



Liberty Grove ELEMENTARY

PARENT HANDBOOK

2026-2027

ABOUT LGE ELEMENTARY

Liberty Grove Elementary is an Early Childhood-5th-grade 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 from 7:30 a.m. to 4:15 p.m. to unsupervised students
- Garland ISD 26-27 [School Calendar](#)

LIBERTY GROVE MISSION:

Our Liberty Grove School Family inspires and encourages one another to achieve personal and academic excellence by setting and achieving goals and providing accountability for all.

VISION STATEMENT:

Support the whole child through authentic instruction in a positive and nurturing environment.

CORE VALUES:

We believe every child can learn and deserves access to high-quality instruction. We value and celebrate the rich diversity of our students, families, and communities. Through open communication and meaningful collaboration, we strive to create an inclusive environment where everyone can thrive and reach their full potential.

- School Mascot: Gators
- School Colors: Green and Orange
- School Motto: CHOMP
- Website: <https://www.garlandisd.schools.net/libertygrove>
- Social Media: Follow us on @LGES_Gators
- Phone: 972-487-4416

OFFICE STAFF:

Principal: Lauren Jeffries

Assistant Principal: Alicia Marshall

Counselor: Brittany McCay

Nurse: Lauren Malik

Secretary: Ashley Puckett

Data Clerk: Elvira Martinez

Office aide: Lela Richard

All Staff: <https://www.garlandisdschools.net/libertygrove/staff>

Topics in the handbook:

- ★ [Standardized Dress](#)
- ★ [Arrival](#)
- ★ [Dismissal](#)
- ★ [Breakfast and Lunch](#)
- ★ [Recess/Playground](#)
- ★ [Communication](#)
- ★ [Tardies and Absences](#)
- ★ [PBIS and Discipline](#)
- ★ [Student Badges](#)
- ★ [Technology](#)
- ★ [Visitors/Volunteers](#)
- ★ [Field Trips](#)
- ★ [Birthdays](#)
- ★ [Medication](#)

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

Standardized Dress

Liberty Grove ES is a Non-Standardized dress. However, clothing should still meet a particular description and appropriate for the school day.

[The GISD Student Dress Code](#) is intended to: (1) teach students grooming and hygiene; (2) create and maintain a respectful and positive learning environment; (3) prevent the disruption, interference with, or detraction from the educational environment and school activities; and (4) minimize health and safety hazards.

Note: This dress code provides guidance regarding common situations but cannot cover every style of dress and specific situations that may arise. The District reserves the right to prohibit any clothing or grooming style that the administration determines to be reasonably expected to pose a health or safety hazard or to cause disruption of, distraction from, or interference with general school operations. In addition, certain classes, courses or extracurricular programs may have additional requirements or guidelines for students participating in those programs.

Students and parents may determine a student's personal dress and grooming standards, provided that they comply with the following:

- Garments must allow for participation in all regular school activities while maintaining dignity and modesty.
- Apparel that advertises or depicts alcohol, drugs, nudity, tobacco products, any other substance prohibited under [FNCF \(Legal\)](#), violent or criminal themes, gang membership, obscene language and/or obscene graphics, will not be permitted. Any disruptive or distractive mode of clothing or appearance that adversely impacts the educational process is not acceptable. Extremes in modes of dress, such as see through clothing, exposed midriffs, or clothing normally considered as undergarments are not acceptable.
- All articles of clothing must be worn as they are designed to be worn.
- Undergarments should not be visible.
- Shorts of modest length, loose fitting, and hemmed may be worn by students.
- Dresses and skirts should be of modest length and fit.
- Extremely sloppy, badly torn, or inappropriately torn/slit/ripped clothing is prohibited.
- Shoes must be worn. Taps, metal plates, cleats, or wheels on shoes will not be permitted.
- Students may not wear house shoes, pajamas tops or bottoms, boxers, or other sleepwear as outerwear.
- Hair, including facial hair, must be clean, groomed, and by the nature of the style does not intend to create a distraction.
- Hair color that is disruptive or distracting to the school environment is prohibited. Hair must either be a natural color or naturally tinted or colored in a blended and balanced manner.
- Hair must be kept out of the eyes and must not be a distraction.
- Students may not wear hair curlers, rollers, hair picks, combs, or brushes in their hair.
- Hats, caps, bandanas, sweat bands, hoods, visors, or other nonreligious head coverings should not be worn in the school building.
- Earrings are limited to the ears for all students. Earrings include clip earrings, pierced earrings or studs, or any item used as a post in a pierced ear.
- Facial and body piercing of any kind is prohibited.

