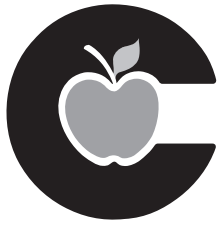


Welcome to  
**Giesinger Elementary School**  
2019-2020



Melissa Ralston, *Principal*  
Amy Barber, *Assistant Principal*



**CONROE**  
INDEPENDENT  
SCHOOL DISTRICT

# 2019 - 2020 School Calendar

6/10/19

<p><b>August 2019</b></p> <table border="1"> <tr><td>S</td><td>M</td><td>TU</td><td>W</td><td>TH</td><td>F</td><td>S</td></tr> <tr><td></td><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td></tr> <tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr> <tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr> <tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr> <tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td></tr> </table>	S	M	TU	W	TH	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	<p><b>September 2019</b></p> <table border="1"> <tr><td>S</td><td>M</td><td>TU</td><td>W</td><td>TH</td><td>F</td><td>S</td></tr> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr> <tr><td>29</td><td>30</td><td></td><td></td><td></td><td></td><td></td></tr> </table>	S	M	TU	W	TH	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						<p><b>October 2019</b></p> <table border="1"> <tr><td>S</td><td>M</td><td>TU</td><td>W</td><td>TH</td><td>F</td><td>S</td></tr> <tr><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> <tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr> <tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr> <tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr> <tr><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td></tr> </table>	S	M	TU	W	TH	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			<p><b>November 2019</b></p> <table border="1"> <tr><td>S</td><td>M</td><td>TU</td><td>W</td><td>TH</td><td>F</td><td>S</td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td></tr> <tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr> <tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr> <tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr> </table>	S	M	TU	W	TH	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							
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<b>Holiday</b>	<b>Workday for staff</b> (No students)	<b>Staff development</b> (No students)
<b>Inclement weather day</b> (Staff)	<b>Early release</b> (Students)	

**Report Cards**

Individual campuses will report distribution date for report cards after each grading period.

**Days of Instruction**

	<b>Students</b>	<b>Teachers</b>
1st Semester	84	91
2nd Semester	93	96
<b>Total Days</b>	<b>177</b>	<b>187</b>

**Grading Periods**

1st Semester	
Grading period	Ends
1st	October 11
2nd	December 19
2nd Semester	
Grading period	Ends
1st	March 6
2nd	May 28

**Students**

Starting date	August 14
Ending date	May 28

**Staff**

Starting date	August 6
Ending date	May 29

**Student Holidays**

Labor Day	September 2
Holiday	October 14
Veteran's Day	November 11
Thanksgiving	November 25 - 29
Winter Break	Dec. 20 - Jan. 7
Martin Luther King, Jr. Day	Jan. 20
Presidents' Day	February 17
Spring Break	March 9 - 13
Holiday	April 10
Memorial Day	May 25

**Student Early Release**

October 11
December 19
March 6
May 28

**Teacher Work Days**

August 13
January 6
May 29

**Staff Development**

August 6 - 12
November 11
January 7

**Staff Make-up Day**

Make-up day for inclement weather (if needed), is:  
**Staff:** February 17

The Conroe Independent School District (District) as an equal opportunity educational provider and employer does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in educational programs or activities that it operates or in employment matters. The District is required by Title VI and Title VII of the Civil Rights Act of 1964, as amended, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, as amended, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, as amended, and Board policy not to discriminate in such a manner. For information about Title IX rights or Section 504/ADA rights, contact the Title IX Coordinator or the Section 504/ADA coordinator at 3205 W. Davis, Conroe, TX 77304; (936) 709-7752.



August, 2019

Dear Parents,

## Welcome to Giesinger!

We extend our warmest welcome to you. At Giesinger Elementary, we believe a team effort of students, parents and teachers provides the best education for our students. We want this to be a happy and productive year for your child. Please visit our school and join us in our mission for the success of every child.

The beginning of school is always an exciting and busy time for everyone. In an effort to open and keep the lines of communication clear, I have compiled an overview of Giesinger’s policies and procedures to assist you. You will also find telephone numbers, web sites, e-mail addresses, and forms that need to be signed and returned.

Please consider being part of the Giesinger Parent Teacher Organization. The PTO is a vital part of our school and has avenues for participation for every parent. Thursday, September 5, 2019, is our Parent Information night in conjunction with our first PTO meeting. Our front office staff can assist you with any questions you may have.

We look forward to a great year! Please call to schedule an appointment or e-mail me if I can assist you or your child in any way. Working as a team for our children will be a positive experience for all!

