

SHG PARENT HANDBOOK

2016-2017



School for the Highly Gifted

972-343-7864 2990 S.Hwy 161, Grand Prairie, TX 75052

SCHOOL FOR THE HIGHLY GIFTED

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2900 S. Hwy 161
Grand Prairie, Texas 75052
972-343-7864

MISSION STATEMENT

Our mission is to recognize, nurture, and develop highly gifted young people to become life-long scholars and leaders by providing an appropriately challenging and supportive environment that focuses on the joy of learning and the responsibility for bringing positive change to the world.

ABOUT OUR SCHOOL

The Grand Prairie School for the Highly Gifted is a district charter school designed to meet the unique needs of the top 1-2% of the gifted population. Admission is based upon testing criteria as well as parent and student interviews. The academic curriculum offers all courses required by the State of Texas for the mastery of standards for each grade level.

- Small class sizes (15:1) student teacher ratio
- 1:1 technology (every student receives small laptop)
- Multi-age group classes (students are grouped by their academic readiness not grade level)
- Individualized learning plans to track and enhance student's individual achievements and goals
- Curriculum specifically designed and written for the highly gifted learner
- Bilingual and ESL programs offered (1 way Bilingual)
- Authentic classroom and homework assignments with an emphasis on creativity and depth of thinking
- Instruction in computer programming/coding
- Foreign languages offered as enrichment rotations; Spanish, French, German, Mandarin Chinese
- Competitive Destination Imagination teams: technical, scientific, structural, fine arts, and service learning options
- Engaging, purposeful learning opportunities beyond and outside the classroom and school

ABOUT OUR STAFF

The Grand Prairie School for the Highly Gifted employs competitive and sought after staff members that are highly qualified and multi-certified instructors. Additionally, all staff members have graduate work and targeted professional development in gifted and talented education.

STAFF LIST

Headmaster	Holly Mohler	972-343-7990	Holly.Mohler@gpisd.org
Facilitator	Jed Eisel	972-343-7940	Jed.Eisel@gpisd.org
Secretary	Sherrinda Ketchersid	972-343-7993	Sherrinda.Ketchersid@gpisd.org
Counselor	Baneca Nyereyemhuka	972-343-7864	Baneca.Nyereyemhuka@gpisd.org
Bilingual Teacher	Europa Garcia		Europa.Garcia@gpisd.org
PE/Art/Music Teacher	Kelly Giessner		Kelly.Giessner@gpisd.org
Writing Teacher	Tanya Green		Tanya.Green@gpisd.org
Reading Teacher	Candis Jones		Candis.Jones@gpisd.org
Self-Contained Teacher	Elicia Kowalewski		Elicia.Kowalewski@gpisd.org
Reading Teacher	Tiffani Marich		Tiffani.Marich@gpisd.org
Math Teacher	Alex Quicano		George.Quicano@gpisd.org
Math Teacher	Staci Stephens		Staci.Sellers@gpisd.org
Instructional Media Asst.	Noel Reyes		Noel.Reyes@gpisd.org

SCHOOL TIMES

7:30 am – 7:50 am: Drop off on the north side of Dubiski at the Cafeteria. Students will eat FREE breakfast in Cafeteria. **Please do not drop off your child earlier than 7:30 am. Teachers do not arrive in the cafeteria until 7:30 am and your child will be unattended.**

7:50 am- Students will move upstairs to begin school community time. During this time, we give announcements, honor birthdays, and give pledges.

8:05 am- Children will go to their Genius Hour Teacher and begin their independent learning, passion projects

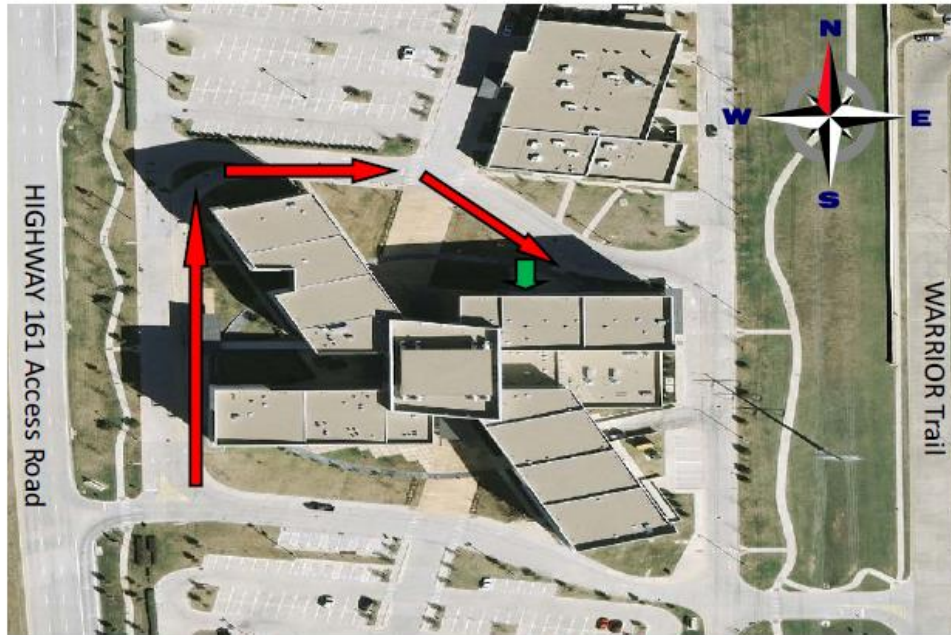
8:10 am: Tardy Bell (***All staff will go upstairs at this point.*** If your child arrives after the tardy bell, you must park, check in downstairs at Dubiski's reception with your required ID, walk upstairs and check in with SHG reception. This is for your child's safety. ***Do not send your child in unaccompanied after the tardy bell.*** We will not know that your child has arrived on campus.)