- Jewelry that causes a distraction or that could be dangerous to the student or other individuals are prohibited (i.e. spiked/studded jewelry, chokers, dog collars, necklaces made out of safety pins or chain links, etc.)
- All inappropriate or distractive tattoos must be covered at all times while in the school building or at school-related activities, or school-sponsored events. Non-distractive tattoos may also be required to be covered (campus administrator discretion).
- Sponsors of extracurricular activities may set individual dress and appearance standards with the approval of campus administration.
- Students must have their student ID visible at all times.

If the campus administration determines that a student's grooming or clothing violates the school's dress code, the student will be given an opportunity to correct the problem at school or allow a parent or designee to bring an acceptable change of clothing to the school. Repeated offenses may result in disciplinary action in accordance with the Student Code of Conduct.

ARRIVAL PROCEDURES - see map below

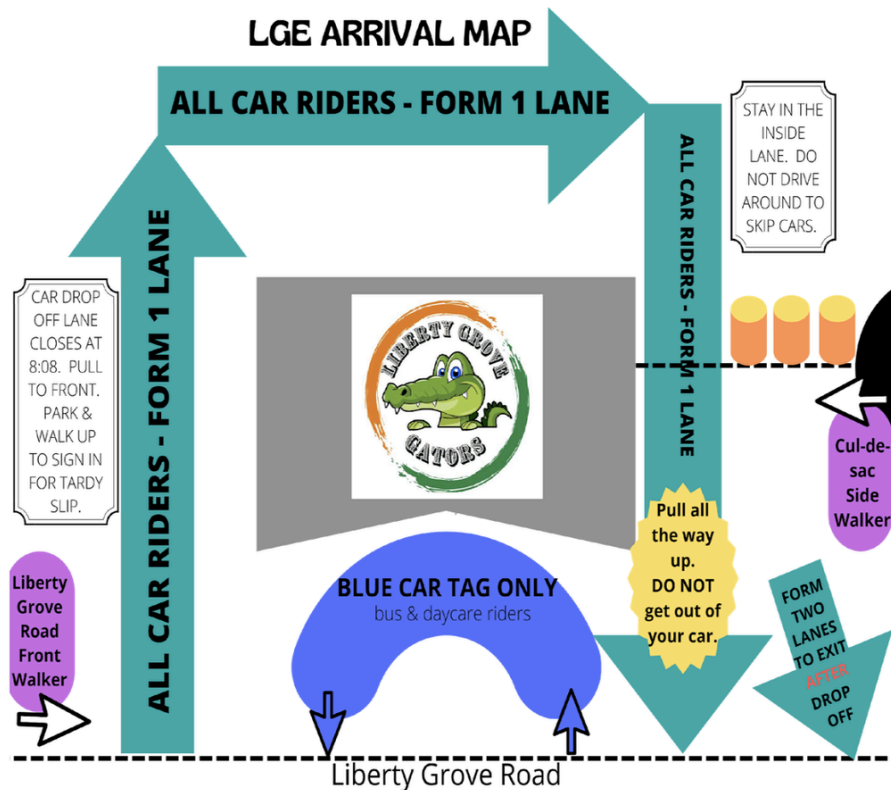
Procedures are in place to ensure students are welcomed in a safe and positive school environment. Please be patient and courteous of others. Morning drop off and dismissal can be very unsafe when emotions are high. Please do not cut others in line, speed through the parking lot and make sure you that are ensuring safety for all.