Sincerely,

Melissa Ralston,  
*Principal*

## Important Phone Numbers & Services

School .....936-709-2600  
Fax .....936-709-2699  
Transportation Center .....936-709-7915  
Cafeteria.....936-709-2685

### Giesinger Homepage Website:

<http://info.conroeisd.net/elementary/giesinger>

### District Homepage Website:

[www.conroeisd.net](http://www.conroeisd.net)

### Texas Education Agency Website:

[www.tea.state.tx.us/](http://www.tea.state.tx.us/)

## Straight to the Source:

Melissa Ralston .....Principal  
Amy Barber .....Assistant Principal  
Neva Hammonds.....Secretary  
Joselin Sanchez.....Receptionist  
Amanda Barton .....Counselor  
Robin Rickwall .....Registrar  
Dana Corbit .....Nurse

## Supplemental Information

- School Calendar
- Student Accident Insurance Forms
- Asbestos Form

## CISD Forms: *Please sign and return*

- Acknowledgment Form
- Family Education Rights and Privacy Act Form (FERPA): *(if applicable)*
- Receipt of handbook *(This indicates that you have read and understand the CISD Elementary Handbook.)* ONLINE ONLY
- Occupational Survey
- Free and Reduced Price School Meal Application *(if applicable)*

## Giesinger Forms: *Please sign and return*

- Blue health form
- Permissions

## School Hours

- School begins promptly at 8:00 a.m. and dismisses at 3:10 p.m.
- Students should arrive at school between 7:30 and 8:00 a.m. Supervision is not available before 7:30 a.m.
- Students eating breakfast may go to the cafeteria from 7:30 to 7:50 a.m. The serving line closes at 7:50 a.m. Students may go to their classroom being at 7:30 a.m.
- Please arrange your schedule so that your child arrives on time.
- Students are counted tardy if they arrive after 8:00 a.m.

## Building Security

The safety of all children at Giesinger Elementary is our number one priority. In order to provide a safe environment for all children, the following security measures will be in place.

### Morning/Day Procedures

All doors to the school will be locked throughout the day, except for the front doors of the school. All visitors must enter through the main entrance. We have security doors for each of the two hallways entering the school.

- The first week of school these doors will be unlocked and parents/adults may sign in at the front desk and get a name tag to enter the school.
- After the first week only students will be allowed to enter the classroom area. All parents/guardians may visit with teachers during their conference periods or after school. We will have the conference times available at the front desk so that you can schedule meetings. We encourage you to meet with your child's teacher during the conference time.
- Please sign in and out at the front office.
- Our school has a system to help protect your children—it's called V-soft. V-soft helps track visitors, students, faculty, and volunteers at our school, thus providing a safer, monitored environment for our campus.
- All visitors must wear a visitor's badge while in the building when coming for a conference or volunteering. The visitor's badge should designate the date and the purpose for the visit.
- After the first week students will walk to classrooms independently in the mornings and to go to the designated areas for dismissal in the afternoons. We will also have fourth grade helpers to escort our younger children to class in the mornings or any child that needs assistance.

### End of Day Procedures

When visitors, volunteers, or parents pick up students, they will be asked to present a valid state issued ID for entering into the system. The system has the ability to provide alerts on people who may jeopardize the safety of the campus. We ask for your cooperation in presenting your valid Texas ID when checking in at the school. In addition to identification, you must be listed on the child's emergency card to take a child from campus. Please make sure that all information on the emergency card is correct. If you need to make changes to the card, please see our receptionist/registrar for assistance.

- For your child's protection, parents and visitors are not allowed to go to their child's classroom to pick them up during or at the end of the day. All check-out is through

the front office.

- There is no front office check out after 2:30 p.m. due to dismissal procedures.

## Request for Bus Transportation

- New students must request transportation services during the registration process.
- Students currently enrolled, the parents will have the option to go on-line to request transportation services. Physical stops, pick-up/drop off times, or student data is not available during this request process. This service will provide the user the opportunity to check yes or no for transportation services. It will take approximately three days to create a student bus stop and have it available on the Conroe ISD webpage under the Transportation link. Students who do not properly submit the request or the request has not been properly processed by the registrar will have to board the bus at an established stop.
- Parents must submit an alternate stop request form annually for service to an alternate stop. Alternate stops cannot be requested via the on-line service. Please see the registrar for assistance.
- Pre-k and kindergarten students must be accompanied by an adult for drop-off. The bus driver will not release students to adults who are not on an approved list.

## Changes in Transportation

- Anytime a student's designated transportation is to be different, the parent must write a note to the teacher or send an email to [giesinger@conroeisd.net](mailto:giesinger@conroeisd.net) by 9:30 a.m. for morning pre-k or 2:00 p.m. for all other classes.
- In an emergency situation, the front office will accept phone calls, however, the code word on the emergency card must be given.
- In the event that your child needs to be dropped off at an alternate bus stop, please call the school to request approval.

