

Wylie Elementary School
Student Handbook Supplement
2022-2023



**“Empowering Students to achieve their
dreams!”**

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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.

Attendance

Our school day begins at 7:45 a.m. Any student entering after 7:45 will be counted tardy. **If your child is tardy, please accompany them to the front office, and sign them in.** If you bring your child to school after 9:20 am, from a doctor's appointment, you must bring a note for the partial day absence to be excused. A student being picked up early from school is classified as a pick-up. These early pick-ups will be considered excused if you send a doctor's excuse for the absence. A child is considered in violation of the State of Texas Compulsory Attendance Law if he or she is enrolled in school and is absent from school without lawful excuse for three (3) days or parts of a day in a four (4) week period, or if the student has without lawful excuse, missed ten (10) days or parts of a day in a six (6) month period. School employees will investigate and report violations of the State Compulsory Laws. A complaint can be filed with the Municipal Court and fines may be assessed.

Within three (3) days of returning to school, a student absent for any period of time because of a personal illness must bring a statement from a doctor or health clinic verifying the illness or condition that caused the student's extended absence from school.

Awards

Students may receive recognition, awards, and/or certificates throughout the year for various reasons. At the end of each 9 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. You may contact your child's teacher if you are interested in sending a small snack such as cupcakes or cookies from a **store or deli**.

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 and lunch are free to all students.

***We will begin accepting lunch visitors on Tuesday, September 6th. Only TWO visitors per child allowed. You may only eat with and bring food for your child. No lunch visitors on early release days due to a modified lunch schedule.**

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 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, principal shout-outs, brag tags, book tokens for our book machine, 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 nine-week period. As the nine-week period 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 nine weeks, all color changes/marks will be tallied and conduct grades assigned as follows:

0-4 marks/color changes = E Excellent

5-9 marks/color changes = S Satisfactory

10-14 marks/color changes = N Needs Improvement

15 or more marks/color changes = U Unsatisfactory

Consequences

Discipline Guidance

Minor Problem Behavior

- Infractions
 1. Inappropriate behavior
 2. Inappropriate/profane language or gesture
 3. Disruptive behavior
 4. Disrespectful behavior
 5. Defiant behavior
 6. Pushing/Shoving
 7. Misuse of technology
- Consequences- Any number of the following consequences may be applied.
 1. Conference with student on the inappropriateness of the infraction and a reminder on exercising appropriate behavior
 2. One-to-one warning that a repeat of the infraction will lead to further consequences (Major Problem Behavior type)
 3. Use of a related behavior modification technique or activity such as refocus sheet, social stories, etc.
 4. Loss of privileges or detention
 5. Counseling and behavior intervention
 6. Parent/Guardian contact

Major Problem Behavior

- Infractions
 1. Repeated level one infractions
 2. Lying/Cheating
 3. Overt defiance
 4. Fighting/Physical aggression
 5. Harassing or bullying behaviors
 6. Endangering the health, safety, and/or welfare of self or others
 7. Possession of a weapon, firearm, or other dangerous/illegal substance
 8. Vandalism
 9. Theft

- Consequences- Any number of the following consequences may be applied.
 1. At the direction of Principal, a student discipline file and anecdotal record may be initiated
 2. One-to-one meeting with Principal, where the infraction will be reviewed, made part of the written record of the student discipline file maintained by the Principal, and recommendations will be made for appropriate behavior so the infraction is not repeated
 3. Parental visit to school and conference with the Principal
 4. In-school detention and/or loss of privileges
 5. 1-3 day suspension
 6. Counseling and behavior intervention
 7. Use of a related behavior modification technique or activity such as, refocus sheet, social stories, etc.
 8. Fixes damage and/or makes restitution

Conferences

Two parent conferences will be held during the school year. If additional conferences are needed, please contact your child's teacher to set up a time. Conferences are considered an integral part of communication.