- ★ 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 who arrive between 7:30 and 7:50 a.m. will wait in the hallway in their grade level pod location. At 7:50 a.m., they will be picked up by their teacher. They will be offered breakfast in the classroom.
- ★ Please try to drop off students before 8:00 a.m., if possible. This ensures that your child will receive breakfast and have a solid start to their day. After 8:30, students will no longer be able to receive breakfast.
- ★ **Enter the drop off line off of Liberty Grove Road.**
 - Front porch drop off is for blue car tags, bus, and daycare only.
 - Car riders – Form 1 lane as you drive around the back of the school to the cafeteria side of the building.
 - Pull all the way up to the end of the awning. Please do not exit your vehicle. Staff and safety patrol students will assist your children.
 - Stay in the inside lane. Do not drive around other cars.
 - Form 2 lanes to exit after drop off.
 - Car drop off lane closes at 8:10 a.m.
 - After 8:10 a.m. pull around to the front of the building. Park and walk up to sign in for a tardy slip in the front office.

- ★ The first day of school is **Monday, August 10, 2026**. School will start at 8:10 a.m. and

will end at 3:30 p.m.

- ★ Except for the first day of school, parents will not be permitted to walk students inside the school building.



DISMISSAL PROCEDURES- See below for map

(ECSE 3:20 p.m.; PK-5th GRADES 3:30 p.m.)

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 in the first weeks of school, as we implement the procedures.

- ★ **Car Riders** – Parents will remain in the car at all times, and someone will bring their child to the car. **Please have your pick-up cards visible for staff members to see. It must remain on the dashboard in the right-hand windshield until the student is in the car.**
 - Follow the lane color that matches your car tag color (orange, green, or blue).
 - 2nd, 3rd, 4th, & 5th grade Car Riders without a Pre-K/Kindergarten sibling will be picked up in the green outer lane away from the curb.
 - Pre-K/Kindergarten and 1st grade Car Riders and their siblings will be picked up in the inner orange lane closest to the curb.
 - Car Riders – Pull all the way up to the end of the awning on the cafeteria side of the building. Stay in your car. Staff and safety patrol will assist your children.
- ★ **Walk Alone Students** – Students will be dismissed from the front of the building or the side of the building depending on the location of their destination. (**WALKER CONTRACT**) from the parents will be required before a student is allowed to walk home. For your child's safety, we highly

recommend that you do not allow them to go to the park to play or to wait to be picked up. **Instead, have them walk home immediately after leaving the school. PK-1ST GRADE STUDENTS WILL NOT BE RELEASED TO WALK ALONE.** Please talk with your child's teacher about the options for this, as necessary.

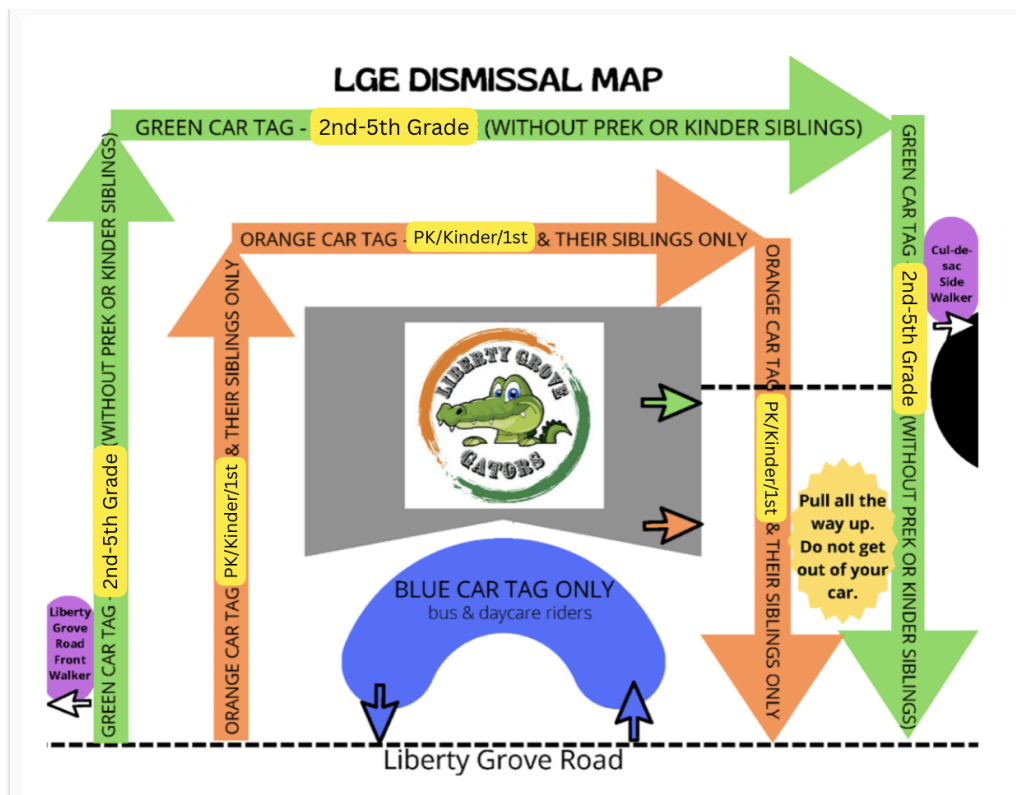
- Front Porch Walkers/Bike Riders (2nd, 3rd, 4th, & 5th graders only) – Walk out through the front doors of the school and walk along the Liberty Grove Road toward Waterview. Students walk home independently without staff supervision.
- Side Walkers (2nd, 3rd, 4th, & 5th graders only) – Walk out through the cafeteria doors into the cul-de-sac next to the school. Parents meet their child in the cul-de-sac or students walk home independently without staff supervision.

