

# WYLIE ELEMENTARY SCHOOL HANDBOOK SUPPLEMENT

2019-2020



Vision of Wylie Elementary:

**Working together to provide a joyful and safe learning environment that empowers lifelong learners in an ever- changing world.**

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# Wylie Elementary Information and Policies

## Assemblies

All student-participatory programs are free and parents are invited. Please follow the directions of staff members who are in charge so that you are aware of where you are to sit.

## Awards

Students may receive recognition, awards, and/or certificates throughout the year for various reasons. At the end of each 6 week period, students will be recognized and/or will receive awards for academic progress, top readers, attendance, etc.

## Birthdays

The policy states that students may not pass out invitations at school unless they give one to all students in the class. Parents can mail and/or deliver invitations outside of school hours to whomever they desire. Within the cafeteria policies, no outside food or treats may be given to students during dining hours. Birthdays may be celebrated at the end of the school day with minimal interruption to the classroom and campus. A small snack such as cupcakes or cookies from a **store or deli** may be served for the celebration. Please let the teacher know in advance that you will be bringing a snack.

## Cafeteria

The district participates in the National School Lunch Program and offers free and reduced priced meals based on a student's financial need. Information on this program can be obtained from the office or Tanya Davis, Child Nutrition Director.

The cafeteria serves breakfast and lunch daily. Breakfast is free to all students. Breakfast is served from 7:10-7:40 am. Students who wish to eat must be here by that time.

Parents and family members are welcome to eat lunch with their child. There is a special designated section for visitors to eat with their child. **Visitors and family members are only allowed to eat with the child or children that they are visiting. No additional friends from class or other classes will be allowed to eat with them.**

## Conduct

Maintaining a consistent and orderly learning environment is essential for your child to be successful in the classroom. WES faculty and staff maintain high and positive expectations for all students. Conduct grades are determined by the number of color changes a student receives in first grade, and by the number of marks students receive in second and third grades. School discipline and code of conduct procedures will be followed for students. Parents/guardians will receive a behavior report on a consistent basis.

Positive incentives are essential to an effective discipline plan. All students receive positive incentives and compliments for appropriate and on task behaviors. These incentives may include, but are not limited to: extra recess, extra computer time, teacher lunch bunch, lunch with a friend, classroom treasure boxes, teacher helper, library helper, Keystone Kid, Reading Counts rewards, Fabulous Friday rewards, etc. Each classroom teacher has many other rewards and incentives to encourage appropriate and acceptable conduct from his/her students.

Parents are encouraged to remain in contact with their child's teacher. Open lines of communication always help with the relationship between the teacher, the student, and the student's family. This in turn helps with classroom behavior, conduct, and expectations.

## Conduct Grades

The conduct grade on the report card will be determined by the number of color changes (1st grade) or by the number of marks (2nd and 3rd) your child receives during the six weeks. As the six weeks progresses, you can keep track of your child's color changes/marks. Each color change/mark will result in the deduction of one point from conduct grade. At the end of the six weeks, all color changes/marks will be tallied and conduct grades assigned as follows:

0-3 marks/color changes	= E Excellent
4-8 marks/color changes	= S Satisfactory
9-12 marks/color changes	= N Needs Improvement
13 or more marks/color changes	= U Unsatisfactory

## Consequences

Administrators or teachers can assign warnings, conferences, lunch detention, loss of privilege, and parent contact.

Administrators only can assign restitution, in-school suspension (ISS), corporal punishment, district alternative educational placement (DAEP), mission control, or out of school suspension (OSS).

## Conferences

Each student's parent will be contacted at least once during the year for a conference regarding the student's progress and school development.

We encourage you to contact your child's teacher periodically throughout the school year. Email and telephone are the best ways to keep up with how your student is doing. All teachers have a conference period. If you would like a conference, please contact the teacher or the front office to set that up.

## Drop off / Pick up

Students may be dropped off in the mornings beginning at 7:00 am. Please do not drop your student off before that time because the doors will not be open and no one is on duty.

Parents of **1<sup>st</sup> grade** students or those with students in multiple grades (1-3) may drop off and pick up their children in the designated area in front of the school at the appropriate times. Parents of **2<sup>nd</sup> and 3<sup>rd</sup> grade** students may drop off and pick up in the area designated at the back of the school at the appropriate times.

Parents, guardians, babysitters, etc. are to remain in their vehicles while proceeding through the pick-up line. For safety reasons, do **NOT** exit the vehicle to walk up and pick up your child. In addition, please be sure that the **green tag** is displayed during pick up.

