

McAllen *Reynaldo Garza Elementary*
INDEPENDENT SCHOOL DISTRICT

Principal
Mrs. Nancy Valenzuela
Assistant Principal
Mrs. Elizabeth De La Cruz
Instructional Coach
Mrs. Sandra Sims
Counselors
Dr. Pat Avila
Mrs. Betty Ramirez

6300 N. 29th McAllen, TX 78504 PHONE: 956-971-4554 FAX: 956-971-4235

August 2018

Dear Parents,

Garza Elementary has been providing an excellent education for our students since 1983. The success of our program is a result of the efforts of our experienced teaching staff and the strong support and involvement of our parents.

This handbook addendum is written to help you understand the guidelines and policies that help us manage our campus. Please read it carefully. More detailed information on McAllen ISD policy will be found in the student code of conduct online @ www.mcallenisd.org

If you need clarification at any time, please call the school office: 971-4554.

Sincerely,



Mrs. Nancy Valenzuela, Principal

Welcome

The faculty of Reynaldo Garza Elementary School would like to express our sincere welcome to all parents and children to the 2018-2019 school year.

Campus Mission

Reynaldo G. Garza Elementary School, a safe and nurturing environment, embraces mutual respect, knowledge, inquiry and creative expression while empowering all individuals to reach their highest potential and successfully contribute to the future.

Principal's Office Hours

The Principal is available to conference with parents by appointment only. Contact Principal's secretary, Ms. Carmen Solano at 971-4554 to schedule an appointment.

Empowering Statement

"Each day and every day, I choose to take responsibility for what I think, what I say, what I do, and the choices I make. Each day and every day, I choose to do my very best!"

We will also be following the Project Wisdom in the classroom daily to remember to make wise choices.

Positive behavior is encouraged and stressed through Garza's Empowering Statement, Project Wisdom and the Framework for Student Learning (EI).

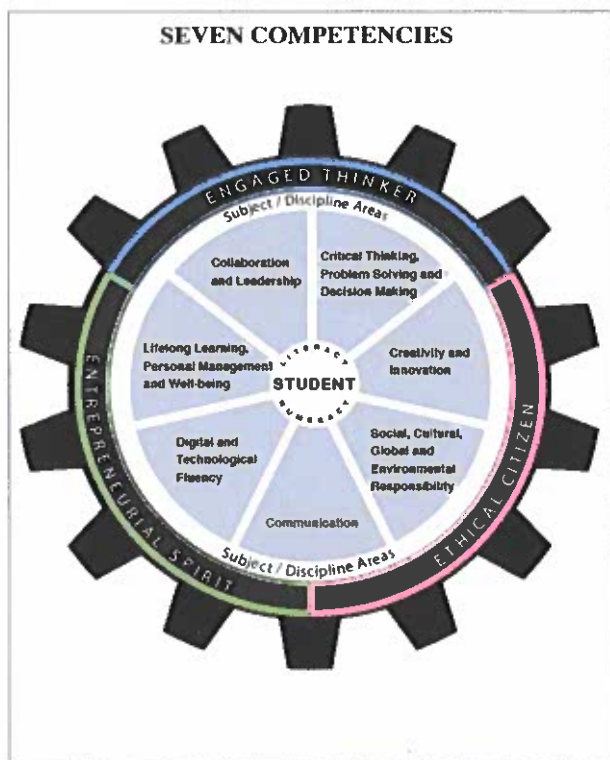
Just as acceptable behavior is rewarded, unacceptable behavior has consequences. Each teacher has classroom Essential Agreements posted that outline class expectations. If a student breaks a rule, he/she is issued a conduct referral, which is to be signed by the parent.

If a student is sent to the office for a serious infraction, detention or suspension may be issued as a direct consequence. A copy of this disciplinary referral is sent to the parent, and a phone call from the Assistant Principal or Principal will be made.

