

# Gilmer Intermediate

Campus Information Guide  
2020-2021



**Whatever It Takes!**

**All Day! Every Day!**

## Welcome to Gilmer Intermediate

Welcome to the 2020-2021 school year at Gilmer Intermediate! We are excited about learning and growing with your child this year. Education is a team effort, and we know that students, parents, teachers, and support staff all working together can make this a wonderfully successful year for our students. This guide is a campus specific supplement to the District Student Code of Conduct and is designed to provide a resource for some of the basic information that you and your child will need during the school year. This year we have updated to include our plan to mitigate the spread of COVID-19. Please look over the information contained here and discuss with your child.

### GIS School Contacts

Gina Treadway, Principal	treadwayg@gilmerisd.org	(903) 841-7800
Ryan Pate, Asst. Principal	pater@gilmerisd.org	(903) 841-7819
Shannon Leclair, Counselor	shannon.leclair@gilmerisd.org	(903) 841-7821
Shanna Mckelvey, RtI/MTSS	mckelveys@gilmerisd.org	(903) 841-7807
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### School Hours

#### Morning Drop-Off

7:20-7:55am

(Students with Elem siblings dropped at front entrance; All others dropped at The Loop).

#### Instructional Day

7:45-3:05

#### Tardy Bell

7:55am (Students in class prepared for instruction)

#### Breakfast

Served 7:20am-7:55am

#### Lunch Schedule

5<sup>th</sup> Grade 11:15am

6<sup>th</sup> Grade 12:15am

#### Afternoon Dismissal

3:05pm

(Students with Elem siblings picked up at front entrance; All others picked up at The Loop).

### Before and After School

The doors open at **7:20am** for students to enter the building. Doors will remain unlocked until 7:55am for students being dropped off in the mornings. All students eating breakfast should report directly to the cafeteria upon arrival. Students not eating breakfast will report to class.

### Transportation Changes

Transportation changes for dismissal need to be made in writing and include the date and a parent/guardian signature. If an emergency should arise, parents may call the front office at (903) 841-7800 **before 2:00pm** to request a change with principal approval. Please do not email or text your child's classroom teacher with a transportation change.

### Visiting the Campus

Visitors will not be allowed on campus until further notice.

## Attendance

Regular school attendance is essential for a student to make the most of his or her education. Excessive absences can hinder a student's progress and the district's ability to provide for his/her educational needs. You can help your child's educational growth by making every effort to have your child in school every day on time and present for the entire day.

Two state laws—one dealing with compulsory attendance, the other with attendance for credit—are of special interest to students and parents. They are discussed below. (Refer to the GISD Student Handbook for a detailed description.)

- **Compulsory Attendance**—The state of Texas requires that all children who are at least 6 years of age by Sept. 1 of the school year or who have attended first grade be enrolled in school. This law applies to all children in Texas who are under the age of 18. Once a child is placed in Pre-K or kindergarten, the truancy law is applicable. TEC 25.085 and TEC 25.086
- **Attendance for Credit**—In order to receive credit for a class in Texas a student must attend at least 90 percent of the days school is in session. A student who attends fewer than 90 percent of the days the class is offered will be referred to the attendance review committee to determine whether there are extenuating circumstances for the absences and how the student can regain credit. (Refer to NDISD Student Handbook for district guidelines in determining extenuating circumstances.)

## Documentation after an Absence

When a student is absent from school, the student—upon returning to school—must bring a note signed by the parent that describes the reason for the absence. A phone call from the parent may be accepted, but the district reserves the right to require a written note. Please note, unless the absence is for a statutorily allowed reason under compulsory attendance laws, the district is not required to excuse any absence.

## Doctor's Note after an Absence for Illness

Upon return to school, a student absent more than 3 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 in violation of compulsory attendance laws.

Should the student develop a questionable pattern of absences, the principal or attendance committee may require a statement from a doctor or health clinic verifying the illness or condition that caused the student's absence from school in order to determine whether the absence will be excused or unexcused.

## Texas Truancy Laws

Section 25.085 of the Texas Education Code details the laws regarding truancy. Texas law require school districts to file truancy charges against a parent for "Parent Contributing to Non-attendance" if your child misses 3 or more days or parts of days in a 4 week period. Furthermore, if your child has unexcused absences for 10 or days or parts of days in a 6-month period the school is required to file charges

What constitutes "parts of days"?

Arriving after your school's official start time (7:55am)

Leaving school before the end of the school day (3:05pm)

Leaving for any part of the school day without an official physician's excuse - including lunch.

## Cafeteria

Breakfast and lunch are served daily free of charge to all intermediate students.

## Discipline Guidelines

The primary focus at Gilmer Intermediate is on the academic success of every student. We seek to build within each child a love of learning, a sense of responsibility, self-discipline, a positive self- image, and

respect for others. Students are expected to make positive behavior choices that promote their safety, the safety of others, and a productive learning environment.