Counselor

The mission of the Henderson ISD Counseling Program is to empower our students with the tools needed to be successful academically, socially, personally, as well as, prepared for post secondary opportunities. The Henderson ISD counseling staff are professionally trained school advocates who work as a collaborative team to establish relationships between students, district personnel, parents, and stakeholders to support the diverse needs of our students. Together with the administrators, parents, and community members, the goal is to implement classroom guidance, consultation, individual planning, crisis management, and responsive services to support academic, social, personal, and career development of all of our students.

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 **1st 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 **2nd and 3rd grade** students may drop off and pick up in the area designated at the back of the school at the appropriate times.

Parents are to remain in their vehicles while proceeding through the pick-up line. For safety reasons, do **NOT** park and exit your vehicle when dropping off or picking up your student. In addition, please be sure that the **yellow tag** is displayed during pick up.

Students having appointments or any other need to leave before 2:45 **MUST** be checked out of school **before 2:30 p.m.** No changes will be made after 2:30. A note to make alternative arrangements must be approved by the office before 2:30 each day. If after 2:30, you will need to wait in the regular car pick-up line with the other parents in order to get your child. Students will not be released between 2:30 and dismissal time.

Parents must notify the school prior to 2:00 in person or with a written note if they must change how their child is to get home. No telephone messages will be taken or delivered to students regarding transportation changes.

Family & Community Engagement

Research shows that parental involvement and a strong partnership between home and school is key in the success of a child's education. Some ways to get involved at WES include:

- PTO
- Volunteering
- W.A.T.C.H. Dogs
- Mentor Program

Parent nights and community involvement opportunities will occur throughout the school year. Please continue to monitor the school's social media sites as well as communication from your child's teacher for further information.

Grading Guidelines and Promotion

In first grade, Promotion/retention will be determined on an individual student basis by the campus Response to Intervention (RTI) Team. Members shall include, but are not limited to, campus administrator, the student's homeroom teacher, RTI Coordinator, Intervention Teacher(s), and the parent(s) and/or guardians of the student.

Considerations shall include, but are not limited to, the intellectual, physical and social development of the student.

In second and third grade, Promotion/retention will be determined on an individual student basis by the campus Response to Intervention (RTI) Team. Members shall include, but are not limited to, campus administrator, the student's homeroom teacher, RTI Coordinator, Intervention Teacher(s), and the parent(s) and/or guardians of the student. Considerations shall include, but are not limited to an overall average of 70 on a scale of 100 based on course-level, grade-level standards in both reading and mathematics and the physical and social development of the student.

Money, Valuables, Toys, etc.

Large amounts of money, valuables, toys, 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. If not they will be confiscated and the parent must come to the school to pick it up.

Parties

Approved classroom parties will be **Christmas, Valentine's Day, Easter, and End of School Year**. The state mandated Texas Public School Nutrition Policy will be followed and enforced. This policy applies to all schools participating in the federal child nutrition programs. Schools are allowed three exempt days from the nutrition policy. This year these will include: Christmas, Valentine's, and Easter.

School Expectations

Student Expectations

- We expect students to be respectful of their school family.
- We expect students to be honest and give an honest effort.
- We expect students to be strong and independent.
- We expect students to show compassion and be empathetic.

Parent Expectations

- We expect parents to be respectful of their child's school family.
- We expect open communication between the parent and teacher.
- We expect parents to respect school start time by getting their child to school on time in order to maximize the student's education.
- We expect parents to read to and with their child daily; assist with their child's homework.
- We expect parents to help teach their child responsibility by allowing them to take ownership of their academics and behavior.

Teacher Expectations

- We expect teachers to be respectful of their student and their family.
- We expect open communication between the parent and teacher.
- We expect teachers to show compassion and be empathic.
- We expect teachers to motivate and encourage their student daily.
- We expect teachers to help teach their students responsibility by allowing them to take ownership of their academics and behavior.
- We expect teachers to ROAR: Build relationships, Take ownership, Have a positive attitude, Show resilience.

