



**PARENT
HANDBOOK
2023-2024**

ABOUT BEAVER TECHNOLOGY CENTER FOR MATH AND SCIENCE

Beaver Technology Center is a K-5th grade magnet school in Garland ISD.

SCHOOL HOURS: 8:10 -3:30 p.m.

- Doors open at 7:30 a.m.
- School starts at 8:10 a.m.
- Dismissal starts at 3:30 p.m.
- The playground is closed 7:30 a.m.-4:15 p.m. to unsupervised students

Garland ISD [23-24 School Calendar](#)

STAR MOTTO: “We are SUPPORTIVE TEAM PLAYERS who are ADAPTABLE RESPECTFUL and we SHINE BRIGHT. We are BEAVER STARS!”

School Mascot: Stars

School Colors: Blue and White

Website: <https://www.garlandidschools.net/beaver>

Social Media: [Twitter @BeaverMST](#)

Phone: 972-494-8301

Principal: Mrs. Jehieli (Jay) Garcia

Assistant Principal: Mrs. Lindsey Parker

Counselor: Mrs. Amy Sinclair

Nurse: Mrs. Abbey Drews

Secretary: Mrs. Maria Robles

Data Clerk: Mrs. Maria Flores

All Staff: <https://www.garlandidschools.net/beaver/staff>

Topics in the handbook:

- ★ [Arrival](#)
- ★ [Dismissal](#)
- ★ [Breakfast and Lunch](#)
- ★ [Recess/Playground](#)
- ★ [Communication](#)
- ★ [Tardies and Absences](#)
- ★ [Technology](#)
- ★ [Visitors/Volunteers](#)
- ★ [Field Trips](#)

The [Garland ISD Student Code of Conduct and Handbooks](#) can also be used for more information.

ARRIVAL PROCEDURES - See Appendix C for Map

Procedures are in place to ensure students are welcomed in a safe and positive school environment.

- ★ Front doors open at 7:30 a.m.
- ★ Please know that if you arrive on campus before 7:30 a.m., there is no staff available to monitor students. Please do not leave your student unattended before 7:30 a.m.
- ★ Students that arrive between 7:30-7:50 a.m. will wait in the Gym. At 7:50 a.m. they will be dismissed to their classrooms. They will be offered breakfast in the classroom.
- ★ Please do not drop off students until 8:00 a.m., if possible.
- ★ **Enter the parking lot while traveling west on March Lane.**
 - Pull up to the drop-off area using the lane closest to the building. Drive as far down as possible.
 - Pay close attention to the adult in the crosswalk to ensure safety for everyone crossing to enter the building.
 - **NEVER** use the alley for dropping off students for any reason. The cones that are placed for safety should not be removed.
 - Pull through the main lane at the front of the school only and exit west on March Lane.
 - If you park and walk your child up to the school, make sure that you park in a designated visitor parking space near the building or on the street.

DISMISSAL PROCEDURES- See Appendix C for Map

Procedures are in place to ensure our students are dismissed promptly and safely. **The safety of our students is our priority.** Please be flexible and patient, especially the first weeks of school, as we implement the systems.

PikMyKid - We will continue to use the PikMyKid app to help with dismissal.

- **ALL** parents need to download the **free PikMyKid app**. Dismissal changes can and should be made in this app no later than 2:30 p.m. After that time, please call the office.
- **Two (2) PikMyKid car tags/place cards** will be provided to EVERY family. If additional ones are needed, let us know.
- Do **NOT** email changes to the teacher or use the Dojo app since they may not have time to check these during the day.
 - At the end of the day, the PikMyKid app will be checked to see if there are any dismissal changes.

In order to dismiss car riders, [accompanied walkers](#), [car riders](#), [independent walkers](#), and [bus riders](#) in a safe manner, we will implement four different systems.

ACCOMPANIED WALKERS- *Students whose parents or guardians walk to school or park their cars and then come up to the building to pick up their child.*

- Pick up is at the end of the hallway, at the front of the building, nearest to the corner of Vegas and March.
- If parking, do not park near the exit to the side parking lot which blocks the exit for buses.
- Two (2) lines will be marked: Kinder-2nd grade and 3rd-5th grade.
- Bring your child's car tag/placard sign to show school personnel. **This is required.**
- If you do not have the car tag, you will be asked to go to the office to check out your child. A legal form of identification will be required, no exceptions.