## Good Citizenship Recognition

We will recognize students who actively demonstrate good citizenship. In order to reinforce these choices to our students, and for the continuation of good citizenship, we will recognize them with a variety of incentives, including:

**Golden Tickets-** Students receive a Golden Ticket from teachers or other staff for good conduct, exceptional behavior, or academic effort. The Golden Tickets go into a drawing held each Friday morning.

**Happy Office Visit-** Teachers may send students to the office for a Happy Visit to celebrate personal success.

**Teacher incentive programs-** Each teacher may establish a positive behavior incentive program. This program may include: office runners, classroom privileges, leadership responsibilities, or other positive incentives chosen by the teacher.

## Grading Guidelines and Promotion

Academic grades will reflect learning as described in the Texas Essential Knowledge and Skills and district documents. Teachers maintain a gradebook which may contain comments regarding the students' performance on an assignment. Parents may access and monitor their child's grades on the Skyward student access system.

In grades 1-3, a minimum of 10 daily grades must be taken each six weeks in ELA, Reading, and Mathematics. At least one grade per week must be taken in Science and Social Studies.

All assignments are recorded as daily grades. Benchmark tests in grade 3 and unit tests in grades 1-3 are recorded as one daily grade. In grades 1-3, the student's grades from each six-week period in each subject will be averaged to determine the final grade in the subject.

In grade 1, promotion to grade 2 shall be based on an overall average of 70 on a scale of 100 based on course level, grade-level standards (essential knowledge and skills) in both reading and mathematics and a suggested reading level of 10 or above on the Developmental Reading Assessment (DRA).

In grade 2, promotion to grade 3 shall be based on an overall average of 70 on a scale of 100 based on course-level, grade-level standards (essential knowledge and skills) in both reading and mathematics and a suggested reading level of 24 on the Developmental Reading Assessment (DRA).

In grade 3, promotion to grade 4 shall be based on an overall average of 70 on a scale of 100 based on course-level, grade-level standards (essential knowledge and skills) in both reading and mathematics and a suggested Lexile reading level of 300 or higher.

### Homework

Homework is an extension of the classroom. Homework will be used to enrich or reinforce topics covered in class. Please provide a place and time at home so that good study habits may be formed.

### Library

An excellent library is provided to all students. We hope your child will take full advantage of the library resources. It is the responsibility of the student to return and take care of any books that are checked out. Lost or damaged books will be subject to a fine.

### Lost and Found

An item that is found should be turned in to the office so that it can be placed in the Lost and Found area.

### Money, Valuables, Toys, etc.

Large amounts of money, valuables, toys, radios, CD's and players, various video games, electronic devices, etc. are not to be brought to school without teacher approval. The item will be confiscated. Also, cell phones are to be turned off and kept in backpacks. Cell phones will be confiscated if found and the parent/guardian will need to pick it up. There will be a \$15 charge for cell phone return.

### Parties

Approved classroom parties will be **Christmas, Valentine's Day, and end of school year.**

## Release of Students from School

Leaving school early or arriving at school late counts against your child's attendance. Except in the case of an emergency, this practice is discouraged because the student misses part of the daily instruction and disrupts the classroom. Please try to make appointments after school hours if possible. If a student must leave early, a note needs to be sent to the teacher. Parents should write a note to the teacher if the student is to leave campus for any reason- doctor's appointment, go home with a friend, leave with someone other than a parent, or ride a different bus. If a student rides home on a different bus than usual, the child must have a note to give the bus driver and receive approval from the office. The bus driver can refuse a student from riding the bus if the student does not have a note from the parent and the note has not been approved through the office.

Please notify the school before 2:00 if you are coming to pick your child up for an appointment. There will be no transportation changes taken over the phone. Transportation changes must be communicated in person or by a note which is signed by the parent/guardian.

## School Day

The school day begins at 7:45 and ends at 3:05. The first bell rings at 7:45 am. Students are tardy at 7:50 am. Morning announcements will be made at 7:50.

## Student Expectations

We want our students to be safe, respectful and responsible in all areas at all times:

### Arrival

Safe – Go to assigned area.

Respectful – Follow adult directions. Enter the building with appropriate noise level.

Responsible – Be on time.

### Hallway

Safe – Walk on the right side. Walk in an orderly manner. Keep hands, feet, and objects to self.

