

# ***GINNINGS ELEMENTARY***



***GINNINGS  
JAGUARS***

## **Parent/Student Handbook 2023– 2024**

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To Students and Parents of Ginnings Elementary:

Welcome to this new school year! Education is a team effort, and we know that working all together; students, parents, teachers, and other staff members, can make this a wonderfully successful year for our students.

Please be aware that the term “the student’s parent” is used to refer to the parent, legal guardian, or any other person who has agreed to assume school-related responsibility for a student. Both students and parents should become familiar with the [DISD Student Code of Conduct](#) and the [DISD Student & Parent Handbook](#). The DISD Student Code of Conduct is a document adopted by the DISD Board of Trustees and intended to promote school safety and an atmosphere for learning. Both documents may be found on the [District’s Website](#).

The Ginnings Elementary Parent/Student Handbook is a document in addition to the DISD Student & Parent Handbook and is designed to be in harmony with board policy and the DISD Student Code of Conduct. Please be aware that it is not a complete statement of all policies, procedures, or rules that may be applicable in a given circumstance.

In case of conflict between board policy (including the DISD Student Code of Conduct) and any provisions of the Ginnings Elementary Parent/Student Handbook, the current provisions of board policy and the DISD Student Code of Conduct are to be followed. Also, please be aware that the handbook is updated yearly, while policy adoption and revision may occur throughout the year. Changes in policy or other rules that affect the Ginnings Elementary Parent/Student Handbook provisions will be made available to students and parents through newsletters or other communications.

If you or your child has questions about any of the material in this handbook, please contact Mr. Caleb Leath, Principal of Ginnings Elementary.

At Ginnings Elementary, we are looking forward to welcoming back all of our students and we are looking forward to working alongside you to ensure the success of our students.

Mr. Caleb Leath

School Principal

This first page has been inserted into our traditional Parent/Student Handbook, to provide specific information related to new Ryan Zone and Ginnings protocols/procedures, as well as the published "DISD Student and Staff Safety Protocols" as we begin this school year. The below statements are also included throughout this entire handbook, but the bulleted statements will alert our families to important "need to know" elements.

#### **Important information to know regarding campus visitors**

- Parents will be permitted to walk students down to classrooms for the first 2 days of instruction this year. This will allow the opportunity for families to see their child's classroom, as well as help them become initially acclimated to the school year.
- Campus volunteers will be permitted this year. We will, however, be designating specific areas and days for our volunteers while on campus. This will aid in limiting additional individuals entering the learning spaces with children during the school day.
- Campus performances, field trips, and large campus gatherings (Grandparent's Day, Meet the Teacher, etc.) will be permitted again this year. Staggering schedules for these may occur in order to limit the number of individuals in the hallways and learning spaces.
- Breakfast visitors will not be permitted again this year; however, lunch visitors will be permitted. Only guardians will be allowed to enter the building for lunch periods. In addition, we will continue to reinforce our standing campus practices that other students may not join families eating at the designated visitors' tables, nor may parents sit at the student lunch tables. In order for students to get acquainted with the cafeteria and have time socializing, we ask that there are no lunch visitors until August 28, 2023. This is a crucial time in learning procedures and gaining independence. This time builds confidence and makes them the "expert" of their lunchtime.

**\*\*Please note, should there be any protocol changes within the school year for DISD, families will be notified in a timely manner\*\***

# Arrival and Dismissal Procedures

## Arrival Procedures

The school building opens at 7:10 a.m. Students may not arrive at school before 7:10 a.m., as there is no adult supervision until that time, and they will not be permitted to enter the building.

Students arriving by bus/daycare will enter through glass doors closer to the gym at the front of the school.

Students arriving by car between 7:10 a.m. – 7:40 a.m. are to enter through the following door:

- **Pre-Kindergarten** students may enter the building through the enclosed playground located in the corner of Stuart Rd and Sun Valley St.
- **Kindergarten-2nd grade** students (and their older siblings) will enter the building by the back parking lot on Stuart Rd. They will enter through the double doors by the music room.
- **3rd-5th grade** students will enter the building by the front parking lot and use the glass double doors that lead to the gym.

Students should never be dropped off in either of the parking lots and allowed to walk across to the front entrance of the building. This is an issue of safety because of cars, buses, and daycare vans unloading.

Please do not park in the bus lane or in an area of the parking lot that is not designated as a parking spot for handling daily needs within the school building.

All students should report to the following designated areas:

- Students eating breakfast will report to the cafeteria. There will be designated areas per grade level for students to eat their breakfast.
- All other students in K – 2<sup>nd</sup> grade should report to the gym. Their homeroom teacher will escort them to their classrooms.
- All other students in 3<sup>rd</sup> to 5<sup>th</sup> grade should report directly to their hallways.

Starting on Monday, August 21st, 2023, for students arriving later than 7:40 a.m., their parent or guardian must walk them to the front office, as no adults will be outside supervising the area.

[Click here](#) to view an overhead picture of the arrival locations.

\*Please be aware that Yellowstone PL is northbound traffic only during arrival and dismissal.