## Transportation - Morning Procedures

- **Car riders:** All car riders will enter the building through the doors at the front office entrance. For the safe flow of traffic, it is imperative that entering vehicles form one line. There are stop signs at our entrance/exit crosswalks that were recently added in order to accommodate the growing number of bike riders and walkers we have. For your child's safety, children must get out of the car on the curbside. Please do not drop off students until 7:30 a.m. There is no supervision before 7:30 a.m.
- **Bus riders:** We encourage you to take advantage of the bus service provided by the district. It provides consistency and helps with traffic. Please remember

that students are only allowed to ride their assigned bus.

- Families living within a one-mile radius of Giesinger Elementary are not eligible for bus services.

### **Morning Pre-Kindergarten Pick Up**

- Dismissal will begin at 11:00 a.m. All car and van riders will be dismissed from the front entrance of the school.

### **Afternoon Pre-Kindergarten Arrival**

- Afternoon pre-kindergarten students should be dropped off at the front entrance of the school between 11:50 a.m. and 12:05 p.m. PM Pre-Kindergarten begins promptly at 12:05 p.m. If your child eats lunch in the cafeteria they should arrive by 11:55 a.m. in order to have a sufficient amount of time to eat.

### **Transportation - Afternoon Procedures**

- **Car Riders:** Car riders will be picked up at the front of the building. Please remain in your car and wait for a school employee to assist your child. Please do not motion for your child to come to you. A sign, provided by the school, must be visible in the car's front window each day. Signs will be available at the beginning of the year and in the front office. The sign ensures that we are placing each child in the car of the person authorized to pick him/her up from school, and will help to speed up the car rider line. If you do not have a sign, please obtain one before entering the car rider line. Children will not be placed in a car without the appropriate sign.
- **Day Care:** If your child is absent or not riding day care transportation, please notify the day care of the change. Day care drivers must account for all children before leaving the school.
- **Bus Riders:** If for any reason a student is brought back to school, CISD Transportation will contact administration and the parent is responsible for picking up the child. After 4 p.m., any concerns regarding bus transportation should be directed to the North County Bus Barn (936-709-7912).

### **Communication**

- Take the time to visit the CISD website to sign up for Parent Access. Through this system you will have access to report card grades, attendance, discipline records, and cafeteria accounts. Each student has a six digit ID number that you will need to have for access. Please contact our registrar, Robin Rickwalt, for your child's ID number. You will also have the opportunity to register for e-mail updates from the Principal.
- You may request a conference with your child's teacher at any time throughout the school year.

- A weekly folder will be sent home that contains grades, papers, and other relevant information.
- Weekly newsletters will be sent by our principal, Melissa Ralston.
- Monthly newsletters will be sent with updates from our grade-level teams.

### **Open House and Title I/PTO Night**

Open House will be held on Thursday, September 5, 2019.

**The schedule is as follows:**

- PK/K/1st/Life Skills .....5:00 - 6:00 p.m.
- 2nd, 3rd, and 4th .....6:00 - 7:00 p.m.

### **Student Dress Code**

Giesinger students do not wear halter tops or spaghetti-strap shirts, flip flops, tank tops, or any shirts advertising alcohol, cigarettes, or with any suggestive sayings or pictures. Students' midriffs should not be showing at any time. All shorts, skirts, and dresses should be at finger length when the student rests his/her arms at their side. Tennis shoes are recommended on PE days and during recess.

- Fridays are "Spirit Day". Students are encouraged to wear Giesinger shirts on that day.
- Please write your child's name on all personal belongings your child wears or brings to school.

### **Hair Style**

- General student dress and grooming policies are posted in the CISD Student/Parent Handbook.
- Giesinger reserves the right to address distracting hair styles.

### **Report Cards and Grading Periods**

- Report cards will be sent home on the Tuesday following the end of each nine-week grading period.
- A progress report will be sent to all parents at the 4 ½ week period.
- Promotion policy: For students in grades 1-4 to be promoted from one grade level to the next, the students must attain 70% mastery in reading and language/writing and/or math and an overall average of 70 in all other subject areas. Students must be in attendance 90% of the total instructional days enrolled per year. Grading Guidelines will be provided by each teacher at Open House on September 5, 2019.

## School Clinic

- Giesinger Elementary has a registered nurse assigned to its clinic Monday through Friday. In order to assist the classroom teacher and school nurse, each child must have a blue health information form completed and on file in the clinic.
- Students are never allowed to bring medication to school. An adult must bring any medications to the school clinic.
- Specific information is required from parents before medication can be dispensed at school.
- Please refer to the Conroe ISD Student handbook for information and requirements relating to medication and the school clinic.

## Personal Items

- Items forgotten by your child should be delivered to the front office, labeled with your child's name and teacher's name. We will deliver articles to the classroom.
- Please write your child's name on all sweaters, coats, backpacks, water bottles, lunch kits, etc.
- Students are permitted to bring cell phones to school for their safety to and from school. Cell phones must be turned off before entering the school and must be stored in the student's backpack during school hours. Any student violating this policy is subject to having his/her phone sent to the front office. Parents may be required to come pick up the phone.