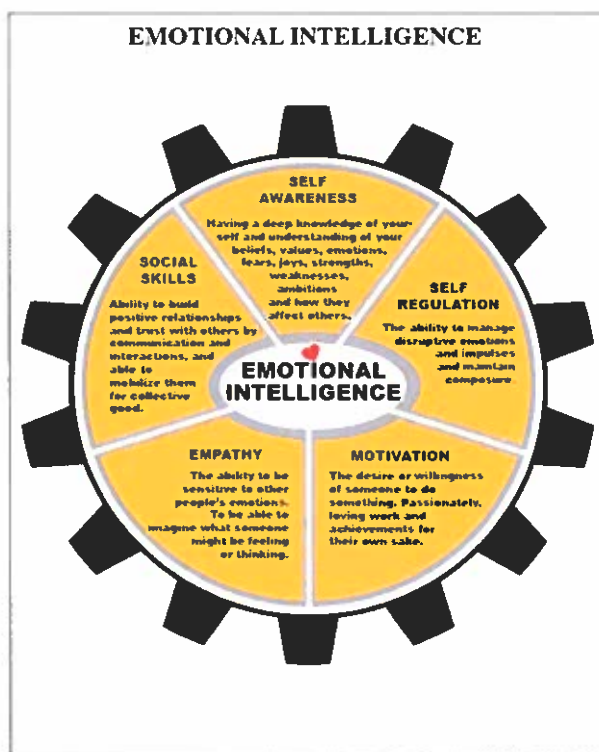


SteAm+ Framework for Student Learning

During the school year, teachers will be implementing the Framework for Student Learning: 7 Competencies & Emotional Intelligence. Each six weeks, teachers and students will be engaging in the different components of the 7 Competencies and Emotional Intelligence.



© Alberta Education Framework for Student Learning: Competencies for Engaged Thinkers and Ethical Citizens with an Entrepreneurial Spirit. Edmonton, AB 2011, with permission



Tardies

Classes begin at 7:45 A.M. for all students (Pre-K – 5th grade).

The Tardy bell rings at 7:55 A.M. Students are tardy if they are not in their classroom by then.

Three tardies within a six-week grading period will result in the student not participating in the "Attendance Celebration."

Absences

A parent's written excuse is required when a child is absent from school and must be turned in to the office **within 3 days** of the absence. Attendance verification is done on a weekly basis. Excuses **will not** be taken after three days. If a child leaves school for a medical appointment during the attendance period, he/she will be counted absent if proof of the visit is not turned in to the Data Clerk, Ileana Potter, within 24 hours of the appointment. State requires 162 days attendance per year (90% rule) to receive credit for the school year. If absences exceed three consecutive days, a note from a doctor is required. If students have three unexcused absences within a four week period, a warning letter from MISD will be sent home to the parents. If unexcused absences continue, parents may be summoned to court.

Request to Leave School Early

A request to have a child excused from classes early should be sent with the child on the morning of the dismissal and given to the teacher. The time and reason for leaving should be included. This way, instruction is not interrupted, and both student/teacher will be prepared. When possible, medical and dental appointments should be made outside of school hours. **Early pick-up for appointments will not be allowed after 3:00 p.m. A student may not be released early on a continual basis.**

A child will be released only to the parents unless the school has been notified by the parents that they have granted permission for someone else to pick up a child.

NO child will be allowed to leave the school grounds WITHOUT his/her parent or guardian SIGNING OUT in the office.

Telephone Calls

School office phones are to be used for official business only. Students are to use these phones for school business only after they have received permission from the office staff. **Students are not allowed to have cellular phones in their possession during the school day. They must keep them turned off and in their backpacks unless given permission by their teacher.**

Students are not called out of class to answer the telephone except in extreme emergencies.

Telephone calls requesting that a student be told of a change in transportation, after school care, or pick up time are not accepted. Relaying these messages is very disruptive to the learning process and trying to relay such messages at the end of a school day is very difficult.

Change of Address, Telephone Number or Transfer

If you change your address, home telephone number, or parent's work number, please notify the school office as soon as possible. If you move to an address outside the **Garza** area, you must request a transfer to remain at Garza, or register your child at the new school.

Withdrawal from School

Notice should be given to the teacher or office three days in advance in order to have time to average grades and get the child's records in order. All textbooks, iPads, iPods, and library books must be turned in.

