



GONZALES PRIMARY ACADEMY

222 St. Joseph Street
Gonzales, Texas 78629
Office Hours 7:30am - 4:00pm
Phone 830-519-4110
Fax 830-519-4112

Pre-K Handbook 2024-2025 Important Information for Parents/Guardians

- Campus Information
- Office Contacts
- School Day Schedules
- Communication
- Attendance
- Transportation
- Cafeteria/Food Services
- School Medical Health Services
- School Counseling Services
- Expectations
- Classroom-Curriculum-Assessment
- Visiting the Campus
- Parent Checklist



LEARNING TODAY,
LEADING TOMORROW



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This is Us...

MISSION:

Gonzales Primary Academy's mission is to provide a safe, loving environment that embraces diversity, encourages collaboration, promotes growth, and celebrates successes.

COMMITMENT STATEMENTS:

- Ensure a loving environment through our words and actions
- Maintain a climate that is positive and inspiring
- Celebrate success and support challenges
- Embrace diversity within our Gonzales Primary Academy family
- Use teamwork as we respectfully support each other in a collaborative environment that provides comfort and safety to promote growth.

Together, we can meet your children where they are, unlock their individual potential, and "grow greatness" within each of them.

Why GPA?

- High-quality education
- Hands-on learning
- Learning experiences
- Experience staff
- Safe and welcoming environment
- Daily rest time built into the schedule
- Free breakfast and lunch for all students
- Free Transportation offered for all students
- Tuition-Based options available

Contacts:

Dr. Ariana Hernandez, Principal
ariana.hernandez@gonzalesisd.net

Sandra Brown, Assistant Principal/School Counselor
sandra.brownegonzalesisd.net

Emily Parra, Registrar
emily.parra@gonzalesisd.net

Stephanie Vela, Receptionist/Attendance Clerk
stephanie.guerra@gonzalesisd.net

Kamii Ramos, Registered Medical Assistant
kamii.ramosegonzalesisd.net

Araceli Hernandez, Transportation Coordinator
araceli.hernandez@gonzalesisd.net
830-672-3010, Ext.#7450

School Day Schedule

7:30am - 7:50am School Drop Off

7:50am - School Begins

- After 7:50am students must be signed in at the front office
- 7:30am - 7:50am Breakfast
- 11:15am - 11:45am Lunch A
- 11:50am - 12:20pm Lunch B

3:35pm School Dismissal

ECSE School Day Schedule

7:40am - 8:00am School Back Drop Off

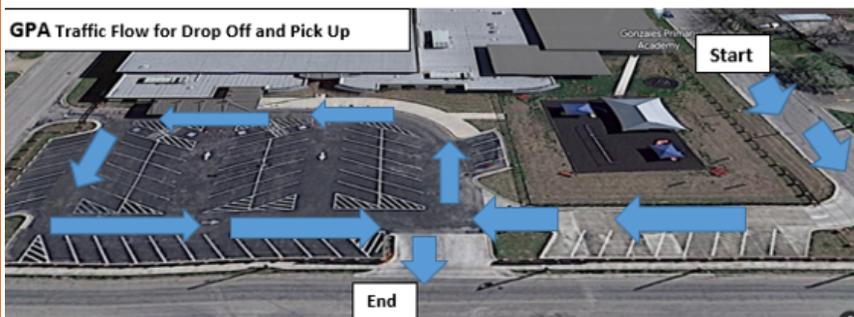
8:00am - School Begins

- After 8:00 am students must be signed in at the front office
- 7:40am - 8:00am Breakfast
- 11:15am - 11:45am Lunch

2:40pm Buses Load

2:50pm-3:00pm Back Car Riders

GPA Drop-Off and Pick-Up





GONZALES PRIMARY ACADEMY

Communication

Unity is strength... when there is teamwork and collaboration, wonderful things can be achieved."