## Dismissal Procedures

**Car Riders:** los padres necesitarán que se muestre el número de su hijo. Los estudiantes comenzarán a cargar a las 3:00 p.m. Por favor, no estacione su auto en el camino de entrada o en el estacionamiento y venga a buscar a su hijo. Los estudiantes solo serán entregados a aquellos en vehículos y con placas de identificación visibles. Además, a los padres no se les permitirá obtener a sus hijos a través de la oficina principal para evitar los procedimientos de identificación del automóvil. Si esto ocurre, se le pedirá al conductor que regrese al vehículo y siga los procedimientos de salida establecidos para el campus. Es extremadamente importante tener en cuenta que durante las primeras 2 semanas de clases, la salida de la etiqueta del automóvil tomará varios minutos debido al gran volumen de pasajeros y estudiantes que aprenden los procedimientos. Este período de tiempo disminuirá significativamente a medida que avancemos más allá del primer período de 2 semanas.

Students will be dismissed from the following locations. If you have multiple students attending Ginnings, the

students will be dismissed at the location of the youngest student. For example, if you have a 1st grader and a 4th grader, both students will be released from the location of the 1st grader.

- **Pre-Kindergarten:** Students will be dismissed from the playground located at the intersection of Stuart Rd. and Sun Valley Street at 2:45pm. [Click here](#) to view an overhead image.
- **Kindergarten-2nd grade (and their older siblings):** Please line up in the car lane by the back parking lot on Stuart Rd. Students remain in the cafeteria until their name is called and then a staff member will walk the students to the cars as they arrive at the loading zone at the back of the school by Stuart Rd. Please do not block driveways while lined up on Stuart Rd. [Click here](#) to view an overhead image.
- **3rd-5th Grade:** Please line up in the front car lane by the parking lot on Yellowstone Pl. Students remain in the gym until their name is called and then a staff member will walk the students to the cars as they arrive at the loading zone at the front of the school by Yellowstone Pl. Please do not block driveways while lined up on Yellowstone Pl. [Click here](#) to view an overhead image.

\*Please be aware that Yellowstone PL is northbound traffic only during arrival and dismissal.

**Bus Riders** – The transportation department communicates with parents about pick-up and drop-off times and locations. Students will be receiving an ID badge for the bus. Bus riders will wait in the school until their bus arrives at school. Bus riders will load buses on Sun Valley St. Students may not ride home on the bus unless they are registered for bus transportation. In addition, students are only permitted to ride the bus to which they have registered.

**Walkers:** Based on parent information to teachers, these are students that can go home by themselves since they live close by. Walkers will be dismissed at 3:15 pm.

**Daycare** – Students that go to a daycare after school, report to the daycare lineup hallway and wait until they are picked up.

**Extended Day** – These students report to a designated area in the gym and once all car riders leave the cafeteria, they move to that area for their program. Students may be picked up by parents or guardian by the cafeteria back doors.

**Changes in dismissal method:** If your child needs to go home in a different method than what you have informed the teacher, you need to contact the office to inform us about the change. All change requests should be made by 2:30 pm. to ensure the child's classroom teacher can be notified before students begin their dismissal procedures. As a safety precaution, school personnel will NOT take a child's word for dismissal changes. Without notification from you, your child will go home via their "normal" mode.

If a student is leaving early for an appointment, parents or guardians must provide a note from the doctor or dentist verifying the appointment upon their return to school. Office staff members have the obligation of asking for the reason why a child is being picked up before 3:00 p.m. due to the fact that attendance policies apply to students who consistently leave early without any medical documentation.

For students in elementary school, a parent or otherwise authorized adult (as designated on the emergency contact list) must come to the office and sign the student out. Please be prepared to show identification. Once an identity is verified, a campus representative will then call for the student or collect the student and bring him or her to the office. For safety purposes and the stability of the learning environment, we cannot allow you to go to the classroom or other areas unescorted to pick up the student. Both parents/legal guardians will have the right to pick up their children unless the school has legal documentation that designates otherwise.

# Absences and Attendance

Parents may access the DISD Attendance page throughout the year at this link:

<https://www.dentonisd.org/Page/100909>

All information below remains accurate per the DISD Parent/Student Handbook - [www.dentonisd.org](http://www.dentonisd.org).

## ***Compulsory Attendance***

State law requires that a student between the ages of six and eighteen attend school, as well as any applicable accelerated instruction program, extended year program, or tutorial session, unless the student is otherwise excused from attendance or legally exempt. State law requires attendance in an accelerated reading instruction program when kindergarten, first-grade, or second-grade students are assigned to such a program. Parents will be notified in writing if their child is assigned to an accelerated reading instruction program as a result of a diagnostic reading instrument. A student will be required to attend any assigned accelerated instruction program, which may occur before or after school or during the summer if the student does not meet the passing standards on the state assessment for his or her grade level and/or applicable subject area.

It is important to note that all enrolled students are required to attend school and are subject to the compulsory attendance requirements.

## ***Documentation after an Absence***

When a student is absent from school, the reason for that absence must be provided within 3 days after the student's return to the school in order to make appropriate documentation. All absence notes must be submitted through LaserFiche using the link below:

<https://forms.dentonisd.org/Forms/absence-note>

Phone calls and emails will not be accepted as documentation.