★ **Students leaving early:**

- Please come to the front office to sign your child out if he/she needs to leave early.
- An official government photo identification is required. A photo of the ID is not acceptable. Please bring your ID to the building.
- The staff will not release a student to anyone other than his/her parents or guardians unless you send a note or call the office to inform the school who the student will be leaving with during the school day and the time of departure.
- The student identification number will be required if you call the office.
- Students leaving between 10:00 a.m. and 3:00 p.m. will be marked with a partial absence. No students will be dismissed from the office between 3:00 and 3:50. Please make appropriate plans for pickup.

★ GISD Buses use the [STOPFINDER App for GISD Bus Updates](#)

The key to a successful dismissal is patience and courtesy – be the person you want your child to be! ***We appreciate your patience!***



Frequently Asked Questions about Dismissal

- **What if I lose or misplace my student's pick-up card?**
 - The school will provide 2 pick-up cards for the 26-27 school year. If you do not have your pick-up card when you arrive to pick up your student, you will be directed to the front office to show your photo ID, get another card and sign your student out.
- **What if my student's dismissal arrangements change?**
 - **There are two ways to make changes to dismissal, and it MUST be completed before 2:30 pm.** Requests made after 2:30 pm may not be communicated to staff in time to ensure the message is given to your child before dismissal.
 - #1. Call the **front office** before 2:30 pm or
 - #2. Submit your written request to the **office** before 2:30 pm

BREAKFAST AND LUNCH

*Liberty Grove is excited to announce that all students will receive **free breakfast and lunch** because we are 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. **We are asking all parents to update the student's economic status in [SchoolCafé](#) by August 10, 2026.** Verifying your income in [SchoolCafé](#) will ensure that all student information is accurate for our accountability ratings and campus funding. **Your assistance in updating the economic status is critical to our collective success.***

Please note that 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 will get breakfast at 7:50 a.m. in the classrooms for Breakfast in the Classroom. All students are offered breakfast at no cost. Breakfast is served from 7:50 a.m.- 8:10 a.m. Please know that breakfast will not be served after 8:30 am.

LUNCH PROCEDURES:

- Lunch will be free for all students at Liberty Grove.
- Students bringing lunches from home must bring them with them at the beginning of the day.
- **Visitors for lunch will only be allowed AFTER Fall Break.** We will use the first few weeks of school to teach the students processes and procedures. More information will be coming.
- *If you are planning to eat with your child, please [complete this pre-registration form](#) in*

order to expedite your time in the office. In addition, please remember you must have a photo ID. Please remember the following guidelines:

- *student may only have a visitor once a week*
- *the visitor must be on the child's emergency contact list*
- *ONLY the visitor and the child may sit together at lunch at the designated tables. The ONLY exception is if there are siblings in the same grade.*
- *visitors are NOT to address any other students while attending lunch*
- *food that is brought to the cafeteria can only be for the visitor and the student they are eating with.*
- *These guidelines are subject to change at any time.*

RECESS/PLAYGROUND ACCESS

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

- The playground is closed to public use between the school hours of 7:30 am and 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.
- Public or visitor use of the playground cannot interfere with school use or school procedures.
- Any unauthorized adult who refuses to comply with staff requests will be referred to the Garland ISD Student Resource Officer, the Garland Police Department, or the Garland ISD Security.