- Mattie Stepanek

Communication methods:

- Phone and/or in Person
 - You may schedule a time to visit with your student's teacher and the campus administration by contacting the front office; through email or note.
 - Teachers are available during conference time
- Class DoJo App
- Email
- Facebook
 - Gonzales Independent School District
 - Gonzales Primary Academy
- Website
 - Gonzalesisd.net
 - Gonzales Primary Academy
- Notes and Student Folders

Important Information to Communicate

- **Transportation**
 - **All Students have access to bus transportation.**
 - **Arrangements must first be made through the Transportation Office.**
 - **Changes in a student's transportation should be communicated through the GPA front office. You may also communicate the information to the student's teacher.**
- **Absences and Tardies**
 - **Information concerning a student's absences and tardies to school should be communicated with the attendance clerk. You may also communicate the information to the student's teacher.**
- **Allergies and any Medical Needs**
 - **Information should be communicated to the school Registered Medical Assistant. Please also communicate the information to the student's teacher.**
- **Change of Personal Contact Information**
 - **Change of personal contact information should be communicated with the front office at your earliest convenience.**

Teacher Emails

jessica.bouler@gonzalesisd.net

jamie.mastronardi@gonzalesisd.net

shelby.stone@gonzalesisd.net

becky.egger@gonzalesisd.net

anahi.ortizaguilera@gonzalesisd.net

adriana.tellez@gonzalesisd.net

emily.hoffman@gonzalesisd.net

abigail.gonzalez@gonzalesisd.net

shannon.sample@gonzalesisd.net



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GONZALES PRIMARY ACADEMY

Attendance

Attendance

According to Board Policy..

- ...On enrollment in prekindergarten or kindergarten, a student shall attend school. Education Code 25.085(a)-(c)
- ...A district shall notify a student's parent in writing at the beginning of the school year that, if the student is absent from school on ten or more days or parts of days within a six-month period in the same school year, the student's parent is subject to prosecution under Education Code 25.093, and the student is subject to referral to a truancy court for truent conduct under Family Code 65.003(a)

**School attendance is
very important!**

WE ASK THAT PARENTS/GUARDIANS CONTACT THE SCHOOL AND GIVE WRITTEN NOTICE WITHIN THREE DAYS WHEN STUDENTS ARE ABSENT.

Each School Day
Counts! Be there
and be mindful!
Each school day is
important in a
student's
scholarly life.



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GONZALES PRIMARY ACADEMY

Transportation

Buses

- All students are allowed to ride the bus at no cost.
- Parents/Guardians must first communicate with the Transportation Office to coordinate transport.
- All students are part of a community that values safety and respect. They are expected to comply with the bus's rules and expectations. Students may lose the privilege of bus riding if expectations are unmet.
- The GPA office and teacher should also be made aware of the student's transportation plans
- Any address changes should be communicated with the transportation department, GPA office, and student teacher.

Car Rider

- Parents/Guardians dropping off and picking up students must adhere to the map and plan for the GPA campus. This will help with a smooth traffic flow and aid in the students' safety.
- During end-of-day car rider pick-up, the parent or guardian must display the student's car tag in the front car window. Without the tag, the person must park and check the child out at the front office.

Student Check-Out

It is very important that a parent or guardian completely fill out the student transportation form. This list is used to authorize the pick up of your student from school.

- All adults checking out a student at any time of day must...
 - Show a valid photo ID
 - Be identified as...
 - Parent/Guardian
 - Emergency contact
 - Individual on the student transportation/pick up list
 - Sign out the student with the front office



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Cafeteria/Food Services

Free Meals for All

The Gonzales ISD School District announces that for the 2024 - 2025 school year, ALL Gonzales ISD Schools will continue to operate under the Community Eligibility Provision (CEP) and provide FREE BREAKFAST AND LUNCH TO ALL CHILDREN attending school. CEP eliminates the need to collect meal applications for free, reduced-price, and paid student meals. This approach also reduces the financial burden for families and the administrative burden for school administrators. Free meals further help ensure that all students receive nutritious breakfast and lunch meals.

