



Welcome to

Robert B. Sewell Elementary

Home of the Seahawks

School Colors: Green and Black Mascot: Sammy the Seahawk



Dear Sewell Families,

Welcome to Robert B. Sewell Elementary! We are excited to partner with you as we begin a new year of learning, growth, and opportunity.

At Sewell, we are committed to creating a safe, supportive, and engaging environment where every student feels valued and empowered to succeed. Our dedicated staff works hard to provide meaningful learning experiences while fostering responsibility, character, confidence, and a love of learning.

This year, our theme is "*Sewell Seahawks Soar Together.*" We believe that the strongest schools are built on meaningful partnerships between students, families, and staff. When we work together toward a common goal, we create the conditions for every child to thrive academically, socially, and emotionally.

We are honored to serve a diverse community of learners and remain committed to continuous growth as we strive for excellence in all that we do. Together, we will celebrate successes, learn from challenges, and ensure that every student has the support they need to reach their full potential.

Thank you for entrusting us with your child's education. We value your partnership and look forward to an outstanding year together as we live out our Sewell commitment:

One Team, One Flight, Unlimited Potential.

With appreciation,

Tereasa Boren

Principal

Robert B. Sewell Elementary



School Information

School Hours	8:10 a.m. - 3:30 p.m.
School Address	4400 Hudson Drive Sachse, TX 75048
Phone Number	972-675-3050
Fax Number	972-675-3053
Office Hours	7:30 a.m. - 4:00 p.m.

Front Office Personnel

School Principal	<u>Tereasa Boren</u>
Assistant Principals	<u>Christie Barrick</u> <u>Carrie Hobbs</u>
Counselors	<u>Joanette Woods</u> Counselor 2 (TBD)
Registered Nurse	<u>Alexa Coldewey</u>
Administrative Assistant	<u>Betsabe Godina</u>
Data Clerk	<u>Hayley Hodges</u>
Office Clerk	<u>Mariana Valdez</u>



Mission

At Sewell Elementary, every child belongs, every family matters, and every staff member makes a difference. Together, we learn, lead, and lift one another as we move toward a bright future.

Vision

We envision Sewell Elementary as a place where every child feels safe, valued, and inspired to learn. Through meaningful relationships, engaging learning experiences, and a culture of high expectations, we empower students to become confident learners, compassionate leaders, and responsible citizens prepared for whatever their future holds.

Values

Relationships First: Strong relationships are the heart of our school. Every child, family, and staff member deserves to feel seen, heard, and valued.

Growth for all: Everyone can learn, improve, and achieve great things. We celebrate effort, encourage perseverance, and inspire a love of learning.

Better together: Collaboration makes us stronger. By working with students, families, staff, and the community, we create the best opportunities for every child.



The first day of school is Monday, August 10, 2026.

Below is some useful information to help you get the year started

PTA Message

We would like to invite you to join our Parent-Teacher Association. We will be sending notices home with the forms and further information.

Please be a part of this great school organization and play an active role in your child's education. You will also receive a reminder notice before each monthly meeting.

PTA volunteers support school activities such as Family Nights, Trunk or Treat, Field Day, Field Trips, helping classroom teachers with instructional materials, and monitoring lunch, arrival, and dismissal, among other tasks.

Active PTA volunteers will be offered special days to have lunch with their child during the school year.

Back To School Night

Back to School Night/Porch Party: Thursday, August 6, 2026

Pre-K and Kinder: 4:30 pm-5:00 pm

1st-5th grades: Last names A-L 5:00 pm-5:30 pm

1st-5th grades: Last names M-Z 5:30 pm-6:00 pm

- You will be able to drop off [school supplies](#) in the classroom during 'Back to School Night.'
- If you ordered school supplies through Sprout Supplies, the kit(s) will be delivered to the classroom.
- PreK-K parents will meet in the cafeteria first to receive a brief overview of the PreK and Kindergarten experience here at Sewell. Parents will then be dismissed to meet their child's teacher and drop off supplies.
- All teachers will be in their classrooms to welcome their students.
- The physical education, music, art, intervention specialist, and instructional support teachers, along with the librarian, speech therapist, special education support teacher, and counselors, will also be here.
- *Please note: This is a come-and-go event. The timing is staggered to accommodate about 700 students and families; however, please feel free to arrive at a time outside your child's grade level and/or alpha if siblings are attending events at neighboring schools.