The campus will document in its attendance records for the student whether the absence is considered by the district to be excused or unexcused. Please note that, unless the absence is for a statutorily allowed reason under compulsory attendance laws, the district is not required to excuse any absence, even if the parent provides a note explaining the absence.

## ***Doctor's Note after an Absence for Illness***

Upon return to school, a student who is absent for 3 or more consecutive days because of a personal illness, must bring a statement from a doctor or health clinic verifying the illness or condition that caused the student's extended absence from school. Otherwise, the student's absence may be considered unexcused and, if so, would be considered to be in violation of compulsory attendance laws.

In order for an absence to be coded MED (Medical Absence), the student must begin classes or return to school on the same day of the appointment. The appointment should be supported by a document, such as a note or fax from a healthcare professional. This documented medical appointment applies to any absence for the student or the student's child.

## ***Failure to Comply with Compulsory Attendance***

School employees must investigate and report violations of the state compulsory attendance law. A student absent without permission from school; from any class; from required special programs, such as additional special instruction, termed "accelerated instruction" by the state; or from required tutorials will

be considered in violation of the compulsory attendance law and subject to disciplinary action. The Ginnings Attendance Committee will review all absences.

### ***Tardiness***

Prompt arrival at school is expected of all students. Late arrival causes a loss of instructional time for our students. Any student who arrives at school after 7:40 a.m. is considered tardy and must enter through the front office. Excessive tardiness will be reviewed by the Ginnings Attendance Committee for further action.

Please the Denton ISD Attendance Matters website for more information at

<https://www.dentonisd.org/Page/100745>

For any questions about student absences, parents should contact the campus attendance clerk/liaison Mrs. Rábago by calling the front office.

## **Change of Address, Telephone Numbers or Emergency Contacts**

It is very important that every student maintain an up-to-date address, telephone number, and emergency contact list in the front office. The names provided during registration are the ones who are authorized to pick up children from school. If that information changes, the front office must be notified so that the appropriate items can be updated to reflect that change. The phone numbers that are provided are the only means of contacting you in case of an emergency. It is the guardian's responsibility to make sure that the school has the most current information. If you move, a new proof of address must be provided and if needed a transfer application must be completed in a timely manner, should the new address be located outside the Ginnings Elementary attendance zone.

## **Discipline**

Our goal at Ginnings Elementary is to be a positive learning environment. Our staff members implement a school-wide behavior management program called CHAMPS. Through this program, students have universal expectations for behavior and teachers utilize common language so that students clearly understand what the expectations are across settings (classroom, cafeteria, special areas, hallway, etc.). Additionally, all staff members implement the use of restorative practices. These practices promote conflict resolution, communication, and empathy. Each classroom creates respect agreements and the teachers use "R" Time (**R**elationships **t**o **i**mprove **e**ducation) program. R time is a program that enables students to learn the skills of making and sustaining friends and relationships. Mrs. Shoto, our school counselor, assists in the implementation of this program in addition to her guidance lessons and circles.

Every classroom has general expectations for student behavior, that they share with parents. If a student is disrupting the learning environment on a regular basis or exhibits inappropriate behavior, this may result in an office referral. If your child visits the office for discipline, you will receive communication either through a phone call or written documentation. Repeated violations for misconduct could result in larger consequences such as in-school suspension, out-of-school suspension, or mandatory removal from campus to an alternative campus.

Per the DISD Student Code of Conduct, General Conduct Violations include but are not limited to:

- Failure to comply with directives given by school personnel (arguing, yelling, ignoring, leaving class)
- Using profanity or vulgar language
- Making obscene gestures
- Fighting
- Assault to a student or to an adult
- Disobeying rules for conduct on DISD vehicles
- Defacing or damaging school property
- Stealing

### ***Disruptions of School Operations***

Disruptions of school operations are not tolerated and may constitute a misdemeanor offense. As identified by law, disruptions include the following:

- Interference with the movement of people at an exit, entrance, or hallway of a district building without authorization from an administrator.
- Interference with an authorized activity by seizing control of all or part of a building.
- Use of force, violence, or threats in an attempt to prevent participation in an authorized assembly.
- Use of force, violence, or threats to cause disruption during an assembly.
- Interference with the movement of people at an exit or an entrance to district property.
- Use of force, violence, or threats in an attempt to prevent people from entering or leaving district property without authorization from an administrator.
- Disruption of classes or other school activities while on district property or on public property that is within 500 feet of district property.
- Class disruption includes making loud noises; trying to entice a student away from, or to prevent a student from attending, a required class or activity; and entering a classroom without authorization and disrupting the activity with loud or profane language or any misconduct.
- Interference with the transportation of students in vehicles owned or operated by the district. ➤ Interference with any school-related matters involving other students while on campus. Interactions/Investigations with students about conduct or behavior-related concerns are the responsibility of school personnel, without exception.