Report Cards

Report cards are issued the Wednesday after the end of each six-week period. Progress reports are sent home the Wednesday of the fourth week of each period.



Textbooks

Students are responsible for their textbooks. We ask the students to have all books covered. Lost or damaged books must be paid for at the time of withdrawal from school or at the time such books are collected.



Backpacks

Backpacks with wheels are a hazard in the halls as well as in the classroom. They also cause a major storage problem since they do not fit in the student lockers. **Backpacks with wheels are allowed only for major medical reasons (doctor's excuse will be needed).** The principal must sanction permission for the use of this type of backpack. Please encourage your child to take home only those books needed for that evening. Please label your child's backpack with their name.

School Parties

According to new federal/state guidelines to help address the increasing problem of childhood obesity, schools must serve nutritious meals during the school day. We will be allowed two parties this school year: Christmas and End-of-the-Year. You may also bring healthy treats for the entire class the last fifteen minutes of the school day for a student's birthday.

Cafeteria

The cafeteria serves breakfast and lunch daily at no cost to students. Students may elect to bring a lunch from home to eat in the cafeteria.



Parents are welcome to eat with his/her child on Fridays only (STAAR weeks will be closed campus). Parents may purchase a cafeteria meal; however, parent and child may not share the cafeteria meal. Parent and child must sit at the parent table. Parents who bring lunch for their child may not share with other students. Parents need to sign in at the front office and get a visitor's badge.

Please do not pack carbonated drinks in your child's lunch!

Garza Elementary is a Silver Award winner with the Alliance for Healthier Generation. Please join us in continuing to help your children grow healthy. To cultivate a healthier school environment, your support is indispensable. Parents, please make reference to the standards specified in the nutritional guidelines on snacks for students: <https://foodplanner.healthiergeneration.org/>. Unhealthy snacks are discouraged.

Lunch Schedule

Students will go to recess prior to eating lunch.

	<u>Recess</u>	<u>Cafeteria</u>
Pre-Kindergarten	TBD by teachers	10:45-11:15
Kindergarten	10:45-11:05	11:05-11:35
First Grade	11:05-11:25	11:25-11:55
Second Grade	11:25-11:45	11:45-12:15
Third Grade	11:45-12:05	12:05-12:35
Fourth Grade	12:05-12:25	12:25-12:55
Fifth Grade	12:25-12:45	12:45-1:15



Deliveries during School Hours

Breakfast: Should your child choose not to eat the school-provided meal, then he/she will need to bring breakfast with them. Breakfast is scheduled from 7:45-8:05 in the classroom.

Lunch: For lunch, all deliveries must be done 15 minutes prior to the student's lunch period. Students will eat at their designated lunch times.

Eating with Your Child

Parents/guardians **are allowed** to eat with their child/children at their scheduled lunch time *only on Fridays. During state assessments, such as STAAR, TELPAS, etc., closed campus will be observed.*

Parents will enter through the front office doors and proceed to the cafeteria. For student safety purposes, **parents will exit using the east-side door of the cafeteria. Parents/Guardians will turn in their passes to the cafeteria door monitor as they exit.**

***Should you want to join your other child/children at their designated lunch time, you may remain in the cafeteria only if the lunch times are scheduled consecutively. Otherwise, you will exit the cafeteria, and return at their designated lunch times by entering the front office.**

Attention Prekinder-5th Grade Parents/Guardians:

As students are learning the cafeteria routines and procedures, parents will be able to join their child/children for lunch as of September 14, 2018 (three weeks after school starts).

Essential Agreements:

At Garza Elementary Parents/Guardians:

- *Agree to be principled and go straight to the cafeteria and not wander the halls as they go to have lunch with their children on Friday.*
- *Agree to not record anyone other than your own child.*
- *Agree to respect cafeteria rules and guidelines such as enforcing that their child and any other child brought along sit properly and behave accordingly.*
- *Agree that children are independent at Garza Elementary; therefore, if student needs to use the restroom, parents must allow child to go on their own and/or allow campus staff to assist.*
- *Agree that if any conflict arises, the cafeteria staff on duty will be notified immediately, and the parent will allow the staff member to intervene. For your protection, your physical contact with our students should be limited to typically harmless high-fives.*
- *Agree that electronic devices are for parent/guardian personal use and not for other children.*
- *Agree that lunchtime is not suitable to discuss student-related issues with any teacher or staff member. Make an appointment in the front office to see the teacher during their conference time.*

If the Essential Agreements are violated, the privilege of eating with your child will be revoked

Books, Money, Homework, Snacks etc...