Parent Information Night

Parent Information Night: Thursday, August 27, 2026

5:30 p.m. - 6:30 p.m

- Parents will meet in the cafeteria first to receive important 26-27 school information.
- PTA will be available to answer any questions and review important information.



- Parents will then be dismissed to meet their child's teacher.

Kindergarten Transition

- During 'Back to School Night' on **Thursday, August 6th, 2026, at 4:30 p.m.**, the principal and kindergarten teachers will present how they will help your child transition to kindergarten and what you can do to support the transition.

School Day

- The first day of school is *Monday, August 10, 2026*. **School starts at 8:10 a.m. and ends at 3:30 p.m each day.**
- The front door will open at 7:30 a.m. Please note: There are no staff members to supervise students who arrive before 7:30 a.m.
- **Parents will only be permitted to walk their students inside the school building to class on the first day of school (August 10th).**

Tuesday Folders & Communication

- Folders: All flyers, school information, picture forms, PTA letters, etc., will go home in the Tuesday folders.
- Communication: Parents will receive messaging through ParentSquare. Please make sure your email and phone number in Skyward are up to date, and check your settings. You may also email your child's teacher with any questions/concerns.

Cell Phone Policy

- **OFF • IN THE BACKPACK • ALL DAY**
- For safety, Garland ISD permits students to bring personal cell phones to school. However, during the instructional day, **cell phones must be powered OFF and kept in the student's backpack, all day.**
- If a student uses a cell phone without authorization, the device will be confiscated and given to a campus administrator.
 - **1st Violation: Student Pickup**
Phone is confiscated and returned to the student at the end of the school day.
 - **2nd Violation: Parent Pickup**
Phone is confiscated, the parent/guardian is contacted, and an adult must retrieve the device from the front office.
 - **3rd+ Violation: Parent Conference & Behavior Contract**
Phone is confiscated. The student and parent/guardian will meet with the assistant principal to develop a plan for success and sign a behavior contract.
- **Please Remember**
 - Repeated violations may result in additional disciplinary action.
 - **Sewell staff are not responsible for lost, stolen, or damaged personal devices.** We strongly encourage students to leave unnecessary electronic devices at home.





SEWELL STUDENT DRESS CODE



Dress for Success, Ready to Learn!



DO WEAR



Clean, neat, and school-appropriate



Shorts, skirts, and dresses of modest length



Shirts that fully cover the midriff



Properly fitting clothing



Closed-toe or athletic shoes for active learning



Crocs are allowed when kept in Sport Mode (heel strap back over the heel)



Student ID visible at all times



DO NOT WEAR



Clothing with alcohol, tobacco, drugs, weapons, gangs, or inappropriate language/images



Pajamas, slippers, house shoes, or sleepwear



See-through clothing



Clothing designed as undergarments



Excessively torn, ripped, or revealing clothing



Slides are not permitted



Shoes with wheels, cleats, taps, or metal plates



CLOTHING & APPEARANCE EXPECTATIONS



Wear clothing as designed



Undergarments should remain covered



Clothing should allow safe participation in all school activities



Dress for success and be ready to learn!



Hair clean, groomed, and out of eyes



Hair color natural or naturally blended



No curlers, rollers, picks, combs, or brushes in hair



Hairstyles should not be a distraction



HEADWEAR

No hats, caps, hoods, bandanas, visors, or sweatbands inside the building unless for religious purposes.



Dress for Success, Seahawks!



JEWELRY & PIERCINGS



Earrings in ears only



No facial or body piercings



No distracting or dangerous jewelry



Tattoos must be covered if inappropriate or distracting



ID BADGE REQUIREMENTS – STARTING IN 2026–27

- ✓ All students, including those in grades PreK–5, will be required to wear ID badges.
- ✓ Students must scan their badge when boarding and exiting a school bus, including for field trips.



ROBERT B. SEWELL ELEMENTARY
ONE TEAM ★ ONE FLIGHT ★ UNLIMITED POTENTIAL





SEWELL
ELEMENTARY



DREAM IT
BELIEVE IT!
ACHIEVE IT!