COMMUNICATION

We encourage and expect our Gator families to stay connected and informed! There will be several forms of communication, including Parent Square, Class Dojo, Liberty Grove News, messages via Skyward, and Thursday Folders.

ClassDojo: This app will allow you to receive important reminders and send brief messages to your teacher and the campus. Directions for joining 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.

Liberty Grove News (Parent Newsletter): The principal will send the Liberty Grove News link via email through Parent Square and Class Dojo. The Liberty Grove News will feature updates and highlights from across campus. Grade levels and teachers will have newsletters and will also use the Class Dojo app to communicate with families.

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

- Graded classwork and other class information will be sent home each week in a “Thursday” folder.
- Please check the folder weekly, sign the folder with a permanent ink, and return it to the school the next day.

X (Former Twitter): Join X and follow our school and Garland ISD for important announcements and information: **@LGES_Gators**. There is also a Facebook Page @Liberty Grove Elementary School, as well as a PTA Page.

Message for students: If you need to call to have a message given to your child, the student identification number (Student ID) will be required.

TARDIES & ATTENDANCE

TARDIES

- Students arriving from 8:16 a.m. to 8:20 a.m. are marked tardy.
- Students arriving between 8:20 a.m. and 10:00 a.m. are marked as having a partial absence.
- All students arriving at 8:16 a.m. or later will need to get a note from the office before going to class.
- A 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. In addition, under state policy, it may increase a parent’s truancy court burdens.
- Absences need to be reported. Upon return to school, the parent should send a note to the school office to Ms. Elvira. Notes can also be emailed to her at EMartine@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 questions should be directed to Ms. Elvira at the office.

PBIS AND DISCIPLINE

Discipline in school can help students develop important skills that can benefit them throughout their lives, including:

★ **Focus**

Discipline can help students stay focused on their academics, which can translate to other areas of life. It can also help them prioritize their work and manage their time.

★ **Responsibility**

Discipline can help students learn about consequences and take responsibility for their actions. It can also help them learn to be on time and respect others.

★ **Self-control**

Discipline can teach students self-control, which can improve their happiness in the short and long term. It can also help them learn to manage their feelings and behaviors through self-monitoring.

★ **Positive attitude**

Discipline can help students develop a positive attitude, confidence, and eagerness, thereby improving their academic performance.

★ **Other skills**

Discipline can also help students develop other qualities, such as respect, hard work, and honesty. It can help them learn to make thoughtful decisions, manage stress, and actively engage in class.

Positive Behavioral Interventions and Supports (PBIS) is an evidence-based, tiered framework for supporting students' behavioral, academic, social, emotional, and mental health. When implemented with fidelity, PBIS improves social-emotional competence, academic success, and school climate. It also improves teacher health and well-being. It is a way to create positive, predictable, equitable, and safe learning environments where everyone thrives. PBIS emphasizes five interrelated elements: equity, systems, data, practices, and outcomes. One key is to focus on prevention. It is based on the idea that when students are taught clearly defined behavioral expectations and provided with predictable responses to their behavior, both positive and corrective, 80-85% of students will meet these expectations. We believe in our students and have high expectations for them. To support students' interactions and behavior, Liberty Grove is a PBIS campus. There are different behavioral expectations for students in the classroom, on the playground, in the cafeteria, in the hallways, in the bathroom, at arrival, at dismissal, and during assemblies.

*Teachers will send a Classroom Management Plan home to parents that will specify their Classroom Rules, Classroom Activity Expectations, and Motivation/Recognition Systems.

*Common Area Expectations can be found on the posters below. These areas include the playground, cafeteria, hallway, bathroom, and during assemblies.