Books, money, permission slips, homework or such items should be left in the school office. It is the student's responsibility to check with the secretary to see if anything has been left for him/her. **We do not interrupt teachers or classes to deliver such items.**

Clinic Schedule

Mrs. Adriana Rivera
971-4562



7:45 – 8:30	Medications and Parent Conferences
8:30 – 1:00	Clinic open for student illness, injury, and medication
1:00 -1:30	Lunch
1:30–3:30	Student treatments
3:30 – 4:15	Teacher and Parent Conferences

Taking Medicine at School

1. Medicine must be in the original container and if prescribed, a current prescription date is required.
2. Medications must be delivered and picked up by parents, as students are not to have medicine in their possession.
3. A signed and dated parent note with the student's name, medication name, the time and amount to be given must accompany the medicine.
4. Medication from a foreign country, i.e. Mexico, cannot be administered at school.
5. Medications prescribed once, twice, or three times daily should be given at home (before school, at 3:30, and at bedtime) to avoid excessive medication administration in the school setting.

Dismissal Due to Illness

Should it be necessary to send your child home at any time, the school will call home first. **Please be sure you have provided the school with a phone number for you and an emergency phone number if we are unable to reach you.** No child should leave the school grounds without signing out in the office.

Your child will be sent home for the following conditions:

1. Chills
2. Fever – 100 or above
3. Vomiting
4. Diarrhea
5. Cold symptoms accompanied by green or yellow mucus
6. Contagious skin conditions
7. Serious accidents
8. Incomplete Immunization
9. Lice

If your child has any of these symptoms before coming to school, please keep him/her home and notify the office.

Emergencies

In the case of a serious illness or accident, if you or your designee cannot be located, an ambulance will be called to transport your child to the hospital at your expense. A school representative will remain with your child until you arrive.



School Day

Supervision begins at 7:30 am daily. A staff member will be on duty in the cafeteria daily at 7:00 am. Students will enter the school building independently and go straight to their classroom by week two.

Breakfast is served from 7:45 am until 8:05 am. In their classrooms. Children will not be served breakfast after this time.

Assemblies

Assemblies will be held on Fridays in the gym at 7:45.

School Hours

Pre-Kindergarten – 5th Grade 7:45 am – 3:30 pm

Students will sit outside their classrooms until the 7:45 am bell at which time the teacher will take them into the classroom.

Library Hours

Before School 7:30 – 7:45 a.m.
After School 3:30 – 4:00 p.m.



Visitors to the Building

All visitors to McAllen Public Schools are asked to report to the office when they arrive at the building to sign in and receive a visitor's badge. Visitor's badges need to be worn on the upper shoulder to be visible and returned to the front office before leaving the campus in order to be logged out. We are using V-soft Raptor system, which helps track visitors, students, faculty, contractors and volunteers at our school, thus providing a safer more monitored environment for the students.

When visitors, volunteers or contractors check-in, they will be asked to present a valid state issued ID (driver's license) for entering into the system. The system has the ability to provide alerts on people who may jeopardize the safety of the campus.

Visitor Parking Information

All parking located on the north and east side of the school is designated as **STAFF** parking only.



Parents may park in the designated visitor parking area. This area is located at the front of the school. There are several spaces allotted for parents and visitors.

Student Classroom Drop-off

Parents/guardians may walk their child/children to class no later than 7:50 AM, when the tardy bell rings **for the first week of school only**. After week one, students will walk independently to their classrooms.

Designated Car Pick-up Areas



In an effort to ensure a safer after school pick-up routine, we have designated three different areas for car pick-up. This will help alleviate the traffic congestion in the front of the school. Be sure to display your “pick-up card” on the right dashboard if driving.

Your pick-up card should state your child’s name and teacher’s name in **large letters**.