11:05 am – 11:35 am: Lunch

3:35pm – 3:50 pm: Dismissal (Car pick up at the Cafeteria entrance) After 3:50 pm all staff and children will go upstairs. For a late pick up, you must park, check in at the Dubiski's reception with your required ID, and come to the second floor to pick up your child from SHG reception.

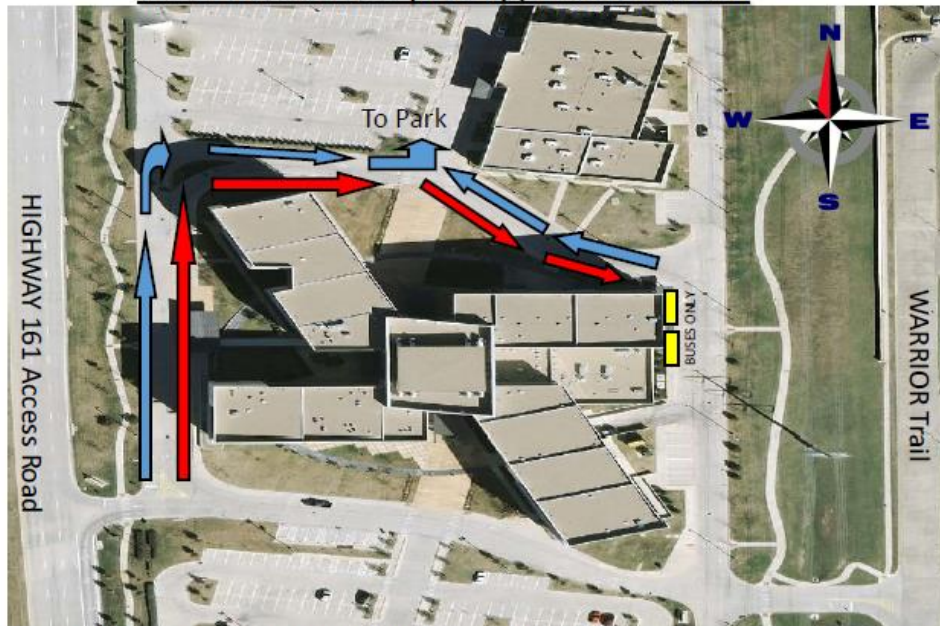
Please see the following maps for clarity on arrival and dismissal procedures.


SHG Morning Drop off/Traffic Pattern



- Students dropped off and enter through double café doors. (GREEN arrow)
- Students can be dropped off beginning at 7:30. No supervision prior to 7:30.

SHG After School pick up/Traffic Pattern



- Parents picking up in the pick up line, follow **RED** lane, only. Please stay in your vehicle.
- If you need to walk up or visit the school, follow the **BLUE** lane to designated parking areas. We cannot load your child while in the far **BLUE** lane.
- Buses  load on east side of building; do not park in/block these areas.

ATTENDANCE PROCEDURE

Attendance is important to your students' success at SHG. School begins at 8:10 am. Please ensure that your child is in class and on time each day.

When a student is absent, it is important to let the school secretary know the reason for missing school. Parents must call the school before 10:00 am on the day of the absence. If contact is not made on the day of the absence, a signed note will be required. If a signed note is not received within 4 days of the absence, the absence becomes unexcused.

If a student needs to leave school early or arrives late, he/she must check in or check out through the school secretary. Parents must accompany their child and check in with the secretary if arriving late. Do not send your child through Dubiski High School without adult supervision.