CAR RIDERS - *Students whose families drive a vehicle through the car line in the front of the building and do not leave their vehicles.*

- As the driver nears the building, announce yourself through the **PikMyKid app and place the car tag/placard on the passenger side of the car's front window.** This lets us know you are close, and we can call for your child.
- Enter the parking lot while traveling west on March Lane.
- Car riders will be dismissed from the building once they are announced on the PikMyKid app.
- Families may also use the electronic car tag found in the PikMyKid app on a smartphone; however the placards are easier to see and read, saving time.
 - *If you do not have either of these, you will be asked to park and go into the office to sign out your student from the front office. A picture ID will be required.*
- A staff member will call for your student.
- Drive all the way to the end of the curb in front of the school to allow others to pull up behind you for pick up.
- Your student will exit the cafeteria doors (grades K-3rd) or the front door (grades 4th-5th).
- A staff member will help get your student to the vehicle.
- Be patient, please. The process will speed up after the first two weeks of school.
- Keep your eyes on the car in front of you; looking for your child, honking, and waving can result in accidents. Staff and safety patrol will safely escort him/her to your car.
- Never use the alley for picking up students. Pull through the main lane at the front of the school and exit west on March Lane.

INDEPENDENT WALKERS - *Students who have written permission from parents to walk home alone or with siblings.*

- Only students whose parents have completed a [Beaver Independent Dismissal Permission Form](#) will be allowed to leave the building by themselves. **(See appendix A)**
- These students will be dismissed from the outside door nearest to their classroom.
- Older students will be allowed to go through the hallway to pick up younger siblings in their classrooms.
- Students are to leave the campus immediately.
- Students must comply with the expectations for [Independent Walker/Bike Rider Students](#).

BUS RIDERS AND DAYCARES - *Students who have been assigned a bus route by the Garland ISD transportation department. Daycares are arranged by the parent/family.*

- Bus riders and daycare riders will be dismissed from the gym.
- Students will be escorted to the gym by grade level teachers.
- Route supervisors check students on rosters before boarding the vehicle.
- Students will be escorted from the gym to the bus/daycare van by school staff.
- **Join the PikMyKid app** to receive bus updates or to make any changes to your child's pick up arrangements.
- GISD Buses use the [SPOTFINDER App for GISD Bus Updates](#)

Frequently Asked Questions about Dismissal

- **What if I lose or misplace my student's car tag/placard?**
 - The school will provide 2 car tags for the 22-23 school year. If you do not have your car tag when you are here to pick up your student, you will be directed to the front office to show your picture ID and sign your student out.
- **What if my student's dismissal arrangements change?**
 - Use the PikMyKid app to change pick up. You can delegate pick up to another individual through the app, or you can change how the student will be picked up. (Example: car rider instead of bus) **This MUST be completed before 2:30.** If you miss the cut off time, you will need to call the office no later than 3:00. **DO NOT** email or text the teachers through Class Dojo. While they are teaching, they do not have time to check these very often during the day.
- **Can my student meet me outside?**
 - Only students who have permission to be independent walkers will be allowed to leave the building without some type of supervision. The permission form will be sent home at the beginning of the year and available in the front office. It is also attached to this handbook as Appendix A. All other students (car riders and accompanied walkers) will leave the building after parents/guardians have shown the school provided car tag/placard to school personnel.

A copy of our Beaver Do's and Don'ts of arrival and Dismissal has been attached to remind you of all procedures and expectations. See Appendix B.

BREAKFAST AND LUNCH

Beaver is excited to announce that all students will receive free breakfast and lunch! Beaver students are certified for free or reduced-price meals because Beaver is a Community Eligibility Provision (CEP) school! SchoolCafé is the GISD meal management service that allows families to see school menus, apply for Free/Reduced Price Meals, and provide income verification for CEP schools.

Special considerations such as dietary restrictions verified with a doctor's note must be communicated in writing to the school nurse. This will then be sent to GISD food services.

BREAKFAST PROCEDURES:

Students are dismissed from the gym at 7:50 a.m. to the classrooms for Breakfast in the Classroom. All students are offered breakfast at no cost. Breakfast is served from 7:50 a.m.- 8:20 a.m. in the classroom.

LUNCH PROCEDURES:

- Students bringing lunches from home must bring them with them at the beginning of the day. No drop offs are allowed. If they forget their lunch, students will be provided with a lunch from the cafeteria.
- **Visitors for lunch will only be allowed on Mondays beginning September 11, 2023.** We will use the first six weeks of school to teach the students processes and procedures.
 - All Visitors must sign in through the front office.
 - Mondays are for parents/guardians and child only, no Beaver friends may be invited.
 - Since there is limited seating in our small cafeteria, **limit visitors to 2 people.**
 - If weather permits, you are welcome to eat lunch at the picnic tables in front of the building.
 - At the end of the 30 minute lunch time, students are to leave the cafeteria with their teachers. Parents cannot walk their students to recess or to their classroom.