*****Please notify the GPA Registered Medical Assistant of your child's dietary needs.*****

Breakfast

All students are offered Free Breakfast in the classroom each day beginning at 7:30 a.m.

Lunch

- We are pleased to offer all students free lunch in the school cafeteria daily, supporting our school community.
- We understand that every family has unique preferences and needs. Parents/Guardians are welcome to bring their student's lunch from home, providing a flexible option for our school community.
- Please ensure your student's name is on their lunch boxes, water bottles, etc.
- The transportation/student pick-up/visitor list is utilized for lunch guests with our students. To join the identified student for lunch, an adult must be a parent/guardian, emergency contact, and/or on the transportation/pick-up/visitor list.
- Parents/Guardians, etc., are allowed to join their student for lunch at the times designated by the school campus principal.
- We are committed to fostering a sense of community and inclusivity. Parents/guardians, etc., are welcome to bring a lunch of their choice and join their students for lunch, reinforcing our commitment to inclusivity and making you feel valued as part of our school community.
- Only the designated student may join the adult for lunch.
- No parent/guardian may provide lunch for any other student.



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School Medical Health Services

Students will be sent home if:

- Student temperature is 100.0 Degrees F or Higher
- Student is actively vomiting
- Student has diarrhea
- Student needs to be seen by a physician
- Student has a contagious illness
- The school registered medical assistant feels it is in the student's best interest

Students are asked to stay at home when they are ill until they have a normal temperature (less than 100.0F) for 24 hours without using fever-reducing medication.

Medications

- The school does NOT supply medications (prescription or over-the-counter).
- The student should NEVER deliver medication.
- Parents MUST bring medications to the Medical Health Office and fill out a Medication administration form (one for each medication).
- Medications MUST be in the original container.

• **Diagnosis**

- If your student develops an allergy, is newly diagnosed with a medical condition, or is prescribed medication, please consult the school's registered medical assistant on campus. It is very important that she be aware of these medical needs.

• **Food Allergies**

- Food allergies of any kind are not recognized by our cafeteria/food services staff unless we have a Food Allergy Action Plan signed by a doctor. Forms are available from the school's registered medical assistant.

• **Change of Clothes**

- If your student has an accident and the registered medical assistant sends them home in a change of clothing from the medical health office, please wash the articles of clothing and return to the office.



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School Counseling

School Counseling Services

- The school counselor will assist your student in meeting their needs both emotionally and educationally.
- The school counselor will assist with and/or coordinate Social Emotional Lessons utilizing **A Little SPOT of Emotion** by Diane Alber and **“Character Strong - Purposeful People.”**
- The school counselor will utilize Social Stories to assist students with understanding and learning appropriate behaviors.

Mental Health Counselor

- Gonzales ISD now has a License Professional Counselor within the District.
- The referral process must go through the campus school counselor.

A Little SPOT of Emotion

By Diane Alber

- Happiness
- Sadness
- Anger
- Anxiety
- Love
- Confidence
- Peaceful

Character Strong - Purposeful People

Character Traits

- **Be Kind (A Little SPOT of Kindness)**
 - Respect
 - Empathy
 - Cooperation
- **Be Strong**
 - Responsibility
 - Perseverance
 - Courage
- **Be Well**
 - Gratitude
 - Honesty
 - Creativity

****Family Newsletters*



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Expectations

Campus Expectations

- I am **RESPECTFUL**
- I am **RESPONSIBLE**
- I am **COOPERATIVE**
- I am **SAFE**

Classroom Expectations

- Students will arrive on time, rested and ready to learn each day
- Students will use kind words with others
- Students will follow directions the first time they are given
- Students will keep hands, feet, and bodies to themselves
- Students will share
- Students will take turns
- *Students will have FUN!*

CHAMPS

CHAMPS is a management system used within Gonzales ISD. It aims to teach and reinforce appropriate classroom/school behavior and encourage engagement.

Gonzales Primary Academy

CHAMPS focus:

- **M - Movement**
- **A - Activity**
- **C - Conversation**

Apache Way

The Apache Way is a system of recognition for students who have embraced appropriate school behaviors. Our goal is that our littlest Apaches will learn certain character traits that make them more respectful, responsible, cooperative, and safe.