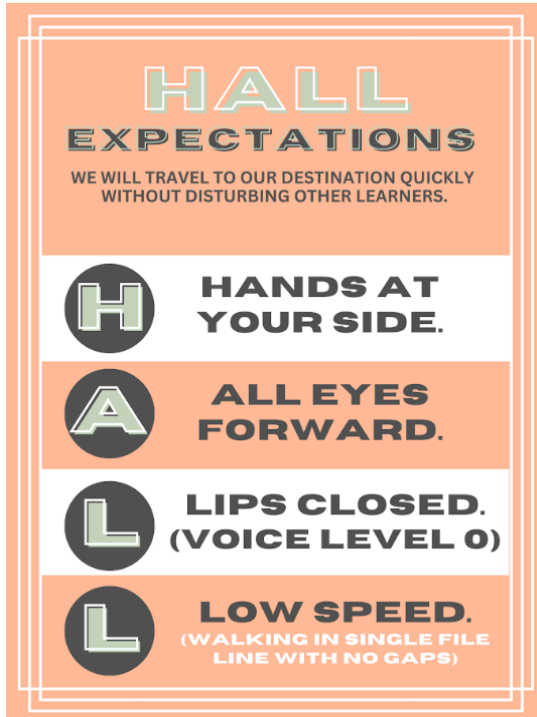
Playground



Cafeteria



Hallway



Bathroom



Assembly

Assemblies **Gator Behavior Expectations** **CHOMP & SHINE**

CHOMP– Clap hands together with outstretched arms to mimic a gator’s chomp.

C–Caring

H–Helpful

O–Organized

M–Mindful

P–Problem Solver

SHINE– Swoop hands in an arch over your head and rest in lap.

S–Sit up Straight

H–Hands in Lap

I–In Own Space

N–No Noise

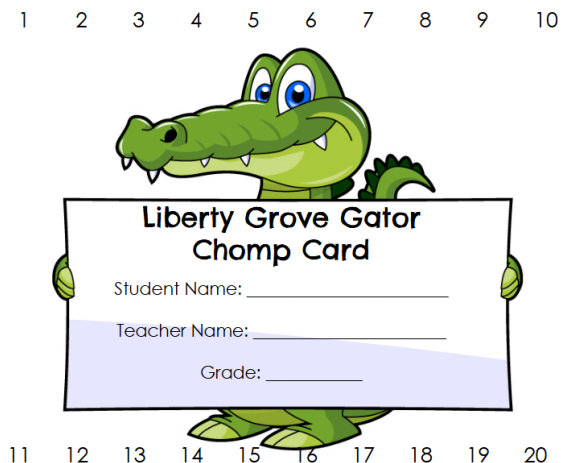
E–Eyes on Speaker

*Our CHOMP Guidelines for Success can be found below. We encourage students to demonstrate these character traits throughout the year in order to be a successful student. We highlight these character traits throughout the year and recognize students as Gators of the Week if they have done an excellent job embodying these character traits. Students recognized as Gators of the Week have their names called on the morning announcements and come to the front office to receive a pencil and have their picture taken. These pictures will be shared in our Gator News parent newsletter.

C - Caring
H - Helpful
O - Organized
M - Mindful
P - Problem Solver

*Another way that we encourage students to meet high expectations is by filling up their Gator Punch Cards with 20 punches. Once the card is full, students will come to the front office to choose a prize from our Prize Cart. They will then turn their Punch Card into a bucket in the front office for a drawing. Students whose punch cards are drawn will get to select a book from our Book Vending Machine.

Gator Punch Card



*In addition, students can receive a CHOMPliment from any staff member (individual or whole class) in the building.

- 1 Chompliment = 2 gator punches on Gator Punch Card
- If the “Double Chomp” box at the bottom is marked, students will receive 2 punches and a principal will call home for a positive phone call.

CHOMPliment

CHOMPLIMENT

Student name: _____ Date: _____

ARRIVAL
DISMISSAL
HALLWAYS
LUNCH
SPECIALS
OTHER _____

CARING
HELPFUL
ORGANIZED (IN TIME AND TASK)
MINDFUL
PROBLEM SOLVER
FOLLOWING DIRECTIONS
OTHER _____

Noticed by: _____

THANKS FOR MAKING GREAT CHOICES!