RECESS/PLAYGROUND ACCESS

Recess is a regularly scheduled period in the school day for physical activity and play that is monitored by trained staff or volunteers. **Safety is our top priority.**

- The playground is closed to public use between the school hours of 7:30 a.m.-4:15 p.m or during a scheduled school event.
- There should be no unsupervised students on the playground at any time between 7:30 a.m.-4:15 p.m.
- Visitors are not allowed during recess.
- Recess is not the appropriate time for parents to stop by and make contact with any students, including your own.
- Public or visitor use of the playground cannot interfere with school use or school procedures.
- Any unauthorized adult that refuses to comply with staff requests, will be referred to the Garland ISD Student Resource Officer, Garland Police Department or Garland ISD Security.

COMMUNICATION

We encourage and expect our Beaver families to stay connected and informed! There will be several forms of communication including: School-Wide and Classroom Class Dojo, Star News Parent Newsletter, messages via Skyward, Thursday Folders and Twitter.

School-Wide and Classroom Class Dojo: This app will allow you to receive important reminders and send brief messages to your teacher and the campus. Directions on how to join each teacher's account will be shared at the beginning of the year. We want 100% of our parents to be connected to Class Dojo.

Star News Parent Newsletter: The principal will send the STAR News link via email through Skyward and School Wide Dojo. The STAR NEWS will contain updates and highlights for the campus. Grade levels and teachers will have newsletters and will also use the Class Dojo app to communicate with families.

Skyward: The principal will send information via Skyward. Creating a Skyward account and accessing it frequently to check your student's grades and be updated on classroom assignments. Step-by-step instructions are also available at www.garlandisd.net/skywardhelp. Please make sure that email addresses for all guardians are correct in Skyward.

Thursday Folders: All students will have a Thursday folder. This folder may contain classroom, school, District and PTA information and flyers. Please check the folder weekly.

Twitter: Join Twitter and follow our school and Garland ISD for important announcements and information: @BeaverMST_Stars and @gisdnews.

TARDIES & ATTENDANCE

TARDIES

- Students who arrive more than 10 minutes late to school will be counted as tardy to school. Significant late arrival could result in a partial day absence or an absence. Repeated tardiness could result in disciplinary action as outlined in the [Garland ISD Student Code of Conduct and Handbooks](#).

ABSENCES

- Regular school attendance is essential for a student to make the most of his/her education to benefit from teacher-led lessons and school activities, to build each day's learning on the previous day's, and to grow as an individual.
- Lack of consistent attendance can result in a student's serious disruption of mastery of instructional information. Unnecessary absences should be avoided.
- Per district guidelines, families will report COVID electronically. Use the following link to the district website: [COVID Reporting](#).

Upon return to school, the parent should send a note to the school office to Mrs. Flores. Notes can also be emailed to her at mflores2@garlandisd.net.

- *List the child's first and last name and the GISD ID #.*
- *Dates and reason for absence.*
- *Sign and date by the parent.*
- *Turn in within 3 days upon return to school.*
- *Parents may write up to 6 notes per semester before a doctor's note may be required.*
- *If absent more than 3 consecutive days, a doctor's note may be required.*
- *Any attendance question should be directed to Mrs. Flores.*

TECHNOLOGY USAGE

We are a 1:1 campus offering iPads and Chromebooks to each student (depending on the grade level) for school use only. Technology provides a great opportunity for personalizing instruction for our students. With this privilege and extraordinary opportunity comes responsibility for both the parent and student. Students are expected to follow all Garland ISD Technology Acceptable Use Policies. (AUP). [Acceptable Use Policies](#)

Devices are checked out to individual students and are NOT shared. **If damage occurs, families are responsible for the repair or replacement costs. (For Example: a replacement screen on a Chromebook is \$108)**

CELL PHONES:

The district permits students to possess personal cell phones.

- Cell phones must be turned off upon arrival and placed in backpacks and will remain off for the entire day, unless the teacher gives permission for instructional purposes.
- Students who do not follow this guideline, will receive a warning from the teacher. If it happens again the teacher will take up the cell phone until the end of the day. On the 3rd event, it will be given to the principal for the parent to pick up.
- The return of the device and confiscation fees shall be applied in accordance with the Student Code of Conduct. Confiscated telecommunication devices that are not retrieved by the student's parents will be disposed of after the notice required by law. (See board policy FNCE)
- Because of privacy concerns of families, the use of personal cellular devices or any personal device to capture images is strictly prohibited in all areas of the building while at school or school-related events.