PreK – KG: Students need to be picked up in the cafeteria by the gate.

1st - 5TH Grade: Students need to be picked up at the north side drive-thru lane (Lark Ave.)

PK – 5TH Walkers:

Many parents choose to walk rather than utilize the drive thru to pick up their children. To ensure the safety of the students, these students will need to be picked up at the pavilion. Students will not be released to the parents until they reach the pavilion from their classrooms. Due to Safe & Secure Program utilizing the pavilion, this area needs to be vacated by students and parents by 3:45pm.

Parents, please do not block the exit doors, as the teachers are walking their classes out to the pavilion.

There will be staff supervising at all designated pick-up areas.

To have a safe and secure environment and to expedite the dismissal of all students, parents are asked to not enter the building during the dismissal time. After 3:35 PM, parents are welcome to enter the building through the front office and sign in.

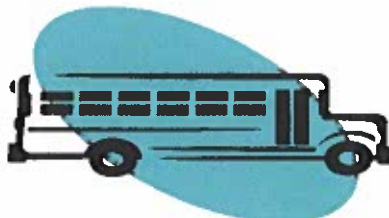
No students should be picked up on the west side by the bus lanes. There will be no supervision for that area.

We greatly appreciate your cooperation!

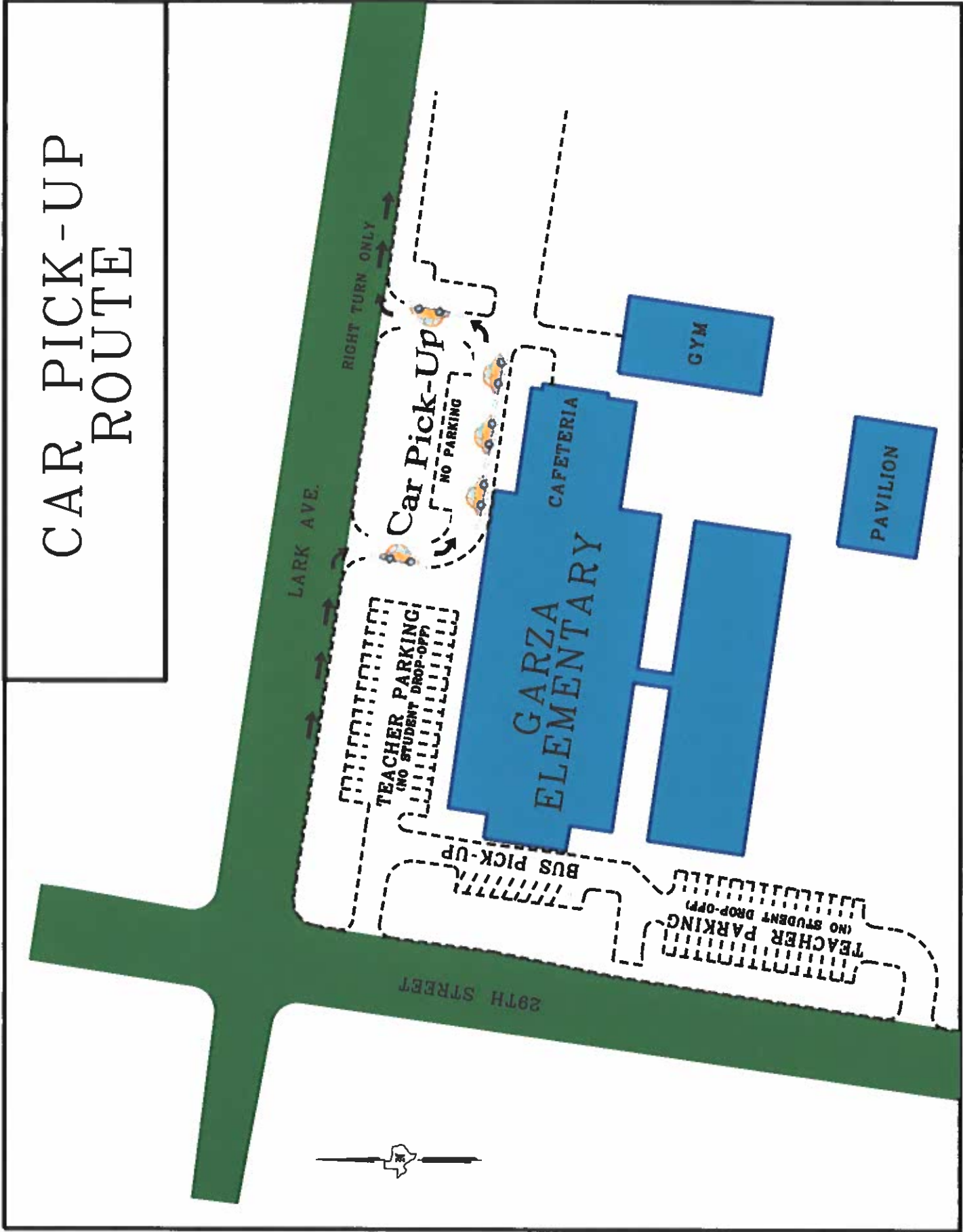
Bus Transportation

Students who are eligible to ride the bus must live beyond the walking boundaries. Only eligible children are permitted to ride the bus.

Commuting by bus calls for appropriate behavior for the safety and comfort of everyone. The bus driver will report inappropriate behavior to the principal and parents. Students must follow all bus rules or will be issued a consequence. If the behavior continues, the privilege of riding the bus will be denied. If you have any questions regarding bus transportation, please feel free to call the Transportation Department (Bus Barn) at 632-3211.



CAR PICK-UP ROUTE





Garza's Dress Code as per MISD Guidelines 2018 - 2019



1. **Hair must be cleaned and neatly combed and styled in such a manner that is not distracting.**
 - Headwear to include but not limited to bandanas, caps, hats and sweat-bands shall NOT be worn unless approved by the Principal.
 - Hoods are NOT to be worn on the head inside the building.
2. **Appropriate footwear must be worn. The following is NOT permitted:**
 - Footwear with steel, hard plastic or similar materials