- Apache Way winners will be recognized regularly. We are always looking for students who exhibit appropriate character traits and positive school behaviors.
-



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Classroom

Supplies

- 1 Backpack without Wheels**
- 1 Small Blanket and/or Mat for rest time**
- 4 24 ct. Boxes of Crayola crayons (no Rose Art brand)**
- 2 Containers of Baby Wipes**
- 3 Containers of Disinfecting Wipes**
- 1 Watercolor Paint Set with Plastic cover (Crayola)**
- 1 Pkg. Construction Paper (9 1/2 x 11)**
- 1 Pkg. Pip Squeak Crayola Markers**
- 1 Pkg. EXPO Dry Erase Markers**
- 5 Pkg. Elmer's Glue Sticks**
- 4 Rolls of Paper Towels**
- 4 Boxes of Kleenex Tissue**
- 2 Pack of 4 ct. Play Dough (Total 8)**
- 1 Box Quart Size Ziplock Bags (girls)**
- 1 Box Gallon Size Ziplock Bags (boys)**
- 1 1/2 inch Black or White Binder (with clear front cover)**
- 2 Plastic Folders with Brads**

Clothing

- In PreK, students learn in so many fun ways. As we learn and have fun throughout the day, it can sometimes get messy. Wash-and-wear clothing is best for our learning environment. Please consider that your student's clothing will get dirty. We request that you always provide extra clothes for your students, as messes can occur frequently.
- Parents/Guardians should put their student's name on all their belongings.

Nap/Rest Time

- Each class has a short nap/rest time after lunch each day. As a parent, your role is crucial in ensuring that your student has a nap mat or small blanket to sleep on during this time. It should be small enough to fit in their cubby. This helps your child relax and get some much-needed rest. Blankets will be sent home at the end of each week to be washed and returned to school on Monday.
- Nap/rest time may become shorter as the year progresses toward the end of the school year.



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Classroom

Big Picture Curriculum Schedule

- English Language Arts & Reading
 - Read Aloud
 - Word Work
 - Writing
 - Shared Reading
 - Guided Reading
 - Reading Intervention
- Math
 - Math Lesson
 - Core Math
 - Guided Math
 - Math Intervention
- Science and Social Studies
- Social Emotional Learning
 - Morning Circle/Message
 - Closing Circle/Wrap-Up
- Specials
 - PE
 - Music/Art
 - Social Emotional Learning
 - A Little SPOT of Emotion by Diane Alber
 - Character Strong - Purposeful People

Curriculum-Take Home *Ready To Advance - Benchmark*

- Take Home Unit Calendar
- Take Home Unit Beginner Readers
- Take Home Unit Booklets

Assessments

CIRCLE

- **Beginning of the Year**
- **Middle of the Year**
- **End of the Year**

Report Cards/Progress Reports

- **To be sent home every 9 weeks grading period**



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Classroom

Parties

- **Birthday Celebration**
 - Parents/Guardians are allowed to bring birthday treats for the classroom.
 - Birthday treats must be store-bought rather than homemade. It is important that the package labeling is intact and legible
 - Birthday treats may be dropped off at the school office before 2:00 pm
 - Birthday celebrations will be held at the end of the school day
 - Please avoid sending balloons and gifts
 - If your child has an allergy, you are welcome to bring a special snack for your child to have during these birthday celebrations.
- **Special Occasion Parties**
 - Your student's teacher will send information in regards to any special parties
 - Party treats must be store-bought with the package label intact and legible
 - If your child has any dietary needs, you are welcome to send special treats for your child.
 - Please always ensure the teacher and school registered medical assistant know these needs.

Snacks

- Class snacks will be shared towards the end of each school day
- Your student's teacher may notify you if class snacks are needed
- You are welcome to contribute class snacks if you feel you are able - this is not required
- Snacks should be store-bought rather than homemade. It is important that the package labeling is intact and legible
- If your student has any allergies or dietary needs, please ensure that the teacher and school-registered medical assistant are aware
- You are welcome to provide a special snack for your student as needed

Snack Ideas...