☐ YOU EARNED A DOUBLE CHOMP

WHY: _____

*When students struggle with minor behavior infractions, our staff follows the Progressive Discipline Plan below.

*Major behavior infractions are handled by the office.

Liberty Grove Progressive Discipline Teacher Managed

When a student misbehaves:

1. Private Verbal Reminder (Warning 1)
2. Private Student Check-in (Warning 2)
 - *4 questions
3. Cool Down in classroom (Warning 3)
4. Cool Down/think time in another classroom
5. Parent Phone Call - Document as Behavior Incident in *Edugence*
6. Loss of privileges or other appropriate consequence
7. Office - Document as Behavior Incident in *Review 360*

*If students misbehave during Specials, lunch, arrival or dismissal, they may receive a Trip Slip from a Specials teacher or duty monitor to document the behavior that is occurring. Please speak with your child about the behavior and encourage them to work on improving in that area. We work together as a team to ensure that your child is successful at school!

Trip Slip

TRIP SLIP

Student name: _____ Date: _____

Today in,

Art, Cafeteria, Library, Music, P.E, Arrival, Dismissal

My teacher had to give me a slip for

- ☐ Excessive Talking
- ☐ Off Task
- ☐ Disrespectful
- ☐ Hands/Feet/Objects to Self
- ☐ Disruptive Behavior
- ☐ Not Following Directions
- ☐ Inappropriate Language
- ☐ Misusing Property

Notes: _____

If you have any questions you may reach out to..

Art: Mrs. Garrett

Arrival, Dismissal: _____

Cafeteria: _____

Library: Mrs. King

Music: Mr. O'Neil

P.E: Mrs. Lewis

Liberty Grove follows the [GISD Student Code of Conduct](#) to set expectations and implement appropriate consequences for students who do not meet expectations.

STUDENT BADGES

Starting in the 2026-27 school year, ALL District campuses will use the RFID (radio-frequency ID) cards provided to the district by CI Solutions. These cards ensure compatibility across all systems and platforms (including boarding and deboarding buses and evacuation/reunification during emergencies). Student ID badges enhance campus safety by supporting rapid response during emergencies and student reunifications. They also streamline daily operations, including cafeteria purchases, library and textbook checkout, access to extracurricular activities, and efficient bus boarding and unloading. Parents will be able to view real-time notifications in the Stopfinder parent app indicating when their student boards and exits the bus. **Campuses will charge a \$5 replacement fee for student ID badges**

TECHNOLOGY USAGE

We are a 1:1 campus, providing iPads and Chromebooks to each student (depending on 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; however, the devices must remain turned off during the instructional day and be kept in their backpacks.

- If a student uses a cell phone without authorization during the school day, the device will be confiscated and turned over to a campus administrator.
- The return of the device and confiscation conditions shall be applied in accordance with the Student Code of Conduct.

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 a 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 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 Wranglers students.

FIELD TRIPS

Liberty Grove encourages 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 Routh Roach and are in the grade level that is participating.
- Parents must give written permission for the student to attend the Field Trip.

Volunteers/Chaperones for Field Trips: The primary role of 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 throughout the field trip, from departure 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 students in the learning experience and will be expected to supervise a small group.
- Follow the GarlandISD Best Practices for Chaperones

BIRTHDAYS

- ★ This year, student birthday celebrations will be done between 2:30 and 3:30- at the end of the day. Students are allowed to bring a cupcake (or similar treat) and a goodie bag (or the like) for each class member. Students may bring these in the morning or parents may drop them off at the front office. Drinks, Pizza and other items will not be allowed. Doing this makes it very difficult for the teacher to manage at the end of the school day. Thank you for your understanding.
- ★ Families/friends cannot drop off or bring gifts for any birthday student.

MEDICATION

- ★ Medications brought to school must be given to the school nurse and kept in the clinic.
- ★ Medication should be in the original container and have the pharmacy label attached or appropriate doctor's orders.
- ★ Reach out to our school nurse Lauren Malik for more information if needed.