 - House slippers, flip-flops, beach sandals, shoes with wheels, or other open-toed shoes that do not have straps to secure them.
3. **Shorts, skirts, dresses and skorts are permitted.**
 - They must be NOT shorter than 3 inches above the knee and may be worn over tights.
 - Skirts may have a slit/pleat, which opens no longer than 3 inches above the knee.
 - Skirts must be worn at the waist.
4. **Any clothing that causes distraction is prohibited.**
 - Distractive apparel to include but not limited to, tank-tops, tube-tops, muscle shirts, halter-tops, spaghetti straps, exposed backs or midriffs are prohibited.
5. **Clothing with inappropriate advertising or statements that are lewd, offensive, vulgar, obscene or inflammatory (e.g. alcoholic beverages, sex, tobacco, drugs, gangs, etc...) shall be prohibited.**
 - Clothing with patches, emblems or drawings that cause disruption shall be prohibited.
6. **Oversized clothing shall be prohibited.**
 - Apparel to include but not limited to, "baggy" or "sagging pants" shall be prohibited.
 - All pants are to be worn at the waist.
 - Tight fitting pants (e.g. bicycle pants, leggings or spandex pants) shall be prohibited.
 - Pajamas or pajama-like clothing shall be prohibited.
7. **Shirts must fit well and not be over-sized or undersized. Shirts, which are not tucked in must have finished edges and must not extend below the pocket line.**
8. **No gang-related attire shall be permitted.**
9. **Body piercing jewelry, tongue-rings, and tongue studs, "Grills" or temporary decorations on teeth are not allowed.**
Allowed – rings, studs, and traditional jewelry worn on the ear.

SPECIAL DAYS OR EVENTS:

The campus principal has the authority to allow all or part of the student body at the campus to vary from the dress code requirements for special occasion days or for particular school-sponsored activities.

Samples of Appropriate Dress Attire



Proper Dress Attire

McAllen ISD has determined that appropriate dress and grooming positively impacts the learning environment. The pictures shown above are examples of dress and grooming provisions that have been established to instill discipline, prevent disruption, avoid safety hazards, and provide a safe, secure, and stable school climate. The exception is if a campus has enacted a school uniform policy as per TECS 100A. For proper dress code information, you are encouraged to visit the McAllen ISD website at www.mcallenisd.org and access the dress code policy.

