small Groups • Math Games

2:15 – 2:40 p.m.

Science, Social Studies

2:40 – 3:10 p.m.

Pack up / Recess

3:15 p.m.

Dismissal



# ARRIVAL & DISMISSAL

- Parent drop off starts at 7:40 a.m.  
(Doors open at 7:25 a.m. for students who need breakfast.)
- Tardy bell rings at 7:55 a.m.
- Dismissal is at 3:25 p.m.
- Daycares/School Buses gather at the south side parking lot
- Teacher parking is on the West Side
- Visitor parking is at the north and east side of the building
- Arrival and dismissal traffic enters off Sarah Brooks Drive and splits into two lanes – parents stay in their car while staff loads/unloads students



# CO-CURRICULUM STAFF



## **P.E. COACH**

Carolyn  
Dowling



## **P.E. AIDE**

Jennifer  
Bullington



## **ART**

Katherine  
Tillotson



## **MUSIC**

Sarah  
Holland



## **THEATRE**

Lauren  
Markham

Students will have 1 of these co-curr classes a day. Please make sure your student wears tennis shoes on PE days.

# CAFETERIA LUNCH

## Ways to pay for lunch:

1. Send cash or check to be deposited into your student's account in an envelope with their name on it (checks should be made out to SGES)
2. Pay online – [www.schoolcafe.com](http://www.schoolcafe.com)

WE SUGGEST HAVING MONEY IN YOUR STUDENTS ACCOUNT  
FOR MULTIPLE WEEKS AT A TIME

**Thursday is Ice Cream Day! Remember to give your student cash or else have money in their account for them to enjoy!!!**

**[www.schoolcafe.com](http://www.schoolcafe.com)**





# LOST & FOUND

We need your help!!!  
Please label everything  
that comes to school with  
your child's name so that  
it can be returned if lost!

# FUN THINGS

- All students visit the library once a week for a lesson and book check out.
- Order a class shirt! Your child will wear their kindergarten class shirt for Field Trips, Field day, and every Friday to show school spirit!
- 100th day of school celebrations and parade in February.
- All students will visit the school counselor one time per month for a character lesson.
- And so much more!





Engage your students in learning!







# Shady Grove PTA

ELEMENTARY SCHOOL

- PTA supports many SGES programs and projects
- Shady Grove PTA website – [www.sgespta.com](http://www.sgespta.com)
- Volunteer positions open
- WATCH D.O.G.S.
- Back to School Supplies – Deadline is July 1st
- Class Shirts – order and wear on Fridays, field day, field trips
- Facebook – “Like” us on Facebook!
- Tears and Cheers the first day of school



[www.sgespta.com](http://www.sgespta.com)



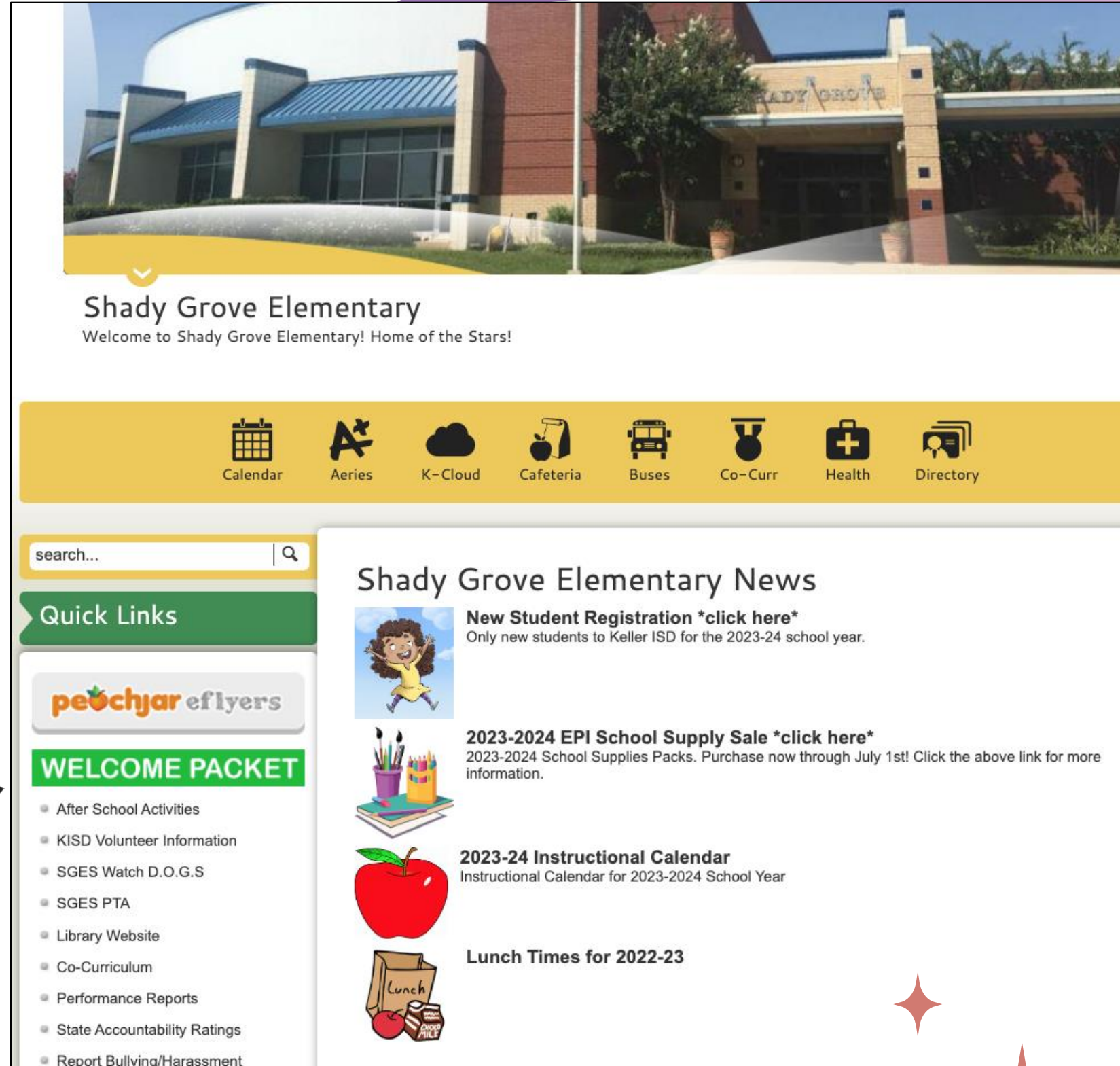
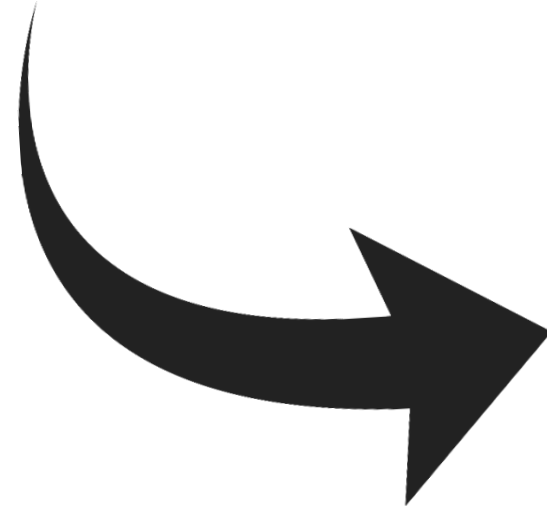
SGES PTA  
Facebook