We believe school discipline is a collaborative effort by the parents, guardians, students, and staff. The focus of the Gilmer Intermediate discipline guidelines is to promote positive behavior choices by recognizing students who engage in consistent positive behavior. However, mistakes are a natural part of growth. We help students reflect on errors in judgment and behavior and support them in learning how to make better decisions. We teach and model positive behavior including listening, cooperation, and mutual respect. We encourage students to make independent decisions and act responsibly towards others and with property. When this occurs, we believe that a very positive and productive learning environment will result, enabling students to strive for excellence.

While most students consistently observe these standards and behave safely and appropriately, there are times when misbehavior warrants intervention and consequences. Teachers and other staff use a variety of classroom and behavior management strategies to address such behavior. When these strategies are not successful in changing that behavior and/or serious incidents occur, it is necessary for additional action to be taken (See detailed plan in the District Handbook).

### **Dress and Grooming**

The District's dress code is established to teach grooming and hygiene, prevent disruption, and minimize safety hazards. Students and parents may determine a student's personal dress and grooming standards, provided that they comply with the following:

- Unnatural hair coloring, hair curlers, or rollers will not be permitted.
- No student will wear exposed rings, studs or other jewelry associated with body piercing. No facial jewelry will be allowed. Students may however, wear earrings or ear studs.
- Dresses, skirts, all split garments, and shorts must be finger length when standing with arms extended straight down. Athletic shorts that do not meet the finger length requirement can be worn if tights are worn underneath that do meet the requirement. This exception is for athletic shorts only.
- Midriffs must be covered at all times, whether sitting or standing.
- Hats, caps, rakes, picks, hoods, headbands, and bandanas are not allowed.
- Sunglasses will not be permitted unless a physician's prescription is provided.
- Students must wear shoes at all times. No house shoes, cleats, or shoes with wheels are to be worn. Students wearing flip flops will be restricted from certain activities. Tennis or athletic shoes are recommended for PE.
- Pants must be fitted at the waist and at the crotch. Pants sagging will not be permitted. Bicycle shorts, and boxers are not allowed. Pants and jeans should not be worn with holes above the knees.
- Sleeveless shirts must have a width of at least 2 inches at the shoulder and the arm opening must be no more than 1" from underarm area.
- Tops that are strapless, backless, off shoulder, halter, transparent tubes, tank tops, spaghetti straps, and crop tops should not be worn.
- Garments with inappropriate statements, gestures, logos, and/or pictures should not be worn.

If the principal 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. If not corrected, the student may be assigned to in-school suspension for the remainder of the day, until the problem is corrected, or until a parent or designee brings an acceptable change of clothing to the school. Repeated offenses may result in more serious disciplinary action in accordance with the Student Code of Conduct.

## **GIS Beliefs**

At GIS, we firmly believe having a set of core beliefs shared among students and staff leads to increased levels of social, emotional, and academic achievement. At GIS, we believe . . .

- Relationships are KEY
- Treat EVERYONE with respect and dignity
- Push for success: Expect great things from EVERYONE
- Continually learn and grow with purpose
- Show up and Do the WORK!

## **Medicine at School**

Only authorized employees, in accordance with policy FFAC, may administer prescription medication in the original, properly labeled container, provided by the parent, along with a written request. A form is provided for this purpose and should be filled out and left with the school nurse.

## **Personal Telecommunication Devices**

For safety purposes, the District permits students to possess mobile telephones; however, these devices must remain turned off during the instructional day, including during testing, unless they are being used for approved purposes. A student must have approval to possess other telecommunication devices such as netbooks, laptops, tablets, or other portable computers.

Gilmer Intermediate school does allow students to use personal electronic devices during lunch only. GIS expectations for use are as follows:

- Must review, sign, and submit Gilmer Intermediate School Electronic Device Contract prior to bringing device to school.
- Electronic devices, to include telecommunication devices, may only be used in the cafeteria at designated times.
- No social media posting during school hours
- No inappropriate images, music, sites, etc.
- 2-way communication NOT allowed in any form (text, phone calls, email, social media, etc.) without teacher or administrator approval.

If a student uses a telecommunications device without authorization during the school day, the device will be confiscated. The parent may pick up the confiscated telecommunications device from the principal's office for a fee of \$15.

Confiscated telecommunications devices that are not retrieved by the student or the student's parents will be disposed of after the notice required by law. [See policy FNCE.]

In limited circumstances and in accordance with law, a student's personal telecommunications device may be searched by authorized personnel. [See **Searches** in Student Code of Conduct and policy FNF.] Any disciplinary action will be in accordance with the Student Code of Conduct. The district is not responsible for damaged, lost, or stolen telecommunications devices. (See GISD Student Handbook for more detailed information).

## **Gilmer Intermediate's COVID-19 Plan**

### **First week of school (August 12th-14th)**

- Car drop-off for students not eating breakfast on campus will be 8:00am.
- Students eating breakfast and/or those arriving before 7:25 am will report to the cafeteria. A Grab & Go breakfast will be served beginning at 7:25 am.
- Parents will not be allowed to walk students to classrooms.

- Parents will not be allowed to park and walk students to the building entrance during drop off.