### ***School Resource Officer***

Strickland Middle School is staffed with a School Resource Officer (SRO) who conducts regular visits to Ginnings Elementary. School Resource Officers are police officers licensed by the Texas Commission on Law Enforcement Officer Standards and Education (TCLEOSE) and assigned to the schools in the Denton Independent School District. Each officer is a direct, full-time, employee of his or her respective Department. As certified police officers, they have arrest powers endorsed by the State of Texas and are authorized to use the force necessary to effect arrests and protect third parties and themselves. They may be authorized by their department to carry the following equipment: firearms, Oleoresin Capsicum (OC) spray, impact batons, Tasers, handcuffs, and portable radios and body cameras.

School Resource Officers are responsible for promoting a safe environment for students, faculty, and staff, reducing criminal offenses committed by juveniles and young adults by diversion or detention/arrest, and establishing rapport with students, faculty, administrative staff, and parents.

Further information regarding behavior may be found at: <https://www.dentonisd.org/documents>

## **Conferences**



Because we believe that frequent, positive communication is vital to the success of our students, parent/teacher conferences are encouraged! At Ginnings Elementary we expect that 100% of families participate in parent-teacher conferences in person or by phone. A parent may schedule a phone or virtual conference with their child's teacher at any time during the school year. You may call a teacher or provide a written request via note/e-mail. Conferences may be scheduled with a teacher or team either before/after school or during the teacher's daily conference period.

## Counseling

Our school counselor, Mrs. Shoto, works with students on an individual basis, in small groups, and in the classroom setting. Ginnings counseling program focuses on meeting your child's academic and emotional needs by working on personal/social skills, career awareness, guidance, and responsive services. If there are special circumstances about your child that you think is important for the school to know, for example, a recent divorce, death in the family, etc., please contact Mrs. Shoto. We want to do everything we can to support your child at Ginnings Elementary. Our school counselor, Mrs. Shoto, may be reached at 940.369.2705 or by e-mail: [cshoto@dentonisd.org](mailto:cshoto@dentonisd.org)

## Court Documents

Any court documents pertaining to educational rights, custody or visitation rights of a child must be provided to the front office. All documents presented to the front office must be original. Office personnel will make a copy and will return the originals to parents. Without official signed documentation on file (CPS, Court Orders, Restraining Orders, etc), the school will not be able to enforce any aspect of a decision made by a local/state agency.

## Dress Code

If a student is improperly dressed, he or she may call home for a change of clothes. If a change of clothes is not available, the school office will provide a change of clothes, if possible. Otherwise, a student may be sent home for improper attire. Denton ISD has determined that the following items are considered to be inappropriate to wear:

- Halter Tops/Exposure of Mid Area
- Short Shorts
- Strapless Shirts/Dresses
- Short Skirts
- Saggy/Baggy Pants
- Garments with excessive rips, tears or holes
- Pajamas (with the exception of a campus-wide "themed" day with prior approval by the principal)
- Any make-up or hair color which create a disruption or distraction for student learning
- Garments containing obscene words or phrases, pictures and/or symbols
- Garments that promote/advertise alcohol or tobacco

Further information can be found in the DISD Student Code of Conduct and Student & Parent Handbook at: <https://www.dentonisd.org/documents>

## Technology - Electronic Devices and Technology

# Resource

## ***Possession and Use of Personal Telecommunications Devices, Including Mobile Telephones***

For instructional and safety purposes, the district permits students to possess personal mobile telephones; however, these devices must remain turned off during the instructional day, including during all testing, unless they are being used for approved instructional purposes. The use of mobile telephones or any device capable of capturing images is strictly prohibited in locker rooms or restroom areas while at school or at a school-related or school-sponsored event.

Except when being used for principal/teacher-approved purposes, telecommunications, and electronic devices shall not be visible, audible, or used during school hours as determined by the principal. Campuses may require students to store these devices in a secured location.

If a student violates this policy, the device will be confiscated. The parent may pick up the confiscated telecommunications/electronic device from the principal's office for a fee of \$15.00. Confiscated telecommunications devices that are not retrieved by the student or the student's parents will be disposed of after the notice is required by law. The school assumes no responsibility or liability for lost, stolen, or confiscated electronic or telecommunications devices.

In limited circumstances and in accordance with law, authorized personnel may search a student's personal telecommunications device.

Any disciplinary action will be in accordance with the Student Code of Conduct.

## ***Possession and Use of Other Personal Electronic Devices***

Except as described below, students are not permitted to possess or use personal electronic devices such as video or audio recorders, DVD players, cameras, games, e-readers, or other electronic devices at school, unless prior permission has been obtained through the teacher. Without such permission, teachers will collect the items and turn them to the principal's office. The principal will determine whether to return items to students at the end of the day or to contact parents to pick up the items.

In limited circumstances and in accordance with law, a student's personal electronic device may be searched by authorized personnel.

Any disciplinary action will be in accordance with the Student Code of Conduct. The district is not responsible for any damaged, lost, or stolen electronic device.

## ***Instructional Use of Personal Telecommunications and Other Electronic Devices***

In some cases, students may find it beneficial or might be encouraged to use personal telecommunications or other personal electronic devices for instructional purposes while on campus. Students must obtain prior approval before using personal telecommunications or other personal electronic devices for instructional use. When students are not using the devices for approved instructional purposes, all devices must be turned off and placed into backpacks during the instructional day. Violations of the user agreement may result in withdrawal of privileges and other disciplinary action.