Visitors/Special Guests

ALL visitors are required to check-in at the front office and wear a name tag while on campus. **Visitors must have valid identification to check-in.**

Dress Code for Wylie Elementary School—2022-23

Student Dress and Grooming

Proper dress and grooming are the responsibility of the student and his/her parents and/or guardians. However, dress reflects the quality of the school and must be in the interest of health, welfare, and safety of the student and school. Clothes should be worn that are appropriate for school activities and do not interrupt the orderly process of education at any time. Any article of clothing, hairstyle, jewelry, or makeup extreme enough to create a distraction or disturb the normal routine of school shall be considered inappropriate. Criteria for appropriate dress and grooming include but are not limited to the following:

Hair

Hair must be neat, clean, and well groomed. Hair should not cover the eyes or be styled or colored in any manner which attracts undue attention.

Head Coverings

No head coverings of any type are to be worn in the building by students (male or female). This includes but is not limited to hats, caps, wave caps, skull caps, toboggans, do-rags, etc. The only exceptions will be designated days during spirit week or during athletic practices or competitions.

Apparel

- All shirts, blouses, etc. must cover the entire shoulder. The shoulder must be covered from the neck to the end of the shoulder, and the sleeve must be hemmed. Tank tops, spaghetti straps, muscle shirts, etc. are not allowed. Hooded shirts may NOT be worn with the hood on the student's head inside the building.
- Bare mid-torsos (front and back) are not allowed. Shirts, blouses, etc. must be long enough to cover the mid-torso while sitting, standing, bending over, or raising arms.
- Students must wear appropriate undergarments, and no undergarments may be visible. Exposed bodies or underwear must not show through openings in the clothing. Cleavage must be fully covered.
- All pants, shorts, and skirts must be worn at the natural waist as intended and must not sag. Pants may be no more than one size larger than the measured waist. No written messages(s) are allowed on the seat of the pants.
- Shirts may not extend below the fingertips when standing. Sweatshirts and sweaters may not extend past the wrists.
- All garments (shorts, skirts, shirts, etc.) and splits in skirts even if tights are worn underneath must not be shorter than the student's fingertips when standing in the upright position for Wylie Primary and Wylie Elementary.

- Clothing must be worn in the manner for which it was intended. Excessively frayed clothing and excessive holes are not allowed. No exposed skin above the knee.
- See-through, provocative, and excessively tight clothing are not allowed. Items with obscene language or symbols, provocative or suggestive messages, and/or pictures advertising alcoholic beverages, tobacco, or narcotics are not allowed. Clothing or jewelry displaying the rebel flag and gang/drug symbols may not be worn.
- Leggings or jeggings must not be see-through or transparent and must be worn with a shirt that fully covers the student's bottom.
- No pajama pants may be worn. The only exceptions will be designated days during spirit week.

Shoes

- Students must wear shoes at all times. Athletic shoes must be worn during P.E. Shoes must be closed-toed. Boots, tennis shoes, and flats are allowed.

Jewelry

Any type of jewelry judged excessive, dangerous, disruptive, or causes disrespect for authority will not be allowed. The District discourages the wearing of expensive jewelry and other apparel and is not responsible for lost or stolen items.

No facial, mouth, or body jewelry of any type is allowed, except of ears. These items must be removed and may not be covered with a band aid or similar type of covering.

Miscellaneous

- No symbols, words, slogans, designs, lines, numbers, etc. are to be cut in the eyebrows.
- Only eye contacts of natural color (brown, blue, green, and hazel) may be worn.
- Sunglasses should not be worn inside any school buildings unless a student has a note from a physician stating the need to do so.
- No chains of any type are allowed. Anything that could be considered a weapon is in violation of the dress code. No dog collars or "spike type" collars or bracelets may be worn.
- Blankets and towels are not proper apparel for wearing on campus.
- Gloves or fingerless gloves are not to be worn inside the building.

Jurisdiction

Teachers/coaches/sponsors may define appropriate dress for school-sponsored trips and extra-curricular activities. The District has jurisdiction over its students during the regular school day and while going to and from school on district transportation. This jurisdiction includes any activity and school-related event, regardless of time and location.

Violations

Violations of the dress code shall result in disciplinary procedures as defined in the HISD Code of Conduct. All absences for dress code will be unexcused.

Final decisions on the appropriateness of school dress code are determined by HISD campus and/or district administrators.