BELL SCHEDULE

Breakfast	7:30 – 7:50
Community	7:50 – 8:05
Genius Hour	8:05 – 8:35
1st Period:	8:35 – 9:25
2nd Period:	9:25 – 10:15
3rd Period:	10:15 – 11:05
Lunch	11:05 – 11:35
Recess/PE	11:35 – 12:05
4th Period:	12:05 – 12:55
5th Period:	12:55 – 1:45
6th Period:	1:45 – 2:35
7th Period:	2:35 – 3:25

BEYOND THE BELL (BTB)

SHG utilizes the services of BTB which is held at Marshall Leadership Academy located at 1160 W. Warrior Trail, just across the street from Dubiski CHS.

Our students who attend BTB are walked over to Marshall by 2 teachers and left in the care of BTB personnel.

If you need after school care for your child, please call 972-237-5512.

BREAKFAST

SHG participates in "Breakfast in the Classroom". Breakfast will be served to each student FREE of charge at the start of everyday. Students will accept or decline breakfast daily in the breakfast line.

CHANGE OF PHONE NUMBER/ADDRESS

Inform the school secretary immediately of changes in address or home or business phone number. This information must be kept current in case of an emergency.

CLUBS

SHG offers a variety of clubs after school on Mondays. This program is optional. If your child chooses to participate, they will be put in one of their top three choice of clubs. Clubs will end at 4:30 pm and your child is to be picked up at that time. Parents and students will be notified when clubs begin for this school year. Pick up procedures may vary slightly on Mondays and will be communicated at that time.

CONFERENCES AND COMMUNICATION

Parents can expect 2 conferences with one of their teachers during the school year: one at the beginning of the year to discuss student goals, and one at the end of the year to discuss the student's progress throughout the year.

A parent who wants information or wants to raise a question or concern should confer with the appropriate teacher, counselor, or principal. A parent who wishes to confer with a teacher may call the office for an appointment during the teacher's conference period or request that the teacher call the parent during a conference period or at another mutually convenient time.

Under normal circumstances teachers and administrators are expected to respond to parent requests for communication via written notice, telephone or e-mail within a 24-hour period and certainly no more than two workdays.

COUNSELING SERVICES

The school counselor is available to assist students with a wide range of personal concerns including such areas as social, family, or emotional needs. The counselor may also make available information about community resources to address personal concerns. Parents may call or e-mail the counselor to request counseling services for their child. Our counselor is Baneca Nyereyemhuka and will be on campus Tuesday and Thursday.

DELIVERIES AND MESSAGES

To avoid unnecessary classroom disruption, we are unable to deliver messages to students except in cases of extreme emergency. The nature of all such emergencies must be established prior to the delivery of the message. Delivery of flowers, food, balloons, and gifts, etc. will not be accepted at the campus. (exception: forgotten lunches)

DISMISSAL PROCEDURES

Students will be dismissed on the north side of Dubiski CHS, out the cafeteria doors. Anyone picking up a child from SHG **must** have a cartag, no EXCEPTIONS. Please make sure the cartag is clearly visible from your front windshield as you drive through the car pick up line. It will hang conveniently from your rear view mirror.

Students should be picked up by 3:50 pm. If you are later than 3:50 pm, you must park, get a visitor badge at the Dubiski reception desk, and come upstairs to collect your child.

If you have questions about SHG Drop off or Dismissal Traffic Patterns, please visit the SHG website, where you will find a map with directions.

DRESS CODE

Most attire is acceptable for our students. A few limitations however – shirts/blouses and such must have sleeves that measure at least two inches at the shoulder – thus no spaghetti straps or halter tie ups are allowed. This includes no backless tops. Skirts and shorts must be no shorter than fingertip length of the student (with arms resting at their side). Hair must be a “natural” color. No blues, reds, green, etc. *The wearing of flip flops is strongly discouraged* due to the safety and health issues involved. Shirts with inappropriate language or symbols are also not allowed. Tennis shoes are necessary on PE days. Parents will also be informed of the GPISD student code of conduct dress code.

Our school can get quite cool, and it would be wise to send a sweater or light jacket in case your child gets cold.

EMERGENCY SCHOOL CLOSING INFORMATION

Should weather conditions be such that you suspect school might be closed, please visit the GPISD website www.gpisd.org or listen to one of the following local station which will carry announcements of closings as soon as a decision is reached:

Radio Stations: KRLD and WBAP

Television Stations: FOX (4), KXAS (5), WFAA (8), CBS (11)

FIELD TRIPS

Because field trips are academic in nature and thus an extension of the classroom, it is imperative that all students have the opportunity to attend field trips. Field trips are scheduled a few months in advance and a permission slip will be sent home for each one.

- NO parent can attend until a Volunteer background check has been submitted online and approved. It takes time to process, so plan accordingly.
- Parents may only ride the bus when space permits. Parents should plan on driving their own vehicle. Students may not ride in parents' vehicle during school hours.
- Younger siblings are not allowed on the field trip.
- Teachers cannot transport students in private vehicles.
- Any parent wanting to take their child home with them from the field trip must submit a signed note stating they are taking the child home. Note must be signed and dated.
- Students must bring a disposable sack lunch or purchase one from the school cafeteria (an order form will be sent home with the permission slip for your convenience).