## Attendance

- When your child is absent, call the school registrar at (936-709-2610).
- Send a note with your child to school the day he/she returns, explaining the reason for the absence. Send a doctor's note if you have one.
- Attendance is officially recorded at 9:00 a.m. each day. Afternoon pre-kindergarten attendance is recorded at 1:00 p.m. If possible, routine medical appointments should be scheduled before or after this time period. A child enrolled in pre-kindergarten or kindergarten is subject to compulsory attendance laws and policies. Please plan to take family vacations during school holidays or long weekends. It is important that children remain in school until the close of each school day at 3:10 p.m. unless illness has caused a child to leave earlier.

## School Meal Program

- School breakfasts and lunches are available every day for students to purchase. The price for student breakfast is \$1.35 and \$.30 for reduced. The price for student lunch is \$2.85 and \$.40 for reduced.
- Parents can add money to student accounts as well as check balances through Parent Access on the CISD

website. If you choose to add money by sending a check, please include your child's six-digit student ID number on the check. You can also go to [www.myschoolbucks.com](http://www.myschoolbucks.com)

- If you have questions regarding your child's account, please contact the school cafeteria manager, Gloria Maldona, at 936-709-2685. **Students are not allowed to charge meals; an alternate lunch will be provided.**
- A Free and Reduced Meal Program is provided for eligible students. Applications will be sent home with every student on the first day of school and are always available in the front office. Strict confidentiality is observed with respect to students who participate in this program. They will receive the same type meal card that is provided for all students.
- For more information about menus, meal prices, and free and reduced meal applications, please visit our website at <http://childnutrition.conroeisd.net>.

## Snack Information

According to the Texas Department of Agriculture: Elementary school campuses may not serve or provide access for student to Food of Minimal Nutritional Value at any time anywhere on school premises until the end of the last scheduled class.

Such foods and beverages may not be sold or give away to students on school premises by school administrators or staff (principals, coaches, teachers, etc.), students or student groups, parents or parent groups, guests speakers, or any other person, company, or organization.

Prepackaged snacks must have 28 grams or less of fat and/or 30 grams or less of sugar.

Also, please do not provide snacks that have peanuts contained in it ingredients or snacks that have peanut warnings on them.

### Examples:

#### Acceptable

Crackers  
Chex mix  
Graham crackers  
Pretzels  
Cereal bars  
Flavored rice cakes  
Unsweetened applesauce  
Dry cereal (*check sugar/fat*)

Popcorn  
Granola bars  
Baked chips  
Fruit roll-up  
Fruit leather  
Animal crackers

#### Not Acceptable

Sodas  
Candy  
Marshmallows  
Candy-coated popcorn  
Cheese balls  
Regular chips

## Important Times

	Lunch	Specials/ Conference
Kindergarten	11:00 – 11:30	1:25 – 2:10
First Grade	11:25 – 11:55	2:15 – 3:00
Second Grade	11:40 – 12:10	10:15 – 11:00
Third Grade	12:00 – 12:30	9:25 – 10:10
Fourth Grade	12:20 – 12:50	8:35 – 9:20
Prek/Life Skills	11:55 – 12:20	1:00 – 11:45

## Parties and Holidays

- Parents may bring store bought treats only to be distributed, by the teacher at the end of the day for birthdays. Please contact your child's teacher prior to the special occasion to make arrangements. We ask that parents refrain from sending other items (balloons, flowers, candles, etc.).
- Classrooms may have two parties per year. The PTO will provide more information on these party dates. They will be coordinated through the team leader, grade level coordinator and the room mothers. A third day may be designated by each grade level to serve FMNV (Foods with Minimal Nutritional Value). This will be coordinated through the team leader, grade level coordinator and the room mothers.

## Field Trips

- Each grade level will take one field trip, yearly. A permission slip will be sent home with each child to be signed by the parent or guardian. Children who do not return a signed permission slip will not be allowed to attend the field trip.
- Parents may be asked to chaperone field trips. We ask that students ride the bus to and from the school, unless prior approval is received from the principal.
- No siblings are allowed on field trips.

## Library Information

The Giesinger Library is open from 8:00 a.m. to 2:45 p.m. each school day. Students will visit the library with their class during a scheduled time each week and are also encouraged to utilize the library, independently at designated times during the day.

### The following guidelines apply to student check out:

- Pre-K students – Experience story time in the library, but do not check out books to take home
- Kindergarten students – Check out 1 book
- 1st grade through 4th grade – check out 2 books

Your child will no longer be allowed to continue checking out books until replacement costs have been paid in full or arrangements have been made to set up payments through the library. A request for any replacement costs will be sent home with the student.

If you find a lost book that you have paid to replace, you will receive your money back.