## ***Acceptable Use of District Technology Resources***

To prepare students for an increasingly technological society, the district has made an investment in the use of district-owned technology resources for instructional purposes; specific resources may be issued individually to students. Use of these technological resources, which include the district's network systems and use of district equipment, is restricted to approved purposes only. Violations of the user agreement

may result in withdrawal of privileges and other disciplinary action.

### ***Unacceptable and Inappropriate Use of Technology Resources***

Students are prohibited from possessing, sending, forwarding, posting, accessing, or displaying electronic messages that are abusive, obscene, sexually-oriented, threatening, harassing, damaging to another's reputation, or illegal. This prohibition also applies to conduct off school property, whether the equipment used to send such messages is district-owned or personally owned, if it results in a substantial disruption to the educational environment.

Any person taking, disseminating, transferring, possessing, or sharing obscene, sexually-oriented, lewd, or otherwise illegal images or other content, commonly referred to as "sexting," will be disciplined according to the Student Code of Conduct, may be required to complete an educational program related to the dangers of this type of behavior, and, in certain circumstances, may be reported to law enforcement.

In addition, any student who engages in conduct that results in a breach of the district's computer security will be disciplined in accordance with the Student Code of Conduct, and, in some cases, the consequence may rise to the level of expulsion.

### ***Bring Your Own Device***

Denton ISD will grant all students permission to bring a personal web-enabled device from home to campus for their academic use (with the approval of the teacher). Student use of personally owned devices in the classroom setting will be at the discretion of campus administration and/or classroom teachers.

When students are using web-enabled devices at school they will be required to use the DISD or DISD-filtered wireless network but will not have access to any district printers or district drives such as network folders. Network drives can only be accessed via district machines. (This does not include cloud-based storage such as Google Apps and Office 365)

BYOD in Denton ISD is for educational purposes only. Students are not to capture, record, or post-digital media (including video files, audio files, pictures, etc...) for non-educational purposes.

Denton ISD is not liable for any loss or damage incurred. Denton ISD will not provide maintenance, nor can it load any software onto any personal, non-district device.

Users should not loan their devices to someone else. The user is responsible for any content on the device regardless of how it originated. Denton ISD is not responsible for lost, damaged, or stolen devices.

Any dispute involving the Acceptable Use of district or personal resources will be settled at the discretion of District personnel.

All technological devices brought onto a Denton ISD campus are subject to search and seizure. Improper or non-educational use could result in loss of privileges for the on-campus use of such devices.

## **Cafeteria**

Our cafeteria provides breakfast and lunch for students daily. Each student has an individual lunch account. Money may be placed in a child's account by sending cash or checks made out to the Ginnings Elementary Cafeteria, or by paying online at <https://www.schoolcafe.com/> As part of the online registration process, the option to fill out a Free or Reduced Lunch application was provided. Additional information regarding the Free

or Reduced Federal Lunch Program can be accessed through the Denton ISD Home Page at [www.dentonisd.org](http://www.dentonisd.org).

### ***Additional Helpful Cafeteria Information***

- Breakfast begins at 7:10 a.m. and will be eaten in the cafeteria.
- Individual students arriving tardy will get their breakfast and will eat in their classroom.
- Students should not bring drinks in glass bottles.
- Students are discouraged from bringing soda/soft drink-type beverages to the cafeteria.
- Students who bring their lunch may not share their food with others due to the risk of germ spreading and food allergies.
- Please try to cut fruits and vegetables into pieces that students can chew with ease.
- Food brought from home will not be warmed up for students by staff members.
- All dietary needs should be addressed directly through the school nurse and/or cafeteria manager.

### ***Lunch Visitors***

This is a special time for your child, parents are asked to eat at the Parent/Visitor tables located at the right side of the cafeteria. If you come to enjoy lunch with your child, additional students will not be allowed to come up on stage and join you. In addition, due to health and allergy concerns, parents should not bring in food for students during lunch other than their own. Students are asked to rejoin their classmates for the appropriate pick-up time from the cafeteria and not stay on stage for extended lunch with families and/or other siblings. Guardians have to make reservations and can start having lunch with their children on August 28th, 2023.

Please know that if you have more than one child on campus and you wish to have lunch with them, that will take place at their scheduled lunchtime and the time allotted for lunch per class is 30 min.

## **Celebrations**

There will be three classroom celebrations during the year: Winter Holiday, Valentine's Day, and End of the Year. At this time, we will not have parents attend these celebrations with the students. Classroom parties are always under the direction and discretion of the classroom teachers. For student birthdays, if students wish to provide treats for classmates as a birthday celebration, please clear it with the classroom teacher ahead of time. Pre-packaged treats only may be provided after lunch. Balloon bouquets, birthday baskets, etc., will not be delivered to the classroom in order to not disrupt the learning environment. Birthday celebrations, once clear by the teachers can be held the last 20 - 30 minutes of the instructional day.