Goldfish
Ritz Crackers
Graham Crackers
Nilla Wafers
Cereal (Big Bags)
Fruit Snacks Granola Bars
Cheez-Its
Wheat Thins
Cheese Balls
Animal Crackers
Circus Animals
Mini Bottled Waters or Juice Boxes

**Please do not send any items with peanut butter
***All items must be store-bought with the packaging and label intact.



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Visiting the Campus

Student Original Works and Personal Information...

- According to the GISD Student Handbook, schools may Display Students' original Works and Personal Information within the Classroom or elsewhere on Campus.
- Artwork
- Special Projects
- Photographs, etc.
- According to the GISD Student Handbook, a Parent or guardian may or may not consent to the Display of a Student's Original Works and Personal Information Outside of the School Setting.
- Websites
- Campus and/or District Platforms
- Outside Publications, etc.
- Therefore, ...parents and visitors to a [campus] classroom... may not record video or audio or take photographs or other still images without permission from the teacher or other school official. (GISD Handbook, pp.10-11)

Visitors to the Campus

- All visitors must first report to the main office and comply with all applicable district policies and procedures.
- All visitors must be prepared to show proper identification.
- All visitors will be directed to a point of interest for the visit. Visitors are asked to return to the front office at the end of the identified event.
- Individuals may visit classrooms during instruction time only with the principal's and teacher's approval. Visitors may not interfere with instruction or disrupt the normal school environment.
- All visitors are expected to demonstrate the highest standards of courtesy and conduct. This ensures a respectful and considerate environment for all.

Cell Phone/ Cameras

Please be aware that any videoing, recording, and/or photographs on campus must be of only your student. No other students may be in your lens when using a camera. Please be respectful of all others.



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Just Some Thoughts

- **REST:** Set a consistent time for your child to bed every night. 8:00 or 8:30 p.m. is appropriate for a five-year-old. A tired child can't listen, hear, or do his/her very best.
- **AVOID WAKE-UP BATTLES:** A clock radio might be the answer to help your child wake up in a happy mood. Set out clothes (maybe they can help pick them out), a backpack, and the items needed for school the next day.
- **NOURISHING MEALS:** Children work better and are in better moods after eating a good breakfast. Remember, the school has breakfast for students every day.
- **LOOK FORWARD TO SCHOOL:** Think of Pre-K as a friendly place where your child's friends are waiting for him/her. Answer all questions in a positive, reassuring way.
- **MONITOR YOUR CHILD'S BEHAVIOR.** If your child wakes up in a bad mood, negative attitudes increase, or difficulties arise in getting off to school, there could be several causes: illness, poor eyesight (our school nurse will notify you in this case), or fear of the unknown. Try not to jump to conclusions.
- **LEAVE YOUR CHILD AT SCHOOL:** Please don't arrive at school too early (or too late). Waiting for the bell makes children nervous. Encourage them to move with other children - remember, there is comfort in numbers. Don't prolong your goodbye, but assure your child that you will await them when school ends.
- **REMEMBER THIS RULE:** If your child cries when you leave, the best thing for you to do is say goodbye and leave him/her with their teacher. Tears often stop as soon as all the parents are gone. With your help, we can relieve the pain of goodbyes!
- **LISTEN TO YOUR CHILD:** Be interested in what your child does daily at school. Encourage your child to talk about the activities at school, new friends, and feelings that your child may have. Try to be objective about what your child has to say.
- **COMMUNICATION IS THE KEY:** If you sense your child is having a problem, speaking with the teacher or office staff may help. Even if the problem is not solved immediately, it is comforting to know that the school personnel are aware and working with you to correct it.



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Every child deserves a champion
– an adult who will never give
up on them, who understands the
power of connection and insists
that they become the best that
they can possibly be.

Rita Pierson



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