Samples of Inappropriate Dress Attire



Dress Attire

McAllen ISD has determined that appropriate dress and grooming positively impacts the learning environment. The pictures shown above are examples of inappropriate dress. Specific provisions have been established to instill discipline, prevent disruption, avoid safety hazards, and provide a safe, secure, and stable school climate. The exception is if a campus has enacted a school uniform policy as per TECS 100A. For proper dress code information, you are encouraged to visit the McAllen ISD website at www.mcallenisd.org and access the dress code policy.

Partners in Excellence

Our Partners in Excellence work with our school and our PTO. It is through our joint endeavors that we have stronger programs, more student incentives, and the realization of special projects.

The staff and students at Garza Elementary are very fortunate to have dedicated partners. Partners in Excellence are a WONDERFUL way for businesses to become more involved in education.

If you have a business or are associated with a local business that would be interested in becoming part of our Partners in Excellence family, please take the time to contact our school office.



Garza's After School

"Safe & Secure" Program

Garza's Safe & Secure Program has been in place for over 20 years. We know it is very important for you as working parents to have a safe and secure environment after school for your children, and the students love our program! In fact, we have trouble getting students to leave with their parents when they come to pick them up.

The children have a homework/study time as well as indoor and outdoor playtime. Daycare staff will provide a daily snack.

We care for Garza students from 3:30 to 6:00 pm each school day in the cafeteria/gym. The cost of the program is \$5.00/day, payable on a monthly basis at the beginning of each month. We do not accept drop-ins.

If you have any questions regarding this program, please call the daycare at 971-4554 and ask for Ms. Carmen Solano.



PTO

The Parent Teacher Organization of Garza Elementary is a team working for the improvement and enhancement of our children's education.

We need your support and we invite you to become involved in the following ways:

1. Join the PTO! Dues are only \$5.00 per family. With the family membership, your child will be able to participate in a fun day celebration. Information on how to join is available at the school.
2. Participate! There are many ways to volunteer your time, energy and money. Check with the PTO officers, the teachers or staff and they will help you find a way to contribute.
3. Garza T-shirts and hair bows will be sold at Meet the Teacher night and throughout the year.
4. Enjoy the rewards of watching your children and their friends grow!

More information about PTO and how you can help will be distributed throughout the school year.

PTO Officers for 2018 - 2019

President	Anna Lopez
Vice President	Michelle Leigh Martinez
Secretary	Shana Lively
Treasurer	Ruth Argumedo
Events Coordinator	Monica Garza

Regular meetings will be held at the monthly grade level programs.

Annual Public Notice

Child Find

The McAllen Independent School District will offer a free and appropriate public education to all individuals with disabilities, ages 3 – 21 (0-21 for children with visual or hearing impairments), who qualify for special education. Private school children, religious school children, and home- schooled children with disabilities that reside within the district's jurisdiction will have the opportunity to access special education services. For Child Find information or to make a referral, contact Maribelle Elizondo at 2604 Galveston Ave. in McAllen or call 632-3285.

If you know or suspect a child, ages 3-21, living within the MISD, of having a disability, please contact the MISD special education department at 632-3285.

Maribelle Elizondo
Special Education Director

Designation of Coordinators

McAllen Independent School District (MISD) does not discriminate on the basis of race, religion, color, national origin, sex, or disability in providing educational services. John Wilde has been designated to coordinate compliance with the nondiscrimination requirements of Title IX of the Education Amendment of 1972, as amended, for students. He has also been designated to coordinate requirements of Title IX for adults. Dr. Rosalba de Hoyos has been designated to coordinate compliance with the nondiscrimination requirements of Section 504 of the rehabilitation Act of 1973.

Grievance Procedures

Student and Parent Complaints/Grievances can be addressed following these School Board Policies: FNG – Legal and FNG – Local. These policies can be found in our school district’s website:

<http://www.mcallenisd.net.org/>