**WHERE
ARE YOU
GOING?**

WEDNESDAY!

ONE TEAM. ONE FLIGHT. UNLIMITED POTENTIAL.

**WEAR A SHIRT
REPRESENTING YOUR FUTURE!**



**YOUR
FUTURE IS
BRIGHT!**



COLLEGE OR
UNIVERSITY

Dream big.
Aim high.
Your future
is limitless!



HIGH SCHOOL

Keep pushing.
Keep growing.
Great things
are ahead!



MIDDLE SCHOOL

Keep learning.
Keep exploring.
You're building
your future!



ARMED FORCES /
MILITARY

Thank you for
your service.
You inspire
us all!

**BE PROUD. BE YOU.
BE ANYTHING!**

OUR SCHOOL
SOARS WITH
POSSIBILITIES!

ONE TEAM. ONE FLIGHT. UNLIMITED POTENTIAL.

INSPIRE TODAY. SOAR TOMORROW!



Arrival Procedures

Morning Drop-off:

- School begins promptly at 8:10 a.m. and dismisses at 3:30 p.m. each day.
- Early bird arrivals are strongly discouraged. Any students dropped off before the building is open (7:30) will not be allowed inside the building and will not be monitored. We discourage parents from walking up instead of using the carpool lanes to drop off students. Please stay in your car and pull up to the black mailbox.
 - The front doors will open at 7:30 a.m. for students needing to eat breakfast. Students arriving early will be directed to go to the gym or the cafeteria, not their classrooms.
 - Students in Pre-kindergarten, kindergarten, 1st will report to the gym.
 - Students in 2nd and 5th grade will report to the cafeteria to designated tables.
 - Students in 3rd and 4th will report to the library.
 - Students who need breakfast will report to the cafeteria.
 - Please pull ALL THE WAY up as far as you can in the car lane when dropping off your child. Please don't stop and let your child out of the car if there is no one in front of you.
 - The first bell will ring at 8:00 a.m. for students to go down to their classrooms.

Tardies: The tardy bell rings at 8:10 a.m. Tardy students must receive a pass to class from the office.

ID Badges: Students and Garland ISD staff will need to have their ID badges on when entering the building.

IDs must remain on and visible at all times. Students MAY NOT cover their faces on the ID badges with stickers or other writing.

Visitors

• Late Arrivals

If your child arrives after the school day has begun, please bring your child to the front office and sign them in.

• Checking In

All visitors must enter through the **main entrance** and check in at the front office. A valid photo ID is required before visitors may proceed beyond the office area.

• Visitor Identification

Visitors must wear their Garland ISD-issued badge or visitor sticker **at all times while on campus**. Anyone without proper identification will be directed back to the front office.

• Entering & Exiting the Building

All visitors must enter and exit through the main office. For everyone's safety, **please do not open or hold secured doors for others**, including the interior vestibule doors. Each visitor must be admitted through the appropriate check-in process.

• While on Campus

Visitors and volunteers should remain in their designated area and follow the purpose of their visit. Please do not visit other classrooms, students, or staff members without prior approval. This helps us protect instructional time, maintain student privacy, and keep our campus secure.



Breakfast

- Breakfast will be served in the cafeteria.
- Students who do not need to eat breakfast at school will wait in their designated supervised areas until dismissal to classrooms.

Lunch

We are thrilled to welcome families to enjoy lunch with their children in the cafeteria. For your reference, the grade-level lunch schedules are provided below.

Please note: Tuesdays are closed for lunch. This is a planning day for teachers, and often a test day for students; therefore, we ask parents to choose Mon, Wed-Fri to eat lunch with students. **The first week of school is also closed for lunch** while students and new teachers learn our lunch procedures and routines.