Respectful – Voices on silent. Use appropriate language and conversations. Follow adult directions. Respect the property of self, others, and school.

Responsible – Walk with a purpose. Use the shortest route possible.

### Classrooms

Safe – Follow teacher directives. Keep hands, feet, and objects to self.

Respectful – Be prepared. Display a positive attitude. Be respectful of others' possessions. Share materials. Show tolerance and acceptance of others.

Responsible – Be on time. Be engaged. Accept consequences of your behavior and actions. Complete assignments on time.

### Cafeteria

Safe - Follow teacher directives. Keep hands, feet, and objects to self. Walk in an orderly manner.

Respectful – Maintain appropriate noise level. Use appropriate language and conversations.

Responsible – Clean up after yourself.

### Playground and Commons

Safe – Follow teacher directives. Keep hands, feet, and objects to self.

Respectful – Use equipment appropriately. Stay within the boundary.

Responsible – Keep playground clean. Stay visible to adults. Inform teachers of any unsafe behavior.

### Dismissal

Safe – Walk quietly and orderly to appropriate areas. Leave only with approved ride.

Pay attention to surroundings.

Respectful – Follow teacher directives. Keep hands, feet, and objects to self. Walk in an orderly manner.

Responsible – Leave with a purpose. Take all your belongings with you.

### Restrooms

Safe – Walk in/out with a purpose. No horseplay. No loitering.

Respectful – Use quiet voice. Use restroom for its intended purpose. Wash your hands.

Wipe and flush.

Responsible – Use toilets and sinks appropriately. Clean up after yourself.

## Assembly

Safe - Keep hands, feet, and objects to self. Enter and exit in an orderly fashion.

Respectful – Show appreciation and affirmation appropriately. Use active listening. Act appropriately (based on purpose of event).

Responsible – Follow adult instructions. Clean up after yourself. Take all belongings with you.

## Bus

Safe – Stay seated. Keep hands, feet, and objects to self. Enter and exit in an orderly fashion.

Respectful – Appropriate noise level. Use appropriate language and conversations.

Follow adult directions. Respect the property of self, others, and school.

Responsible – clean up after yourself. Take all belongings with you.

Henderson ISD  
PK-Grade 8  
Standardized Dress Code  
2018-2019

**DRESS AND GROOMING**

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

**Shirts and Blouses**

Style: Polo style knit shirt, dress-style buttoned shirts/blouses (long or short sleeved), and/or turtlenecks.

Colors: Any solid color

- Girls and boys shirt hems should be no longer than the base of the hip and long enough to cover the torso when arms are raised.
- No sleeveless shirts/blouses allowed.
- Undershirts (crew neck or turtle neck) must be a solid color.
- Logos on shirts must be less than 2 inches by 2 inches. HISD school approved logos are acceptable.
- Only the top two buttons of the shirt may be unfastened.
- No exposed midriffs, cleavage, or rear ends.

**Slacks, Pants, Shorts, and Capris**

Style: Full length slacks and/or pants, walking style shorts, or capri pants

Color: Solid khaki, navy or royal blue, black, or school plaid (red, white, and blue plaid).

- Slacks, pants, and shorts must be worn at the waist and be properly hemmed or cuffed.
- Pants must have six or fewer pockets and may not be cut, ripped, frayed, or have holes of any kind. (This includes belt loops, pant legs, pockets, etc.)
- Short length may be no shorter than 3 inches above the knee.
- Athletic style shorts are not allowed.
- No capri-style shorts for boys.

- Leggings may not be worn as pants.
- Skinny-jean-styled pants or excessively tight pants are not allowed.
- Baggy style legged slacks or pants are not allowed. (No more than one size larger than measured waist).
- Sweatpants, wind pants, pants with drawstrings, warm-ups, coveralls, overalls, yoga pants, or pajama pants are not allowed.
- Belts and buckles that are distracting, racially related, gang related, offensive or provocative are not allowed. (Example: skull and crossbones, confederate flag, gang symbols, or weapons)
- Logos or labels on pants must be no larger than 1 inch by 1 inch.
- Jean material is not allowed except on designated days.

### **Skirts and Skorts**

Color: Solid khaki, navy or royal blue, black, scarlet red, or school plaid (red, white, and blue plaid).

- Skirts and skorts length must be no shorter than 3 inches above the knee.
- Skirts may have kick-pleats but slits may not be longer than 2 inches in length.
- Logos or labels on skirts/skorts must be no larger than 1 inch by 1 inch.
- Jean or denim material is not allowed except on designated days.