## **Field Trips**

Field trips are an extension of classroom academics. The Student Code of Conduct is to be followed and appropriate conduct shall be required at all times. Only those parents on the district-approved chaperone list and selected by the school as a chaperone for each field trip may attend the trip with the school. A chaperone's duties include supervision of students and enforcing school rules and teacher directives. Siblings and other children are not permitted to attend the field trip with approved chaperones. Due to limited bus space, adult chaperones will not be able to ride the bus with the students. Any fees from the students or chaperones for each field trip will be due prior to the day of departure. Because of student confidentiality issues, all

chaperones are expected to refrain from posting on Facebook or social media sites any stories, photos, comments, etc. related to the event they are chaperoning. Chaperones are expected to report any concerns during the event to the teacher or administrator in charge. Campuses must follow strict guidelines in maintaining student privacy and confidentiality.

## Health-Related Matters

Mrs. Cinthia Mendez is our School Nurse. Please notify her of any health-related matters concerning your child. Nurse Mendez may be reached at 940.369.2706 or by e-mail at: [cmendez2@dentoinisd.org](mailto:cmendez2@dentoinisd.org)

***First Aid/School Exclusion for Health Reasons*** In case of serious illness or injury:

A parent will be called at once. It is critical that school officials have the names and the current home, work, and cell phone numbers of all parents and guardians. Students must be excluded from school according to state law for signs and symptoms associated with certain contagious diseases. The campus registered nurse will make that decision based on his/her assessment and observation of those signs and symptoms.

If neither parent can be reached, an emergency contact will be made. Please make sure the school has the phone number of your doctor and three other names and phone numbers of neighbors or relatives who have agreed to be contacted.

If neither parent nor emergency contacts can be reached, the student will be taken by ambulance to the emergency room written on the health card. The nurse or someone designated by the principal will stay with the student until a responsible adult arrives to be with the student. The parent is responsible for incurred costs.

A student may not leave school or be taken home by any school personnel unless an adult has been contacted or will be at home to receive the student. Any exception to this policy will be approved by the principal. School nurses cannot provide transportation.

### ***Food Allergies***

The district requests to be notified when a student has been diagnosed with a food allergy, especially those allergies that could result in dangerous or possibly life-threatening reactions either by inhalation, ingestion, or skin contact with the particular food. It is important to disclose the food to which the student is allergic, as well as the nature of the allergic reaction. Please contact the school nurse or campus principal if your child has a known food allergy or as soon as possible after any diagnosis of a food allergy.

The district has developed and annually reviews a food allergy management plan, which addresses employee training, dealing with common food allergens, and specific strategies for dealing with students diagnosed with severe food allergies. When the district receives information that a student has a food allergy that puts the student at risk for anaphylaxis, individual care plans will be developed to assist the student in safely accessing the school environment. The district's food allergy management plan can be accessed by contacting your campus nurse.

### ***Head Lice***

Head lice, although not an illness or a disease, is very common among children and is spread very easily through head-to-head contact during play, sports, or nap time and when children share things like brushes, combs, hats, and headphones. If careful observation indicates that a student has head lice, the school nurse will contact the student's parent to determine whether the child will need to be picked up from school and to discuss a plan for treatment with an FDA - approved medicated shampoo or cream rinse that may be purchased from any drug or grocery store. After the student has undergone one treatment, the parent should

check in with the school nurse to discuss the treatment used. The nurse can also offer additional recommendations, including subsequent treatments and how best to get rid of lice and prevent their return. More information on head lice can be obtained from the TDSHS website at

<https://www.dshs.state.tx.us/schoolhealth/lice.shtm>. ***Immunizations***

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical reasons or reasons of conscience, including a religious belief, the student will not be immunized. For exemptions based on reasons of conscience, the district can honor only official forms issued by the Texas Department of State Health Services (TDSHS), Immunization Branch. This form may be obtained by writing the TDSHS Immunization Branch (MC 1946), P.O. Box 149347, Austin, Texas 78714-9347, or online at <https://www.dshs.texas.gov/immunize/school/exemptions.aspx>. The form must be notarized and submitted to the principal or school nurse within 90 days of notarization. If the parent is seeking an exemption for more than one student in the family, a separate form must be provided for each student.

The immunizations required are diphtheria, tetanus, and pertussis; measles, mumps, and rubella; polio; hepatitis A; hepatitis B; varicella (chicken pox); and meningococcal. The school nurse can provide information on age-appropriate doses or on an acceptable physician-validated history of illness required by the TDSHS. Proof of immunization may be established by personal records from a licensed physician or public health clinic with a signature or rubber-stamp validation.

If a student should not be immunized for medical reasons, the student or parent must present a certificate signed by a U.S. licensed physician stating that, in the doctor's opinion, the immunization required poses a significant risk to the health and well-being of the student or a member of the student's family or household. This certificate must be renewed yearly unless the physician specifies a life-long condition.

### ***Student Illness***

When your child is ill, please notify the school that he or she will not be in attendance. It is important to remember that schools are required to exclude students with certain illnesses from school for periods of time as identified in state rules. For example, if your child has a fever over 100 degrees, he or she must stay out of school until fever free for 24 hours without fever-reducing medications (Ibuprofen, Acetaminophen, etc).