Lunch Schedule					
PreK and Kinder		First Grade		Second Grade	
Waits	10:30-11:00 am	Gonzalez	10:55-11:25 am	Murray	11:30-12:00 pm
McNally	10:30-11:00 am	Isakovic	10:55-11:25 am	Macon	11:30-12:00 pm
Kennedy	10:30-11:00 am	Bardales	10:55-11:25 am	Tucker	11:30-12:00 pm
Murphy	10:30-11:00 am	Moss	10:55-11:25 am	Lafayette	11:30-12:00 pm
Winegar	10:30-11:00 am				
Zavala	10:30-11:00 am				
Third Grade		Fourth Grade		Fifth Grade	
Stahl	12:00-12:30 pm	Rivers	12:30-1:00 pm	Payne	1:00-1:30 pm
Klein	12:00-12:30 pm	Zapada	12:30-1:00 pm	Dixon	1:00-1:30 pm
VJ	12:00-12:30 pm	Moore	12:30-1:00 pm	Lawrence	1:00-1:30 pm
Anglin	12:00-12:30 pm	Taylor	12:30-1:00 pm	Wakefield	1:00-1:30 pm
Mork	12:00-12:30 pm	Malone	12:30-1:00 pm	Driggers	1:00-1:30 pm

To ensure a smooth experience for everyone, we want to share logistical information. Please review these details carefully, as some of our procedures have been updated.

- **Lunch Sign-Up & Arrival Procedures**

To manage our limited cafeteria space, a weekly Sign-up link will be shared every Friday via ParentSquare. Because seating is limited, we can only accommodate a specific number of guests per period; therefore, we ask that you utilize the sign-up link in advance. If you arrive without a reservation, we may be unable to provide seating. We release one week of slots at a time and ask that families limit their visits to once per week so that all parents have an opportunity to participate. Upon arrival, all visitors must check in at the front office with a valid ID to receive a required visitor badge. Please remain in the front office until your child's lunch begins.



Once your child's lunch begins, you may proceed to the cafeteria and sit at the tables reserved specifically for our guests.

- **Cafeteria Expectations & Routines**

Sewell uses PBIS strategies to maintain a safe and orderly environment. Students will "S.O.A.R" in the cafeteria by using our Cafeteria Guidelines. During the initial 5 minutes of lunch, the lights are dimmed for "level zero" silence, allowing students to focus on getting through the line efficiently. After this period, the lights are raised, and students may talk quietly with classmates. Staff will monitor students during lunch and use PBIS strategies to maintain noise levels and to meet the needs of students. You may hear staff use the "Super Seahawks" call-and-response; we welcome you to join in the "Yes we are" reply. During the final 5 minutes, the lights are lowered again for cleanup and dismissal preparation. Please use this time to say your goodbyes before your child rejoins their class.

Cafeteria Guidelines		
S	<u>S</u> tay seated	
O	<u>O</u> nly talk when lights are on	
A	<u>A</u> lways clean up	
R	<u>R</u> aise your hand	



- **Visitor Guidelines**

Each student may have up to two adult guests. Younger siblings must remain with the adults at the designated visitor tables throughout the visit.

- **We appreciate your cooperation with the following:**

- Outside food may only be provided for your own child.
- Only your student is permitted to sit at the guest table.
- Respect student privacy; do not photograph or video any child other than your own.
- Guests must stay within the cafeteria for the duration of the lunch visit.
- Staff is on duty to monitor the needs and safety of all students in the cafeteria. Please schedule conferences for another time rather than approaching staff on duty.
- **At the end of the period, please return to the office to check out and return your badge.**

- **Important Reminders**

Lunch visits are not permitted on early dismissal or STAAR testing days. Additionally, if you arrive more than 15 minutes after the lunch period has started, we will ask that you reschedule your visit for a different date.

Free Breakfast & Lunch Economic Survey Form (NonCEP)

- Please complete the Economic Survey Form as part of the required Back to School forms. This form will ensure that all student information is accurate for our accountability ratings and campus funding. **It is very important to complete this form for funding purposes.**



Recess

- Recess is an essential part of the school day. Students will be participating in recess daily as the weather allows. Please make sure your child has appropriate footwear for recess and PE daily.

Toys, Games, and Electronic Devices (iPads, wireless headphones, etc)

- Unless specifically told otherwise by a teacher, toys and games must remain at home.

Dismissal Procedures (3:30 p.m.)

Safe • Efficient • Patient

Student safety is our highest priority during dismissal. Please review these procedures carefully and share them with anyone who may pick up your child. **Please plan for dismissal to take extra time the first couple of weeks of school.**

CAR RIDER PICK-UP TAGS

Each family will receive 2 color-coded car rider tags displaying the student's first and last name and grade level.

