

## Contacting Staff

**Staff Day:** 7:45-3:45

Teachers will respond to calls and emails within 24 hours Mon.-Friday. Send a written note if response is needed sooner.

Staff emails can be found online at:  
<https://greene.ccisd.net>

### **Principal:**

**Lesa Gaffey** —legaffey@ccisd.net

### **Assistant Principal:**

**Ann Begley**—abegley@ccisd.net

### **Counselor:**

**Chelsie Billings**—cbillings@ccisd.net

### **Principal's Secretary:**

**Paige Newman**—  
pbnewman@ccisd.net

### **Data Specialist/Attendance:**

**Terrinda Reid**—treid@ccisd.net

### **Receptionist:**

**Lisa Cochran**—lcochran@ccisd.net

### **Nurse:**

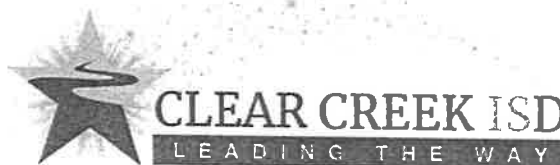
**Heather Ruston**—hrushton@ccisd.net

P.H. Greene Elementary  
2903 Friendswood Link Road  
Webster, TX 77598  
Phone: 281.284.5000  
Fax: 281.284.5005

School website:  
[www.greene.ccisd.net](http://www.greene.ccisd.net)  
Email: [greene@ccisd.net](mailto:greene@ccisd.net)

Skyward login: [www.ccisd.net](http://www.ccisd.net);  
Click on @home tab.  
Here you can check your child's grades, absences, edit your family information, add emergency/pick-up contacts, and much more.

The CCISD Parent/Student Handbook can be found online at [ccisd.net](http://ccisd.net).

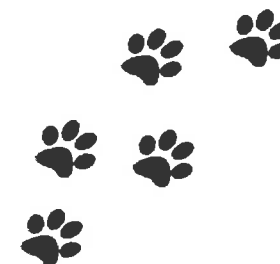


# P.H. Greene Elementary Parent Guide 2023—2024

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*Lesa Gaffey*  
Principal

*Ann Begley*  
Assistant Principal



For student specific information,  
please log into your Skyward  
account.

## Student's Day

**Student Day:** 7:45—3:20

**Doors open:** 7:45

**Tardy Bell:** 8:10 am,

(After 8:10 a parent **must** walk in & sign student in at the office.)

**Breakfast** \$1.25 (7:45-8:05) &  
**Lunch**-\$2.35 Reduced amount  
for those on Free and Reduced

**Meal Account:** schoolcafe.com  
for menus, load money for snacks

**Check Out:** Not allowed after 2:45,  
or after 11:45 on early release days  
**Changes must be in writing.**

**Transportation:** **Changes must be  
in writing** and submitted to the  
office **no later than 2:30 or 11:30 on  
Early Release.**

**Volunteers:** Registration  
required at ccisd.net.

**Visitors:** Must check in/out through  
the front office and present a valid  
drivers license or ID each time.

## Attendance

**Absences:** A note signed by the  
parent/guardian showing the  
dates and reasons for the  
absence must be submitted with-  
in 3 days after the student  
returns to class. Email note to  
greene@ccisd.net

**Excused Absence:** Personal  
illness, religious holy day,  
or death in the family.  
**Five** consecutive  
absences due to illness  
**require** a Dr.'s note in order for  
the absence to be excused.

Temporary absences resulting in  
treatment by a health care  
professional (doctor appoint-  
ments) is excused if the student  
begins classes, or returns to class  
on the same day, with a  
doctor's note.

**A maximum of 5 days may be  
excused for "unusual causes" -**  
A note stating the reason for  
a student's absence MUST be  
submitted in writing to the  
Principal, 2 weeks prior  
to the scheduled absence.

## Calendar

### 1st Day of School

Aug. 21st PK,K,AA students

Aug. 22nd 1st-5th

### **Student/Teacher Holidays:**

**Labor Day** Sept. 4

**Thanksgiving** Nov. 20—27

**Winter Break** Dec. 22—Jan. 8 **Spring**

**Break** Mar. 11—18

**Good Friday** March 29

### **Teacher In-Service/ Student Holiday:**

September 25

October 9

November 7

November 27

January 9

February 19

March 18

April 8

### **Early Release for Elem: 12:20 \***

- December 21
- March 8
- May 31—last day of school

### **\* ECSE Early Release Schedule:**

- AM 7:55—9:40
- PM 10:30—12:20