In addition, students with diarrheal illnesses must stay home until they are diarrhea free without diarrhea-suppressing medications for at least 24 hours. A full list of conditions for which the school must exclude children can be obtained from the school nurse. If a student becomes ill during the school day, he or she must receive permission from the teacher before reporting to the school nurse. If the nurse determines that the child should go home, the nurse will contact the parent.

### ***Medications at School***

District medication policies are written with safety in mind and to help students become more self-responsible as they get older. Although following them may be inconvenient at times, we feel strongly that safe administration is important. Please discuss any medication concerns with the campus nurse, and make sure that the student health card reflects all medications your child is taking at home as well as during the school day. This information will help the school nurse monitor effectively for any side effects, and adverse reactions, and that the medicines are working to benefit your child as prescribed. No district employee shall give any student prescription medications, non-prescription medications, herbal substances, anabolic steroids, or dietary supplements of any type, except as provided below:

All medicines, including prescription, over-the-counter, self-administered, or those requiring administration by another party, brought to district campuses (including school activities) must be in the original, properly

labeled container, with the student's name, prescribed dosage, and dosing instructions.

Students may not share medicine with another student under any circumstances. Violations shall be subject to consequences in accordance with the Student Code of Conduct and discipline management program.

Dietary/herbal supplements are not regulated by the FDA to ensure quality standards, nor have they been tested for safety or effectiveness on school-aged children. This includes herbal and dietary supplements of any type, anabolic steroids, vitamins, weight reduction or enhancement supplements, muscle building, and performance enhancing aids; these are not considered essential during school hours or school activities and will not be allowed unless administered by a parent.

### ***Elementary Medications***

When a parent or guardian is unable to administer the required medication, he or she may make arrangements with the nurse to administer the medication. The parent shall be responsible for bringing the medication to school and picking it up at the end of the school year. Medication shall not be given unless it is in the original, properly marked container and the names and dosages on the labels of medicine containers and parent request forms match. Any change in the medication prescription shall require a newly labeled container that reflects the change.

All prescription medications administered at elementary school by school personnel shall be accompanied by a doctor's order. Medication shall not be administered at school unless it is essential to the health of the child and/or the student's ability to function successfully in the classroom.

Elementary students may carry diabetic testing supplies and inhalers, and they may self-administer prescription medication for asthma and/or anaphylaxis under certain circumstances. An elementary student may carry no other medications. Medication not picked up by parents at the end of the school year shall be discarded after parent notification.

Parents must come to the campus and fill out a medication form for the file in the nurse's office for any and all medications provided at school. If you have questions about a medication your child takes, please contact Nurse Mendez.

## **Safety Drills and Planning**

Ginnings Elementary follows the DISD Guidelines found in the district Emergency Management Plan that requires regular drills for student safety. Monthly drills include fire, weather, lockdown, and evacuation. Due to the confidential nature of our drills, procedures are not publicly posted. However, parents are strongly encouraged to visit with their child and ask him/her to explain the specific drills we hold on the campus and their importance.

Should there ever be an emergency at Ginnings Elementary, the DISD Communications department will provide updates to parents via the DISD Home Page [www.dentonisd.org](http://www.dentonisd.org), the DISD Twitter Page @dentonisd, press releases, and phone blasts. Campus staff members are not permitted to utilize social media during any safety drill or crisis situation to communicate to the public. In the event of a campus crisis, please do not attempt to phone the front office or come up to the campus. Please follow the procedures provided by campus or district personnel. Safety is a top priority for Ginnings Elementary, as well as DISD, and following the appropriate procedures will help everyone involved during a crisis situation.

## **Home Communication**

Regular communication between home and school is essential. Ginnings Elementary will send a monthly

newsletter to parents and weekly reminders of important dates or events happening at Ginnings. Printed information for parents will be sent home weekly each Wednesday and other school/district flyers will be sent electronically. Additionally, each grade level is required to create a newsletter so that parents are informed of upcoming curricula and events. Classroom teachers maintain a method of communication with parents via Class Dojo, Seesaw, or Remind applications as well as email blasts from School Messenger. Parents may also access school information via the Ginnings Elementary Web Page <https://www.dentonisd.org/ginningses> and access district information via the Denton ISD Home Page <https://www.dentonisd.org/dentonisd>.

## Progress Reports/Report Cards

Report cards for all grade levels are generally available for viewing on the Wednesday following the close of each nine-week grading period. All elementary students in Denton ISD receive a standards-based report card. Parents of students in any grade may also access their child's grades/progress at any given point by logging onto the online monitoring system (HAC). If you have not registered for a HAC account, information may be obtained through the Denton ISD Home Page [www.dentonisd.org](http://www.dentonisd.org).

## Social Events

School rules apply to all school social events. Guests attending these events are expected to observe the same rules as students, and a student inviting a guest will share responsibility for the conduct of his or her guest. Students seeking to bring a guest to a social event should follow the guidelines established by the campus.

## PTA

Our PTA is a very involved and essential component of the Ginning Elementary community. They provide services and support to students, parents, and staff. The PTA also conducts fundraising each year to enhance various aspects of your child's educational experience. This ranges from providing additional supplies in the classrooms, assisting with funds for transportation to field trips and 5th-grade camp, providing funds for electronic databases in the library, and assisting with larger upgrades on the campus. Each family is encouraged to become members of this organization. The PTA holds regular meetings during school events throughout the school year so that parents can be active in decision-making to benefit our school and student body.