- Place the tag on the right side of your windshield where staff can easily see it.
- Keep the tag displayed until your child is safely inside your vehicle.
- The car rider tag must be presented each day when picking up a student.
- Families picking up siblings should follow the dismissal procedure for the **youngest sibling**. Pre-K/K/1 students and their older siblings will dismiss together from the designated Pre-K/K/1 area.

No Car Rider Tag?

For student safety, we cannot release a student from the car rider line without the appropriate tag.

If you do not have your tag:

1. Park your vehicle in a designated parking space.
2. Report to the front office.
3. Present a valid government-issued photo ID.
4. Office staff will verify that you are authorized to pick up the student.

Photos or digital images of identification on a phone will not be accepted. No exceptions.

WHERE WILL MY CHILD BE DISMISSED?



Pre-K-1st Car Riders

- Pre-K, Kindergarten, and 1st grade students will be dismissed from the **side of the building**.
- If a Pre-K, Kindergarten, or 1st grade student has an older sibling, the older sibling will join the younger student and be dismissed from the side of the building.



Grades 2–5 Car Riders



- Students in grades 2–5 will be dismissed from the **front of the building** and wait in their designated grade-level areas.
- Parents must remain in their vehicles. Staff members will bring students to their vehicles.
- **Please pull all the way forward (to the mailbox) in the carpool lane before stopping.**
- **The center lane is a place where you can CAUTIOUSLY pass if your child is already in your vehicle. Staff will be walking students to cars in the third lane. Staff & Students have the right away and all traffic must STOP and be aware.**
- **Please remember this is for car riders. If you would like to walk up to pick up a student, please change the student to a walker.**



Walkers & Bike Riders

- Walkers and Bike Riders in grades 1–5 will be dismissed in two locations. Staff will assist students with safely crossing at designated crosswalks.
 - **Merritt Walkers:** Those who walk towards Merritt or ride bicycles will be dismissed from the gym front of the building. Students will use the crosswalk to cross Hudson Road with teacher assistance. All walkers will then be released to walk independently toward Merritt once assisted across the street.
 - **Miles Walkers:** Students who walk towards Miles will be dismissed out the library door. A teacher will escort the student to the Miles Road crosswalk and then release the walkers to walk independently.
- **Note:** If a student is listed as a walker/bike rider, the parent understands that the student is being released from the designated walkers area whether or not a parent or other designated person is present to meet the student.
- Students should travel directly home after dismissal and should not remain unattended on or near the Hudson or Sewell campuses.
- **Pre-K and Kindergarten students may not walk home alone.** They must be released to a parent/guardian or follow the approved sibling dismissal procedure.
 - Staff will meet parents at the PK/ K Walker Pick-up Location and collect each student's car tag. Staff will then bring those students to their parent/guardian and return the car tag.
 - If a **Pre-K or Kindergarten student** will be walking home with an **older sibling**, the parent/guardian must complete and sign a **Walker Release Form** giving permission for the student to be released to that sibling.
 - **Without a completed release form on file, Pre-K and Kindergarten students will only be released to an authorized adult.**



Bus & Daycare Riders

- Students will be escorted from the cafeteria to their designated bus or daycare transportation by Sewell staff.

Map of Dismissal Locations





CHANGING HOW YOUR CHILD GOES HOME

Please make sure your child knows how they are going home **before arriving at school each morning**.

If plans change, a parent or guardian must notify the school no later than 2:45 p.m. Please include your child's first and last name, grade, student ID number, and the new dismissal method.

To change transportation: Call the front office. This is the most efficient way to make sure the transportation change happens for your student. Parents may send a dated note with their child or email your child's teacher **and** the school office.

If we do not receive authorized communication from a parent or guardian by 2:45 pm, **your child will be sent home using their normal dismissal method.**

Someone Different Picking Up?

Please notify the office by 2:45 p.m.

If the authorized person does not have your car rider tag, they must report to the front office and present a **valid government-issued photo ID** before the student can be released. Photos of identification on a phone will not be accepted.

PARKING LOT & CARPOOL SAFETY



Help us keep dismissal safe and moving efficiently:

 **Stay in your vehicle.** Staff will bring your child to you.

 **Pull all the way forward.** Do not stop early in the lane when space is available ahead of you.

 **Never load or unload in the middle lane.** The middle lane is for vehicles passing into or out of the parking lot only. **WATCH FOR CHILDREN AND STAFF** crossing when pulling into the middle lane.