### **Jumpers**

Style: V-neck, square neck, or round neck

Color: Solid khaki, navy or royal blue, black, scarlet red, or school plaid (red, white, and blue plaid).

- Jumpers must be no shorter than 3 inches above the knee. HISD approved shirt, blouse, etc. must be worn under the jumper at all times.
- Jumper may have kick-pleats but slits may not be longer than 2 inches in length

### **Dresses**

Solid color polo-style dresses with a collar are permitted in the appropriate length.

### **Footwear**

- PK-3<sup>rd</sup> grade- Shoes must be closed toed. Shoes, boots, tennis shoes, loafers, and dress shoes are allowed.
- 4<sup>th</sup>-8<sup>th</sup> grade-Shoes, boots, tennis shoes, loafers, sandals, and dress shoes are allowed.

- Rubber rain boots may be worn during inclement weather days only.
- Tennis shoes are necessary for PE class. No hee-lies.
- If shoes have laces or buckles, they must be tied or buckled. Both laces must match in color.
- No flip flops, rubber footwear, sliders, shower shoes, or house shoes.
- No “Skeletoe” shoes (toe shoes)

### **Outerwear: Sweatshirts, Vests, and Sweaters\***

\*This is the only outer-wear that may be worn in the classroom.

- Colors: Any solid color
- Sweatshirts, vests, sweaters, and zip-up jackets must be appropriately sized in the shoulders, and worn over HISD approved blouses, shirts, etc.
- Logos on outer-wear must be less than 2 inches by 2 inches. HISD school approved logos are acceptable.

### **Coats and Jackets**

- Coats and Jackets are for outdoor wear only and must be removed upon entering the classrooms.
- No trench coats.

### **Socks**

- Visible socks must match each other.
- If tights or leggings are worn, they must be solid in color.

### **Designated Days**

- PK-5: Spirit day will be Friday unless otherwise announced.
- HMS: All Thursdays during HMS football season and all Fridays after football season
- Denim may be worn and must meet the criteria for pants, shorts, capris, skorts, skirts, or jumpers and must be worn with an approved shirt (see shirts/ blouses criteria) or an approved school spirit T-shirt.
- Additional spirit days are designated by the campus administration.

### **Additional Guidelines**

- All clothing and shoes must be worn as they were intended to be worn.

- PK-5<sup>th</sup> grade: No hats, caps, or head coverings of any kind may be worn in the buildings.
- HMS: No head coverings of any type are to be worn on the campus by students (male or female) before or during school. No headbands on forehead.
- Girls' hair must be pulled back out of the eyes.
- Feathers, tassels, streamers, tinsel, beads, or other items may not be worn and/or attached to the hair.
- Boys' hair length in back must be worn so that it is no longer than the bottom of the collar.
- Boys' hair in front must be worn so that it is no longer than the top of the eyebrow with sides no longer than the bottom of the earlobe.
- No ponytails on boys.
- Boys must be clean shaven.
- No distracting or extreme make-up, hair style, unnatural hair colors, or designs in hair (Example: Mohawk)
- No symbols, words, slogans, designs, numbers, etc. are to be cut in the hair or eyebrow.
- No facial, mouth, or body jewelry of any type is allowed, except in ears.
- Boys may not wear earrings.
- Jewelry that is distracting, racially related, gang or drug related, offensive or provocative is not allowed.
- No chains of any type, dog collars, or "spike type" bracelets may be worn. Anything that could be considered a weapon is in violation of the dress code.
- Bandanas of any color may not be worn.
- Sunglasses should not be worn inside any school buildings and should not be visible unless a student has a note from a physician stating the need to do so.
- Only eye contacts of natural eye color (brown, blue, green, and hazel) may be worn.
- No grills or other objects covering teeth.
- No exposed tattoos.

**Administrators will have complete and final judgment on all matters concerning the interpretation of the student Standardized Dress Code. Matters concerning appearance and dress code not specifically covered in**

**the Standardized Dress Code policy shall be within the discretion of the administration.**

**Consequences:** If the principal determines that a student's grooming or clothing violates the school's dress code, the student will be given an opportunity to correct the problem at school. If not corrected, the student may be assigned to in-school suspension for the remainder of the day, until the problem is corrected, or until a parent or designee brings an acceptable change of clothing to the school. Repeated offenses may result in more serious disciplinary action in accordance with the Student Code of Conduct.