

**Wayne D. Boshears
Center for Exceptional
Programs**

**Parent and Student
Handbook**

2020-2021

**3450 Chandler Hwy.
Tyler, TX 75702
903-262-1350
FAX: 903-262-1351**

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Welcome to the Boshears Center!

Welcome to the Wayne D. Boshears Center for Exceptional Programs. Our vision is for each student to exceed expectations, and we know that it takes each of our staff working together alongside you, the parents, to make this happen. For those that are doing Learn@home, we are here to support you during this time.

This handbook has been created to be a guide for you in answering questions you may have concerning school activities, procedures, and guidelines that facilitate the safety of our students. We hope you find it informative and helpful.

Please feel free to contact our school with any additional questions or concerns throughout the year. We thank you for your support and cooperation in helping us achieve our goals.

Sincerely,
Brooke Parker, Director

Contact Information:

Wayne D. Boshears Center for Exceptional Programs
3450 Chandler Hwy.
Tyler, TX 75702
903-262-1350
FAX: 903-262-1351

Brooke Parker, Director
Brooke.Parker@tylerisd.org
903-262-1360

Brenda Lawson, Administrative Assistant
Brenda.Lawson@tylerisd.org
903-262-1367

Lora King, Assistant Director
Lora.King@tylerisd.org
903-262-1384

Mission Statement

At the Wayne D. Boshears Center for Exceptional Programs, we **B**uild community, **E**mbrace individuality, **E**mpower students to communicate, and **S**upport independence for all students.

Absences

- Learn@Home Students: Students should log in DAILY and complete the attendance check-in, along with lessons assigned by the teacher(s).
- In-school students: Students are expected to be in school except in cases of emergency, illness, or school approved absences. With the use of Canvas, other options may be available if a student is absent. See Tyler ISD Parent & Student Handbook for more information.
- In the event a student is absent, a parent/guardian should call the school before 9:00 am (903-262-1350) each day the student is absent. A student is counted absent after 9:30 am each day.
- A doctor's statement or medical statement is required for an absence longer than five consecutive days.
- **Excused Absences:**
 - Personal Illness: When a student's absence for personal illness exceeds five consecutive days, a statement from a physician or health clinic verifying the illness or other condition should be sent to the attendance clerk.
 - Medical Appointment: A written excuse from the physician should be presented upon return to the school.
 - Illness or Death in the family.
 - Quarantine.
- **Unexcused Absences:**
 - If no contact is made concerning an absence, it will be classified as unexcused.
 - Examples of unexcused absences:
 - Vacations, Family trips.
 - Personal Transportation problems.
 - Failure to comply with district requirements (ie: birth certificate, immunizations, etc.).
 - Chronic absenteeism due to illness with no medical verification
 - Suspension from school.
- **Year Round Calendar**
 - The Boshears Center follows a Year Round Calendar which provides students with the required number of days, but includes shorter breaks throughout the year versus a long summer break. Regular attendance is expected throughout the year even during the summer.

Arrival:

- Parent Drop Off
 - There is a designated area on the east side of the school for parents/guardians bringing students to school. There are two pull in slots and the remaining are parallel parking spaces. It is imperative for the safety of all students that the drop off and pick up procedure is followed.
 - Staff will meet parents at their cars, take the student's temperature, and then escort them to the classroom. Parents will not be able to walk their students to class.
 - After 8:15 students must enter through the front door and sign in. The student will be escorted to the classroom by the staff.
 - For CONNECT students arriving at 9:00, classroom staff will meet students at the side door (east side of the building) and take their temperature before going to class. Arrivals after 9:15 for CONNECT students will need to enter through the front door and sign in.

Bus Transportation

- Special transportation is a related service which must be recommended by an ARD committee and included in the student's IEP.
- The following guidelines must be followed to ensure student safety.
 - In an emergency situation, if a change in transportation is needed, the parent must contact the Transportation Dept at 903-262-1135. You may call as early as 5:00 AM. It causes the schedule

to be altered and cannot always be changed without prior planning.