 **Use the designated pick-up/drop-off lanes.**

 **Do not park in a traffic lane.** If you need to leave your vehicle, park in a designated parking space or legal street parking.

 **Use crosswalks.** Students and adults should cross traffic lanes only at designated crosswalks.

 **Please leave pets at home.** Pets are not permitted on campus during arrival or dismissal.

 **Stay alert.** Please minimize distractions and follow staff directions while moving through the carpool line.

THANK YOU FOR YOUR PARTNERSHIP!

We have many Sewell staff members stationed throughout dismissal to help students reach their cars, buses, daycare transportation, and walking routes safely.

The first few days of school may take a little longer as students, families, and staff learn our procedures. **Patience, courtesy, and following the established routines help us dismiss every Seahawk safely and efficiently.**

Be the person you want your child to be. We appreciate your patience!

NEW Walker Forms:

For student safety, Sewell has specific dismissal procedures for students designated as walkers. Pre-K and Kindergarten students must be released to an authorized adult or an approved older sibling, while students in grades 1-5 may be released as independent walkers with parent/guardian authorization.

Please review and complete the appropriate form for your child:

- **Pre-K/Kinder Walker & Sibling Authorization Form:**
 -  **Sibling Walker Authorization Form 2026**
- **Grades 1-5 Independent Walker Authorization Form:**
 -  **Independent Walker Release Form 2026-27**

Late Pickup



At this time, we **do not provide** any type of after-school program or daycare for our students. We require all students to be picked up promptly at dismissal. We realize that occasionally emergencies will occur and a parent will not be able to pick up their child on time. If an emergency should arise, please contact the office immediately at [\(972\) 675-3050](tel:9726753050). Our front office staff is unavailable after 4:00 pm. The school resource officer will be contacted for students staying later than 4:00 pm.

Absence Procedures

- A note signed by a parent or the doctor's office explaining the reason for an absence is required within 3 days after a student returns to school or the absence is unexcused.
- Handwritten notes and doctor's notes should be given to your child's teacher.
- You may also submit absence notes through Skyward.
- The school monitors students with excessive absences and partial absences. If your student accumulates excessive absences, you may be invited to attend a meeting to discuss how we may work together to support your child's attendance.
- When your student is absent, instruction and assignments are made up upon their return to school. Please do not request that work/assignments be sent home in advance or during an absence. Students can not be expected to accurately complete assignments that they never received the in-class instruction for.

Frequently Asked Questions Regarding Attendance

What time does school start, and at what time is my child considered late/tardy?

School hours are from 8:10 a.m. to 3:30. A child is considered tardy any time between 8:11 and 8:21.

Do I need to write a note when my child is late/tardy?

Yes, a note needs to be written, and it will be left to the discretion of the school whether the tardy is excused or unexcused. Also, the district asks the parent/guardian to call the office when their child is absent. When the child returns to school, the child should bring a note with them that is signed by the parent/guardian and states the reason for the absence.

Parents have three days to send absence notes to the school; after three days, the absence will be considered unexcused.

What is considered an absence?

Students who are not in attendance by 10:00 am are considered absent. If a student leaves for a doctor's appointment and returns the same day with a doctor's excuse, no absence is recorded. Students returning from an absence must have a note explaining the absence, or the absence is considered unexcused.

Does my child go directly to his/her classroom when arriving late/tardy to school?

No, all students who are late/tardy need to go directly to the office to sign in and receive a pass to go to class.

What is the compulsory attendance law?

The compulsory attendance law requires a child to attend school each day for the entire period the program of instruction is provided, unless exempted by the law.



When is the student in violation of the compulsory attendance law?

Violation of the law occurs when a child accumulates unexcused voluntary absences on 10 or more days or parts of days within six months or three or more days or parts of days within four weeks. Violation of the compulsory attendance law can result in referral(s) for court proceedings against the parent, guardian, or student to enforce the law.

Is there a limit to how many times a student can be sent with a parent note?