## Visitors

Visitors are welcome at Ginnings Elementary. For the safety of those within the school and to avoid disruption of instructional time, all visitors must first report to the main office and must comply with all applicable district policies and procedures. All visitors must display their "visitor" label during their time on campus. We will have designated areas for volunteers to be stationed this year while assisting with projects (Library, Science Lab, Campus Workroom, etc.) When arriving on campus, all parents and other visitors should be prepared to show identification. Due to confidentiality, visitors may not walk through the office area into someone's office, as meetings may be occurring with staff members, students or other parents. Please wait for the school receptionist to contact the person that you are visiting to ensure that he/she is available. Visitors will not be able to enter the building from the back parking lot area. All visitors must come to the school via the front door only.

Guardians that are visitors for lunch must sit at the at the assigned tables for visitors. Please note, however, no visitors are allowed in the playground area with the students. Additionally, parents who come to eat lunch



with their children may not use this time to interact with other students in the cafeteria. **These can be violations of student safety.** Breakfast visitors will not be permitted this year; however, lunch visitors will be permitted. Only guardians will be allowed to enter the building for lunch periods. In addition, we will continue to reinforce our standing campus practices that other students may not join families eating at the designated visitors' tables, nor may parents sit at the student lunch tables.

All visitors are expected to demonstrate the highest standards of courtesy and conduct; disruptive behavior will not be permitted. Behavior including yelling, threatening, slander, and/or using profanity will not be tolerated by any visitor and could prevent further access to the Ginnings campus. The principal or their designee may refuse to allow persons with no legitimate interest to enter school grounds and/or may escort out any undesirable person(s) from school grounds if that person refuses to leave peacefully upon request.

## Volunteer Forms & Background Checks

We are indebted to our volunteers at Ginnings Elementary. If you would like to become a volunteer for your child's class, visit the classroom teacher. As a safety precaution, background checks are to be completed each school year for any parent/guardian who wishes to volunteer in the building or chaperone field trips. Without a current background check (2023-2024 school year) on file, you will not be able to attend any events with students. Annual background checks are to be completed online and may be obtained via the Denton ISD Home Page [www.dentonisd.org](http://www.dentonisd.org).

## Transfer Requests and Transfer Students

Students who have moved outside the Ginnings attendance zone during the school year must complete a Transfer Application if he/she wishes to remain at Ginnings for the duration of the semester/year. These applications must be completed in a timely manner so that we have the most accurate information on file for your child. Transfers are approved at the district level, but the revocation of a student transfer may occur at any time at the campus level for attendance concerns, discipline concerns, or for parental behavior that is unacceptable within a school setting. This includes, but is not limited to threatening, yelling, slander, libel, and/or using profanity toward a school employee. Further information about this can be found below in the "Visitors" section of this handbook.

# Calendar for DISD



20  
23

**School Hours:**  
 ES Day ... 7:40 a.m. – 3:00 p.m.  
 MS Day ... 8:15 a.m. – 3:35 p.m.  
 HS Day ... 8:50 a.m. – 4:10 p.m.

**July 2023**

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

July 4 ..... **Holiday**

**August 2023**

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August 2-9 ..... **Campus PD**  
 August 9 ..... **Freshman Day**  
 August 10 ..... **First Day / Grading Period Begins**

**September 2023**

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

September 1 ..... **Student V. Day**  
 September 4 ..... **Holiday**  
 September 29 ..... **Student V. Day**

**October 2023**

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

October 6 ..... **Grading Period Ends**  
 October 9 ..... **Holiday**  
 October 16 ..... **Grading Period Begins**  
 October 29 ..... **Student V. Day**

**November 2023**

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

November 17 ..... **Student V. Day**  
 November 23-24 ..... **Thanksgiving Break**

**December 2023**

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

December 20-21 ..... **Student V. Day / Grading Period Ends**  
 December 22-31 ..... **Winter Break**

**January 2024**

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

January 1-4 ..... **Winter Break**  
 January 5 ..... **Campus PD**  
 January 8 ..... **Grading Period Begins**  
 January 15 ..... **Holiday**  
 January 25 ..... **Student V. Day**

**February 2024**

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

February 15 ..... **Student V. Day**  
 February 19 ..... **Holiday**

**March 2024**

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

March 8 ..... **Student V. Day / Grading Period Ends**  
 March 15-16 ..... **Spring Break**  
 March 18 ..... **Grading Period Begins**  
 March 29 ..... **Possible Weather Day**

**April 2024**

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

April 1 ..... **Possible Weather Day**  
 April 12 ..... **Student V. Day**  
 April 16 ..... **State Testing Begins**

**May 2024**

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

May 3 ..... **State Testing Ends**  
 May 23-24 ..... **Student V. Day / Last Day / Grading Period Ends**  
 May 27 ..... **Holiday**

**June 2024**

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

20  
24

**Students do not attend school on PD days. (Professional Development)**

[www.dentonisd.org](http://www.dentonisd.org)