# WELCOME PACKET

Check out the WELCOME PACKET on the Shady Grove Website



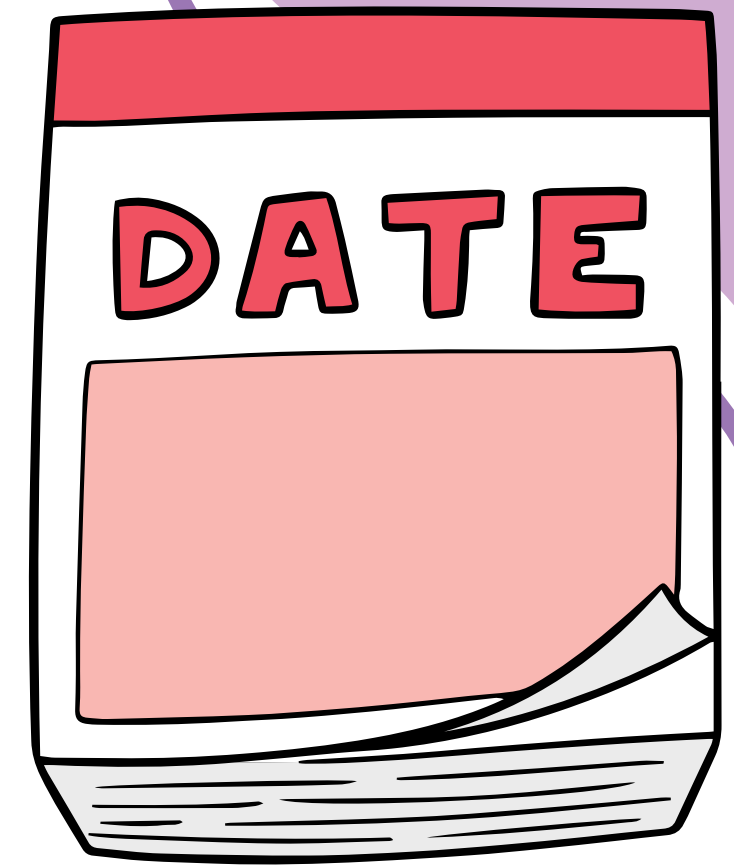
[www.kellerisd.net/SGES](http://www.kellerisd.net/SGES)



The screenshot shows the homepage of Shady Grove Elementary. At the top is a banner image of the school building with the text "Shady Grove Elementary" and "Welcome to Shady Grove Elementary! Home of the Stars!". Below the banner is a yellow navigation bar with icons for Calendar, Aeries, K-Cloud, Cafeteria, Buses, Co-Curr, Health, and Directory. A search bar is located on the left side. The main content area is divided into two columns. The left column features a "Quick Links" section with a "peachjar eflyers" button and a "WELCOME PACKET" button. Below these are several links: After School Activities, KISD Volunteer Information, SGES Watch D.O.G.S, SGES PTA, Library Website, Co-Curriculum, Performance Reports, State Accountability Ratings, and Report Bullying/Harassment. The right column is titled "Shady Grove Elementary News" and contains three news items: "New Student Registration \*click here\*" (with a cartoon girl icon), "2023-2024 EPI School Supply Sale \*click here\*" (with a school supply icon), and "2023-24 Instructional Calendar" (with a red apple icon). Below the calendar item is a link for "Lunch Times for 2022-23" (with a lunch bag icon).

# MARK YOUR CALENDARS!

- July 1<sup>st</sup> — Last day to order school supplies
- July 25<sup>th</sup> & 26<sup>th</sup> Kinder Camp (AM or PM choice)
- August 14<sup>th</sup> — Meet the Teacher 5:30 – 6:30 p.m.
- August 16<sup>th</sup> — First Day of School/Tears and Cheers



## CHECK US OUT ON SOCIAL MEDIA



Facebook



[www.kellerisd.net/SGES](http://www.kellerisd.net/SGES)



Twitter

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