Yes, **six parental notes per absence occurrence are accepted per semester.** Parental notes may cover one or two days of absence. Once that amount has been reached, the school may request a doctor's note or convey to the parent/guardian another appropriate method to help the child avoid circumstances that could result in unexcused absences.

Do I need to write a note when my child is absent?

Yes, a note needs to be written for each day the child is not in school, and it will be left to the discretion of the school whether the tardy is excused or unexcused. A doctor's note will only excuse the dates written on the note by the physician; any other dates missed will need an additional note.

Medications/Nurse Procedures

- The school staff can only dispense prescription medication in the original, properly labeled container, which includes the student's name and dosage information and is prescribed by a physician.
- A note from a parent directing us to dispense medication is also required.
- Parents can come to the school during the day and give their child medication.

Celebrating Birthdays at School

If your child has a birthday and you would like to share in a small celebration with his/her class, you may contact the teacher and make arrangements. Celebrations are held in the last 15 minutes of the day.

On student birthdays, you may only bring the following items:

- Individually wrapped items such as chips (store-bought; not homemade)
- Cupcakes (store-bought; not homemade)
- Juices (store-bought; not homemade)

If you bring an item that is not an allowed item, you will be turned away. No balloons or flowers.

Conferences

- Parent-teacher conferences are strongly encouraged. Teachers will contact parents for conferences in October and February. If, at any time, you feel the need for a conference, please contact your child's teacher by phone, through email, or by ParentSquare message.
- Keeping up with your child's academic progress is important. Please join [Skyward Family Access](#) in order to see up-to-date information on your child's grades and attendance.



PARENT CONCERNS OR COMPLAINTS

- We aim to please, but sometimes a concern or complaint may arise. If so, parents are encouraged to first speak directly to their child's teacher to address the concern. In the event that the issue is not resolved, the campus principals are ready and willing to help out.
- We hope that our relationship is such that we can talk through issues calmly and respectfully. Our kids deserve the best, and we should model respectful discourse.

Emergency Information/Protocols

Sewell Safety Commitment: The safety of our students and staff is our highest priority. Sewell Elementary works closely with Garland ISD and local emergency responders to maintain a safe, secure, and prepared learning environment for all students.



GARLAND INDEPENDENT SCHOOL DISTRICT Emergency Guide for Parents

Stay Informed

Garland ISD will share emergency information through:

-  Skyward Family Access
-  Garland ISD Website
-  Social Media Channels

Before an emergency occurs:

- ✓ Keep phone numbers current in Skyward
- ✓ Update emergency contacts regularly
- ✓ Verify who is authorized to pick up your child

How to Prepare

At Home

- ✓ Talk with your child about emergency drills
- ✓ Encourage your child to follow adult directions during emergencies
- ✓ Remind your child to report anything suspicious to a trusted adult

On Campus

- ✓ Never open exterior doors for others
- ✓ All visitors must enter through the front office and follow visitor procedures
- ✓ Campus safety procedures are in place to protect all students and staff





During a School Emergency

DO

- ✓ Wait for official communication from Garland ISD
- ✓ Follow instructions provided by district and campus officials
- ✓ Bring a photo ID if asked to pick up your child
- ✓ Be patient during the reunification process

DO NOT

- ✗ Call the school
- ✗ Go to the campus unless instructed
- ✗ Block roads or parking areas needed by first responders



Student Reunification

If student pickup becomes necessary:

- 📍 Parents will be directed to a reunification site
- 🪪 A valid photo ID is required
- 👤 Students will only be released to individuals listed as approved emergency contacts
- ⌚ The process takes time to ensure student safety and accurate accountability





SAFETY TERMS AND PROCEDURES



In the event of an emergency at your child's school, it is important to know these terms.

1



HOLD CLEAR THE HALLS

The HOLD command is called to clear hallways, even during class changes. The public announcement for HOLD is: "Hold in your room or area. Clear the Halls." The HOLD command may be used to allow emergency medical services and first responders a clear path while responding to a medical emergency and to prevent students and staff from unnecessary exposure to the incident.

2



SECURE GET INSIDE. LOCK OUTSIDE DOORS. NO ONE IN – NO ONE OUT.

The SECURE command is called when there is a threat or hazard outside of the school building. The public announcement for SECURE is "Secure! Get Inside. Lock Outside Doors. No One In – No One Out." The SECURE command may occur during violence, criminal activity in the immediate neighborhood, or a dangerous animal on the playground. The SECURE command uses the security of the physical facility as protection.