- The student must be ready to board the bus at the scheduled time, and bus personnel will take student temperatures. Students should wear masks when on the bus. Bus personnel will provide an estimated time of arrival.
- A responsible adult must be home to assist the student in the morning and afternoon. Students will not be left at home in the afternoon if an adult is not available.
- If a student will be absent, the parent/guardian should contact the Transportation Dept. at 903-262-1135 at least 30 minutes prior to the scheduled pick up time.
- If you have a question regarding special transportation, please contact the campus Assistant Director (903-262-1350) or the Transportation Dept. (903-262-1135).
- Notification of a change in address must be made through the school. It may take up to 3 days for a change in transportation to occur.
- The student's behavior must be such that he/she will not endanger the safety of others or damage any property in the bus. The driver will communicate any concerns to the school and parents/guardians.

Change of Student Information

- It is very important to keep the school informed of your current address, phone numbers, approved people to pick up your child, etc.
- Please update this information by contacting the school office and follow the guidelines below:
 - Phone changes should be made in writing and given to the classroom/office staff.
 - Address Change must be made in person and will require a proof of residency (ie: utility bill or lease agreement).
 - Change of approved people allowed to pick up student must be made by the parent/guardian and a new enrollment form will be completed and signed.

Communication

- It is our desire to communicate with parents/guardians on a daily basis, but at a minimum of 3 times per week.
- Classroom teachers will use a Home/School Communication notebook to communicate information regarding the student's day. Please take time to read the notes and initial that you read it. It is very helpful if parents/guardians write in the notebook to communicate to the teacher important information regarding the student's evening or weekend.
- Classroom teachers have a scheduled conference time each day so if you need to schedule a time to visit with the teacher, please contact them via phone or email.
 - During instruction teachers will not answer their classroom phones, so please leave a message.
 - You may access teacher email addresses via our Boshears web page (www.tylerisd.org → Our Schools → Wayne D. Boshears Center for Exceptional Programs).
- If you have emergency information that a teacher needs immediately, please call the school at 903-262-1350 and we will relay the message to the teacher.
- Learn@home students/families will communicate with their teacher regularly through Canvas or other approved means.

Confidentiality

- In order to protect the privacy of all students, requests for records or campus visits will follow district guidelines.

Discipline

- We desire to work with parents/guardians to achieve appropriate behavior both at school and home.

- Options for addressing inappropriate behavior may include, but are not limited to the following:
 - Teacher conference with student and/or parent.
 - Loss of privilege or preferred activity.
 - “Cool off” area/time.
 - Communication with parent/guardian via note or telephone.
 - Referral to an administrator.
 - Out of school suspension.
 - Specific behaviors may require an Individualized Behavior Plan.

Dismissal

- Parents/Guardians picking up their students may park in the designated area on the East side of the school. Staff will escort students to the pick up area at the dismissal time depending on the students grade level.
 - ECSE – Ages 3-5 : Dismissed at 3:20
 - Grades Kg – 8: Dismissed at 3:20
 - Grades 9-12: Dismissed at 3:45
 - CONNECT Program (students in our post-secondary transition program): Dismissed at 2:00

Dress Code

- Students are expected to dress in a neat and appropriate manner that reflects pride in themselves.
- Any items that symbolize gang-related behavior, refers to derogatory statements, advertises controlled or illegal substances, and/or disrupts the instructional program may not be worn at school.
- Guidelines to follow include:
 - Clothes should be modest and fit appropriately.
 - Shoes should provide safety for both indoor and outdoor activities.
 - Jewelry can be a safety hazard so be cautious with students wearing jewelry.

Early Pick Up Procedures

- If a student must leave during the school day, parent/guardians must sign the child out in the office.
- School staff will bring the student to the office area.
- It is our goal to not interrupt the instructional day so please limit early pick up to special circumstances. Students are engaged in instruction until their designated dismissal time.
- If your student has a medical appointment, a written excuse from the physician should be presented upon return to the school.

Emergency Drills

- The safety of our students is of high importance to us. We conduct regular drills to teach students how to respond calmly in the event of an emergency.
 - Fire Drills – conducted monthly.
 - Tornado, Lock Down, and Shelter-in-Place Drills – conducted once each semester.
- Each classroom has evacuation plans posted.

Field Trips/Community Based Instruction/Work Based Learning

- Our students participate in a variety of off campus activities. Classroom teachers will provide information regarding the scheduled activity.
- Permission forms will be sent home and must be signed and returned or a student will not be allowed to participate.
- Telephone calls to give permission will not be accepted.