VISITORS & VOLUNTEERS

VISITORS:

- All visitors to the building must report to the school office and have their picture IDs scanned using the Raptor system. Everyone who checks in at the front office will be given a name tag.
- Any person in the building without a name tag will be escorted back to the office. This is for the safety of everyone in the building.
- Visitors should not interrupt the process or procedures of the instructional day.

VOLUNTEERS: As a volunteer in our schools, you are a role model for our students. State law (Texas Education Code 22.053), GISD Board Policy GKG and administrative regulations set certain standards for all staff and volunteers to follow so that the safety and well-being of our students is ensured while they are attending school. See GISD [Volunteer Guidelines](#)

- Volunteers over the age of 18 must have a volunteer application on file in the school office and background check from the district. For more information on how to apply to become a volunteer, visit the district website for the [Volunteer Application Process](#).
- All visitors/volunteers must report to the school office to have their picture ID scanned using the Raptor system.
- Any person in the building without a name tag will be escorted back to the office. This is for the safety of everyone in the building.
- Students, whose parents are volunteering (i.e. field trips, PTA events, special events, etc.), must follow all of Beaver's arrival, dismissal and other campus procedures.
- If a volunteer needs to discuss student progress or other concerns with a teacher, they **MUST** schedule an appointment with the teacher. Simply dropping by when volunteering is **NOT** allowed.
- Volunteers should not interrupt the process or procedures of the instructional day.
- Volunteers are expected to be a support for all Beaver students.

FIELD TRIPS

Beaver encourages the use of organized off-campus trips to connect learning objectives to real world experiences. All planned school-sponsored trips (field trips) away from the campus are considered extensions of learning. Field trips allow students to collaborate with their peers, explore new environments, make connections, and problem solve. The field trip may also include follow-up activities that allow students to summarize, apply, and evaluate what they learned from the trip.

Many times, these field trips required additional adult support. We encourage parents to participate in these field trips as chaperones/volunteers. However, these field trips are not designed as an event for a

parent and student to spend one on one time. We have separate scheduled Family and Community events throughout the year designed for the whole family.

- Students, staff and volunteers are subject to the same rules and expectations they would be if they were on campus.
- Field trips may be attended only by students who are currently enrolled at Beaver and are in the grade level that is participating.
- Parents must give permission for the student to attend the Field Trip.

Volunteers/Chaperones for Field Trips: The primary reason for the chaperones is to supervise a group of students. Chaperones are responsible for students and are expected to stay with their assigned group and monitor their behavior for the entire field trip from departure time until they return to school.

- Follow the [GISD Guidelines for Volunteers](#)
- Complete the [Volunteer Application Process](#)
- Collaborate with the grade level teachers on how to best support the students.
- A field trip is not intended to be a one on one event for you and your child.
- Volunteers are signing up to support all the Beaver students in the learning experience and will be expected to supervise a small group.
- Follow the GarlandISD Best Practices for Chaperones

BEAVER TECHNOLOGY
INDEPENDENT WALKER/BIKE RIDER PERMISSION SLIP
2023-2024

Appendix A

I _____ (PARENT NAME)
give permission for _____ (STUDENT FIRST and LAST NAME AND GRADE) to leave school grounds unescorted or with a sibling at dismissal of school.

PLEASE INITIAL:

_____ I understand that I will need to inform the school if I do not want my child to be dismissed unescorted or with a sibling at any time.

_____ I understand and agree that Beaver MST's employees are not responsible, nor do they assume liability for any injuries, losses, or damages related to and/or resulting from my decision to have my child leave school grounds unescorted.

_____ As such, I am accepting full responsibility for any injury, loss, or damages, which may occur in connection with the release of my child from school grounds unescorted.

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

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

_____ I understand the expectations for Independent Walker/Bike Rider Student Expectations

- *Students are released to walk home from the side of the building.*
- *Students will leave the campus immediately.*
- *The playground is closed until 4:15 p.m. to students not supervised by their legal guardian.*
- *Students will use the sidewalks and cross the street only at indicated areas.*
- *Students will keep hands, feet and all objects to themselves as they walk home.*
- *Incidents reported regarding safety, physical confrontation or bullying will be addressed according to the GISD Student Code of Conduct.*

In addition, students with frequent reports of incidents will be addressed as follows:

1. *Warning and reminder of expectations*
2. *Different assigned time and different assigned location for release*
3. *Parent-Pick up required*

A separate form must be completed for each child. Return the form to the homeroom teacher.