3



LOCKDOWN LOCKS, LIGHTS, OUT OF SIGHT!

The LOCKDOWN command is called when there is a threat or hazard inside the school building. The public announcement for LOCKDOWN is: "Lockdown! Locks, Lights, Out of Sight!" The LOCKDOWN announcement may be made in the event of a parental custody dispute, school intruder, or active shooter situation. A LOCKDOWN uses classroom security to protect students and staff from threats. A LOCKDOWN is released by the police.

4



EVACUATION TO A LOCATION.

The EVACUATE command is called when students need to be moved from one location to another. The Evacuate protocols demand students and staff move in an orderly fashion to a pre-determined evacuation assembly point. Fire drills are considered evacuation drills. The public announcement for evacuation is: "Evacuate! To a Location." For instance, "Evacuate! To the flagpole. Evacuate! To the flag pole." Students will remain at the evacuation location until the "All Clear" command is given by administrators, fire department officials, School Resource Officers or security.

5



SHELTER FOR A HAZARD. FOLLOW THE SAFETY STRATEGY.

The SHELTER command is called when the need for personal protection is necessary. Training also includes spontaneous events such as tornadoes, earthquakes or hazmat. The public announcement for shelter includes the hazard and the safety strategy. The public addresses are: "Shelter for Severe Weather! Drop, Cover and Hold" (If time permits move to predetermined shelter locations) and "Shelter for Hazmat." Students and staff are held in the building; windows and doors are closed; and all ventilation systems are shut off. Limited movement is allowed. Shelter-in-place is most effective during emergencies involving hazardous materials that produce toxic vapors outside of the facility.

REUNIFICATION: HOW CAN I BE REUNITED WITH MY CHILD?



Parents/guardians will be directed by school or public safety officials via the district website, Skyward, Twitter and/or Facebook to their child's specific location.



Students will be released ONLY to parents/guardians who are documented as emergency contacts and who present a picture ID such as a driver's license, military ID or passport.



The reunification process can be time consuming, so parents are urged to be patient.

FOLLOWING AN EMERGENCY



Listen to and acknowledge your child's concerns and tap into GISD's responsive services counseling if needed:
www.garlandisd.net/responsiveservices



Provide reassurance that your child is safe and create a calm home environment using GISD social emotional learning (SEL) resources:
www.garlandisd.net/sel



Seek help from a mental health professional or request counseling services if concerns persist:
www.garlandisd.net/virtualcounselor



ONE TEAM



ONE FLIGHT



UNLIMITED POTENTIAL



IF YOU SEE SOMETHING, SAY OR DO SOMETHING

The two most successful means in averting school violence are (1) positive adult relationships with students, and (2) students and parents who saw something amiss and promptly reported it.

Students and parents in GISD are urged to report anything suspicious to our 24-hour anonymous tip line, Anonymous Alerts: www.garlandisd.net/anonymousalerts
Download the app and enter the activation code “garlandisd”.

All tips are taken seriously and investigated immediately – no matter the time of day. The GISD Dispatch phone number is [972-494-8911](tel:972-494-8911). GISD also has a manned security dispatch center that takes emergency calls 24 hours a day, 7 days a week, 365 days a year.

report bullying or cyberbullying

help your friends

be assertive

report depression

SEE SOMETHING DO SOMETHING

Submit your reports anonymously

report threats against schools

report drug or alcohol use

report strange behavior

To send a report online
www.anonymousalerts.com/garlandisd

FROM YOUR SMARTPHONE OR TABLET

- Download the Anonymous Alerts® app
- Start the app, enter **Activation Code: garlandisd**
- Send important reports to school officials
- Add a screenshot, photo or video about the incident

Anonymous Alerts®

GISD
GARLAND ISD DISTRICT

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We believe that Sewell Elementary is a school where all children feel included, loved, and respected. We are looking forward to a great school year at the best school in Garland ISD.

Sincerely,

Tereasa Boren
Principal
Sewell Elementary

Christie Barrick
Assistant Principal
Sewell Elementary

Carrie Hobbs
Assistant Principal
Sewell Elementary

