

R.B. Godley Elementary School

Godley ISD

2026-2027 Student Handbook

Section IV



Welcome to R.B. Godley Elementary School.

We are so glad you are a part of our school family. We look forward to working with you to help all students grow academically, as well as personally.

Throughout the school year, information will be sent home to keep you in the loop, so keep an eye out.

We are excited about the journey ahead.

R.B. Godley Elementary School Student Handbook

Section IV: RB GODLEY ELEMENTARY SCHOOL INFORMATION

GODLEY INDEPENDENT SCHOOL DISTRICT
604 N Pearson | GODLEY, TX 76044
PHONE: 817-592-4110 | EMAIL: gesinfo@godleyisd.net

RICH DEAR- SUPERINTENDENT
JASON KARNES- ASSISTANT SUPERINTENDENT
JACLYN TRUSSELL- PRINCIPAL
JENNIFER JENKINS- ASSISTANT PRINCIPAL

School Hours

7:00 am	Doors Open
7:00 am - 7:45 am	Breakfast Served
7:35 am	Pledges / Announcements
7:45 am	Class Begins / Tardy Bell
3:35 pm	Dismissal
7:30 am - 4:00 pm	Front Office Hours

- **Students arriving after 7:45 AM must be accompanied into the building by an adult**
 - The adult will need to sign them in at the office
 - Please use Door #1, located at the front of the building near the main office.

Front Office Staff

Jaclyn Trussell	Principal
Jennifer Jenkins	Assistant Principal
Jennifer Christopher	Receptionist
Natalie Steward	Registrar/PEIMs
Schalynne Kelley	Counselor
Kristi Bullard	Counselor Secretary
Christy Letlow	Nurse
Jeff Guess	Instructional Facilitator

Drop-Off And Pick-Up Procedures For Students

Morning Drop Off

- Breakfast is served from 7:00-7:45. Please arrive by 7:30 to ensure your student has time to eat.
- Car Riders: Drop off at Door #13, located in the side parking lot. This area will be open for drop-off between 7:00 and 7:45 AM.
- Door #13 will close promptly at 7:45.
- **Students arriving after 7:45 AM must be accompanied into the building by an adult**
 - The adult will need to sign them in at the office
 - Please use Door #1, located at the front of the building near the main office.
- If you are walking your student to the door, please park in the parking lot and walk them up. Do not park in the bus lane or allow your child to walk to the building by themselves.

Tardy/ Early Release Policy

Please help your scholar get off to a good start by arriving on time and allowing them a full day of instruction. Tardies are issued immediately following the 7:45 am tardy bell.

- The school doors open for students at 7:00 am.
- All students will be counted tardy after 7:45 am.
- R.B. Godley Elementary will follow the District's Tardy/Early Release Policy. *See Section III. of the student handbook*

Morning Assembly at 7:35am

- We will begin our school day at 7:35 am in the cafeteria for our school-wide morning assembly.
- During the morning assembly, we will perform pledges, have a moment of silence, give announcements, celebrate birthdays, discuss the ROARS, and the focus of the week and have other special recognitions.

Afternoon Pick Up

- Buses will pick-up students in the front of the building (by Door #15 & #16)
- All other students will dismiss through the parent pick-up car line starting at door #13.
- Families will be provided with 2 car dismissal tags with their student(s)' number
 - Additional can be requested from the front office
- **Changes will not be made to transportation after 2:55 pm.** Any changes need to be called in before 2:55 to ensure the delivery of the message. Students will not be allowed to carry cell phones during the day, so please do not rely on texting your child.
- **Between 3:00 pm and 3:35 pm the office will not release students to parents.** Students also will not be called to the office during this time. Students are transitioning and preparing for dismissal during this time and we cannot get them up to the office any faster than waiting for dismissal.
 - If your child has an appointment, please arrange to pick them up prior to 3:00pm. In the event of an emergency, campus administration can be contacted

Late Pick Up

- **Students should be picked up from campus by 4:00 PM.**
 - In the event that this is not possible, families should make arrangements with YMCA by registering your child.
 - Prior registration for YMCA will help simplify this process.