PRINT PARENT NAME: _____

SIGNATURE PARENT NAME: _____ **DATE:** _____

BEAVER TECHNOLOGY CENTER FOR MATH AND SCIENCE
HOJA DE PERMISO PARA CAMINADORES/CICLISTAS INDEPENDIENTE
2023-2024

Yo _____ (NOMBRE DEL PADRE)

dar permiso a _____ (NOMBRE Y GRADO DEL ESTUDIANTE) para salir de la escuela sin escolta o con un hermano a la hora de la salida de la escuela.

INICIALES:

_____ Entiendo que tendré que informar a la escuela si no quiero que mi hijo salga solo o con un hermano en cualquier momento.

_____ Entiendo y acepto que los empleados de Beaver MST no son responsables ni asumen ninguna responsabilidad por lesiones, pérdidas o daños relacionados y/o resultantes de mi decisión de que mi hijo abandone la escuela sin escolta.

_____ Como tal, acepto toda la responsabilidad por cualquier lesión, pérdida o daño que pueda ocurrir en relación con la salida de mi hijo de la escuela sin escolta.

_____ Por la presente indemnizo, libero y eximo a los empleados de Beaver MST de cualquier responsabilidad, pérdida, daño, reclamo o acción, incluido el reembolso de los honorarios razonables de los abogados, que puedan surgir de y en relación con mi decisión de autorizar a mi hijo a irse. terrenos de la escuela sin escolta.

_____ Este aviso será válido durante todo el año escolar, a menos que le informe al maestro o a la administración por escrito lo contrario. Si el niño tiene más de un padre/tutor legal con la custodia legal del niño, ambos deberán firmar este formulario de liberación, y la referencia a "yo" o "mi" en todo el texto se referirá a que cada padre/tutor legal firme el formulario.

_____ Entiendo las expectativas para los estudiantes independientes que caminan o andan en bicicleta:

- *Los estudiantes pueden caminar a casa desde el costado del edificio.*
- *Los estudiantes abandonarán el campus inmediatamente.*
- *El patio de recreo está cerrado hasta las 4:15 a cualquier estudiante que no esté supervisado por su tutor legal.*
- *Los estudiantes usarán las aceras y cruzarán la calle solo en las áreas indicadas.*
- *Los estudiantes mantendrán las manos, los pies y todos los objetos para sí mismos mientras caminan a casa.*

Los incidentes informados con respecto a la seguridad, la confrontación física o la intimidación se abordarán de acuerdo con el Código de Conducta Estudiantil de GISD. Además, los estudiantes con informes frecuentes de incidentes serán tratados de la siguiente manera:

1. *Advertencia y recordatorio de expectativas*
2. *Diferente hora asignada y diferente ubicación asignada para la liberación*
3. *Se requiere que los padres lo recojan*

Se debe completar un formulario por separado para cada niño. Devuelva el formulario al maestro del salón de clases.

NOMBRE DE GUARDIAN: _____

FIRMA DE GUARDIAN: _____ **FECHA:** _____

Appendix B

Arrival and Dismissal Procedures

Do's	Don'ts
Be prepared to show photo ID to pick up your child during school hours.	Don't park in teacher/visitor parking lot if you need to leave between 3:10-3:30. (that area will be blocked)
Pick your student up at the end of the front hallway nearest to Vegas and March if he/she is an accompanied walker.	Don't use the alley for dropping off or picking up students. The safety cones should never be removed.
Pull all the way to end of the curb in front of the school to allow others to pull up behind you for drop-off or pick-up.	Pull through the main lane at the front of the school only, NOT THE PARKING LOT, and exit west on March Lane.
Post the school provided car tag/placard with your child's name, grade level, and PiKMyKid ID # in the front windshield of your car for after school pick-up.	Don't drop-off students in the teacher parking lot on the Vegas side of the building. This is for teacher parking and bus/daycare drop-off only.
Be patient; the process will speed up after the first two weeks of school.	Don't park in the bus lane near the covered walkway; that is where GISD buses park to drop-off and pick-up students
Use the PikMyKid app (by 2:30) or send a note to inform the teacher if your child's dismissal arrangements change for a day. If it is a last minute change, please call the office by 3:00.	Don't park in or in front of our neighbors' driveways.
Remain in your car at all times during dismissal.	Don't ask your child to meet you across the street. We can only supervise students at our building, and we want your child to be safe.
Enter the parking lot while traveling west on March Lane.	Don't leave a running vehicle unattended.
Let the crossing guards help you and your child cross the street.	Don't park in the front parking lot (if your child is a car rider) and expect to walk across the crosswalk to pick-up your child. This make your child an accompanied walker. Pick-up for accompanied walkers is at the end of the front hallway, near Vegas and March.

Appendix C