GRADES AND REPORT CARDS

Parents may access their child's grades on the GPISD website through Skyward Family Access. Please see the school secretary if you are having trouble accessing the Family Access Portal.

Report cards will be available through the Skyward Family Access portal each nine weeks or a hard copy of the report card may be obtained from the school secretary.

Progress reports will also be available through the Skyward Family Access portal at the end of the 5th week of each reporting period. Parents of students who are failing will receive a hard copy of the progress report.

The only physical report card to be sent home is the end of year report card.

HEALTH SERVICES

SHG uses the nurse, Lisa Henderson, housed in Dubiski CHS. Please notify her or school personnel of any illness or medical condition for which your child is being treated or monitored. (972-343-7802)

Guidelines for Sending Ill Students Home from School:

A parent, guardian or designated contact will be notified immediately to pick up a child from school who presents any of the following conditions:

- An oral temperature greater than 100 degrees. All students must be fever free for 24 hours without the aid of fever reducing medication before returning to school.
- Localized rash causing acute discomfort
- Vomiting (not related to a single event such as gagging, positioning, mucus, running after eating, or eating spicy food)
- Diarrhea of two or more loose watery stools
- Asthma symptoms that do not respond to prescribed medication or no prescribed medication is available for treatment of asthma symptoms
- Uncontrolled coughing
- Pink eye or purulent conjunctivitis (defined as pink or red conjunctiva with white or yellow eye discharge). The student must receive treatment for 24 hours before returning to school or provide a note from a health care provider stating that the condition is not contagious and the student may return to school

The parent will be expected to come for the child within an hour or a reasonable time agreed upon with the nurse or school personnel.

Medication Policy

Due to the increase of medicines sent to school to be given to the students, we feel that parents should be advised of the school and state regulations in the administering of medication.

All medicine should be given by the parent outside of school hours if at all possible. Only emergency medication may be given at school. **If it is necessary for the student to have medication in order to remain in school, the student's parents and physician are required to complete a "Medication Permit Form" furnished by the school, and return it to the nurse.** The students should bring only the amount of medication (in the original container) needed for the one day, with the child's name, doctor's name and prescription label. If more than one daily dose must be left at school, parents must sign a waiver indicating that the district is not responsible for lost, stolen, or damaged medication. **This "Medication Permit Form" must be completed every school year.** All medication must be picked up by the parent/guardian at the end of the school year. Medications will not be sent home with the students. Any medication remaining in the clinic after the last day of school will be discarded.

No nonprescription medication will be given at school unless the school has a written request from parent or guardian and physician classroom. Please see the nurse for instructions.

ID BADGES

Students must wear their Student ID badges at all times. It is used on a daily basis for lunch and riding the bus, on a regular basis for the library and must be worn for school field trips. The ID badges have been enhanced, and have a chip within them to scan when students get on and off a GPISD bus. DO NOT put holes in the badge. Badges should always be in a plastic sleeve; students may get a replacement cover if theirs becomes damaged. If an ID badge is lost or damaged, the cost of a replacement badge is \$4. Mr. Eisel or Mrs. Ketchersid are our points of contact for student badge questions.

PTA

SHG has an active and supportive PTA. This organization provides a variety of supportive enhancements for both students and staff members. It is our goal that each family will join PTA and show support for this important group.

2016-17 PTA Officers

President: Tamara Burden
Vice-President: Tiffany Packer
Treasurer: Cherish Roundstream
Secretary: Shaun Prince

VISITORS

Parents are welcome to visit district schools. All visitors must first sign in at the Dubiski Reception Desk, provide identification and obtain a visitor badge. Visitors must also sign out when leaving the building.

Classroom Visits: Visits during instructional time are permitted only with the headmaster's prior approval and accompanied by a campus administrator. (This visit is not a time to conference with the teacher. Board Policy Reference GKC.)

Lunch room Visits: If you plan to eat more than 5 times, a Criminal Background Check (CBC) must be completed. You may do this by signing up as a volunteer on the GPISD website.

VOLUNTEERS

All volunteers in GPISD must agree to a Criminal Background Check. To be a volunteer in GPISD, please:

- Go to www.gpisd.org
- Click on Menu
- Click on Community
- Click on Become a Volunteer

Parents **MUST** fill out the online volunteer application to volunteer on field trips, Destination Imagination, and clubs.

WEBSITE

The SHG website is a great resource for students, parents and staff. Students can use it for quick links to websites. Parents can find the school calendar, information about our teachers/staff, announcements, and much, much more. Visit the site regularly for updates and new pictures!

www.gpisd.org/shg

Social Media:

Facebook:

www.facebook.com/HighlyGiftedGPISD/

Twitter:

@GTAcademyGPISD