## **Arrival and Dismissal**

### **ARRIVAL**

- Intermediate doors open at 7:20 a.m.
- Separate entrances will be utilized for car riders---front entrance for students with elementary siblings and side entrance(The Loop) for all others.
- Students will go straight to the cafeteria if eating breakfast. Those not eating breakfast will report directly to 1st Period upon arrival.

Special Education students who require special transportation will continue drop off procedures as determined by the ARD committee's recommendations with safety and health procedures in place. The Campus will determine the specific drop off location/entrance on an individual basis.

### **DISMISSAL**

The Intermediate campus will utilize car tags for car riders in order to dismiss individually from the student's classroom upon parent arrival. Car tags will be given out at Meet the Teacher.

## **Cafeteria Procdures**

### **BREAKFAST**

Students eating breakfast will report directly to the cafeteria. Students will fill up (2 to 3 to a table) tables in the order they arrive enabling staff to disinfect tables once a group leaves for class.

### **LUNCH**

- Lunch visitors will not be allowed on campus
- No food deliveries during the school day including breakfast, lunch and birthday treats until further notice.
- Current plan allows half of a grade-level to eat in the cafeteria while the other half will eat in the classroom. Depending on the number of students enrolled in each grade level, plans for lunches in the cafeteria may change to ensure proper distancing can be maintained.
- Students in the cafeteria will sit two or three to a table. Tables will be separated and all face the same direction.
- Tables will be sanitized upon the students exiting the cafeteria.
- **Microwaves** will be unavailable for student use until further notice.
- Line up dots will be utilized to help students maintain proper distance while in serving line.

## **Classrooms**

- Where feasible without disrupting the educational experience, students will be encouraged to practice social distancing; otherwise, masks will be worn.
- Where practical, desks or tables will be socially distanced as much as possible or as room allows.
- The use of outdoor space for learning will be considered when possible. Classroom groups working outside will maintain at least 12 feet of social distance from other classroom groups.

## **Classroom Sanitation**

- Each classroom will be sanitized frequently and throughout the day by custodians.
- All high touch areas will be disinfected frequently and throughout the day.
- Classroom staff will have access to disinfectant spray to sanitize high-touch and working surfaces and shared objects regularly.
- Classroom staff will limit the use of shared supplies when possible.
- Commonly touched surfaces will be disinfected between groups of students.

## **Hand Washing and Sanitization**

### **Handwashing**

- Alcohol-based hand sanitizer will be available at the main office, in the cafeteria, the classrooms, and in common areas throughout the campus.

- Staff and students will be expected to regularly wash or sanitize their hands.
- Requirement for hand washing and/or use of hand sanitizer:
  - Provide hand sanitizer upon entry to campus or classroom and periodic teacher reminders during instructional day
  - Thorough hand washing after recess, before eating, following restroom breaks

### **Disinfecting Expectations**

- Staff will have access to disinfectant spray to sanitize high-touch and working surfaces and shared objects regularly.
- Staff will limit the use of shared supplies when possible.
- Commonly touched surfaces will be disinfected between groups of students.

### **Hygiene Practices**

We will provide instruction on proper hand washing, how to cover coughs and sneezes with a tissue or in their elbow, and how to maintain social distance on the first day of school.

### **Masks and Face Coverings**

- Staff and students will wear masks anytime they transition to a new location within our school.
- Staff and students will wear masks as they enter and exit our schools.
- Staff and students may remove masks, if they choose, when social distancing is possible.
- Parents are encouraged to regularly wash masks at home.
- All students will be required to wear masks on school buses and district-owned vehicles.

**If your child cannot wear a mask due to health reasons or disability, they are asked to provide a doctor's note to the campus office during the first week of attendance. Students will not be required to wear masks during lunch or recess as long as they can maintain social distance between themselves and others.**

### **Outdoor Time**

- Students will have daily recess, weather permitting. Each class will be assigned a location.
- All students and staff will be required to use alcohol-based hand sanitizer before entering the playground and upon exiting the playground.
- Masks will not be required during recess if students can maintain social distancing.

### **PE**

- All students and staff will be required to use alcohol-based hand sanitizer or wash hands prior to class.
- Masks will not be required during PE if students can maintain social distancing.
- All used PE equipment will be sanitized.

### **Restrooms**

- Proper hand washing technique will be taught to all students and consistently reinforced.
- Bathroom passes will be implemented to limit the number of occupants utilizing each restroom to mitigate the chance of exceeding maximum occupants per social distancing.
- After a restroom break, students will be required to use hand sanitizer before reentering the classroom.
- Signage will be visible in and around the restrooms to encourage students to properly and frequently wash their hands.

### **Visitors**

- Visitors are limited to those essential to school operations.
- Lunch visitors and lunch drop offs will not be permitted until further notice.

- Parents and guardians are encouraged to contact the school office to arrange a virtual meeting at an agreeable time.
- Approved visitors must follow the virus prevention and mitigation requirements.

**Water Bottles**

Students will not be allowed to use the water fountains. We have purchased a 26 oz. water bottle for every student to use throughout the day.