Attendance/Truancy

We take attendance very seriously at R.B. Godley Elementary School. We do not want students at school if they are sick, however students should be at school every possible day to ensure that they have every opportunity for success. (*See Section III of the student handbook*)

Should your child be absent, tardy, or must leave early due to any type of doctor's visit, please send a copy of the doctor's note to gesinfo@godleyisd.net or send the note in your child's folder.

Texas state law states that students must attend school at least 90% of the time to earn credit for the year. This means if your child misses 10% of school, or 17 days, they will need to begin making up time to promote to the next grade.

At Godley ISD we work to mitigate truancy issues our students may be experiencing. We follow Chapter 25 of the Texas Education Code regarding truancy. We will follow the District's Attendance & Truancy guidelines and will meet with parents to develop a Principal's Plan if students are not in attendance 90% of the school days. The 90% rule applies to **excused and unexcused absences**. (*See Section III for District Attendance & Truancy Guidelines in the student handbook*)

Awards & Recognitions

- **Wildcat Kid:** Two students will be selected from each class every nine weeks. Teachers will select students who have demonstrated Respect, Ownership, Attitude, Responsibility, and Safety (ROARS) throughout the 9-week grading period. The awards will be presented at lunchtime and parents will be notified and invited to join.
- **ExtraROARdinary Award:** Students are recognized for demonstrating their ROARS and showing Respect, Ownership, Attitude, Responsibility, and Safety in an ExtraROARdinary way. These awards will be presented weekly during morning announcements.

Cell Phone Use

The use of a cell phone, or other electronic or bluetooth or communication device is prohibited unless permission is granted by a school employee.

R.B. Godley will follow the district cellphone use policy. (*See Section III of the student handbook*)

Chromebooks

Parents are responsible for damaged, lost, or stolen Chromebooks. *(See the district Chromebook Policy in Section III of the student handbook)*

Classroom Transfers

The principal is authorized to transfer a student from one classroom to another. Many factors must be considered when deciding if a transfer can occur or not occur.

Discipline Procedures

R.B. Godley Elementary strives to provide our students with the essential skills to succeed both emotionally and academically. *(See Section III of the student handbook)*

Dress and Grooming (All Grade Levels)

The district's dress code is established to teach grooming and hygiene, prevent disruption, and minimize safety hazards. Students and parents may determine a student's personal dress and grooming standards, provided that they comply with the **District's Dress Code** *(See Section III of the student handbook)*.

Grades and Grading Procedures

R.B. Godley will adhere to the Godley ISD grading procedures. *(See Section III of the student handbook)*.

Lunch Visitors

Visitors to our campus for lunch should be prepared to present identification at the front desk. Please adhere to the guidelines below to give you a more personal setting with your child, and to help us stay in compliance.

- When bringing your child food, please ensure you are here prior to the start of lunch.
- If the food is not here in time the child may be sent through the serving line.
- Federal and State Guidelines prohibit sharing food with other students.
- You and your student may enjoy lunch together on the stage. Other students will not be allowed to join at this table. You will be allowed to eat lunch with your student only.

Student Lunch Schedules

Pre-K	10:40 am - 11:10 am
Kinder	10:45 am - 11:15 am
First	11:15 am - 11:45 am
Second	11:15 am - 11:45 am
Third	11:50 am - 12:20 pm
Fourth	12:00 pm - 12:30 pm
Fifth	12:30 pm - 1:00 pm

Parent Teacher Organization (PTO)

R.B. Godley Elementary has an active PTO and is always looking for members and volunteers. Please reach out to RBGodleyPTO@gmail.com for campus specific information.

Transportation

R.B. Godley students will adhere to the guidelines set forth by the transportation department. Discipline concerns will be addressed using the district discipline matrix. *(See Section III of the student handbook)*