Meals

- Breakfast – Free to every student. If students are eating at home prior to arriving at school, please let the classroom teacher know.
- Lunch – Prices, menus, payment options, charge policies, and Free and Reduced lunch applications are available online via TISD web page (www.tylerisd.org → Departments → Food Service → Menus and Prices).
- Parents/Guardians will be notified if a student has charges for lunches. Please contact Barbara Stokes at 903-262-1000 ext. 2373 if you have questions regarding charges.

Medical Policy

- Medication Procedures
 - Teachers are not permitted to administer any medication to students, except in extenuating circumstances and with required training.
 - In keeping with TISD policies, all medications must be brought by a parent/guardian, or other adult as designated by the parent/guardian, to the school to be counted and signed for by the school nurse.
 - No medications (including Over the Counter medications) can be administered at school without doctors' orders.
 - Specific forms must be completed for any medication or medical treatments to be provided by school nurses. If a physician's signature is required, we cannot provide the service until appropriate documentation is received.
- Sick Policy
 - A student who has a temperature of 100 degrees or greater, vomits, has persistent diarrhea, or exhibits signs of a communicable disease must be sent home from school. Your child must be free of these symptoms for 24 hours before returning to school.
 - District guidelines will be followed regarding COVID-19. See Return to Learn plan at www.tylerisd.org.

Progress Reports (Individual Education Plan)

- Progress on a student's Individual Education Plan (IEP) will be sent home for review at the end of each six weeks.
- Please contact the classroom teacher regarding questions.

Parent Teacher Association (PTA)

- Becoming a member and being involved in PTA provides an opportunity to contribute to the improvement of our school and to share your talents and time with our students and staff.
- Information regarding PTA sponsored events will be sent home with students.

Report Cards

- Report Cards will be sent home at the end of each six weeks, for students K-12.
- Grading for the report card will be based on academic tasks for the courses in which a student is enrolled and based on Texas Essential Knowledge and Skills Pre-Requisite skills.
- The number of grades given for each six weeks will follow district guidelines for each grade level, but ultimately the number of grades will be determined based on the students' individual needs.
- Grades will be determined using a grading rubric which includes:
 - Demonstration of Skill (Completion of a given task)
 - Level of Support needed to accomplish a given task

School Hours

- ECSE (Early Childhood Special Education) – Ages 3-5: 8:00-3:20
- Grades Kg – 8: 8:00-3:20
- Grades 9-12: 8:00-3:45
- CONNECT Program: 9:00-2:00 (unless otherwise determined by ARD)

School Supplies

- It is the parents' responsibility to provide the following supplies, as applicable: formula, feeding supplies (bags, tubing, etc), diapers/pullups, wipes, and any other necessary personal items.
- A supply list was sent home at the beginning of the school year and classroom teachers will inform parents/guardians of any additional supplies needed for specific activities throughout the year.

Student Birthdays

- With prior notice to the teacher, parents/guardians may provide treats to school during the last hour of the school day to celebrate a birthday. District policy requires treats be purchased. Homemade treats cannot be served.

Student Safety

- It is very important to keep the school informed of current contact information in the event a student becomes ill or is injured at school.
- Should there be an emergency and we cannot reach you, the child will be cared for according to information completed on the Student Health Information sheet.
- In order for an adult, other than the parent, to pick up a student, his/her name must be listed on the enrollment sheet. Identification will be verified. Students will not be released unless appropriate documentation is available.

Visits to School

- Parents/Guardians are encouraged to actively participate in the education of their child.
- For the protection of students, all visitors are required to report to the office, show a picture identification, complete a temperature check, and wear a visitor badge.
- Classroom teachers have a scheduled conference time each day so if you need to schedule a time to visit with the teacher, please contact them via phone or email.
- In order to prevent disruption to the learning environment, we ask that visits to the classroom be brief and scheduled in advance if possible.
- Volunteers:
 - If you wish to be a volunteer, contact Brooke Parker for available opportunities and the process for being approved by the district.

Weather Policy

- The district will make every effort to communicate to you via phone, radio, TV, and TISD web page (www.tylerisd.org).
- If weather conditions become severe during the day, you will be notified via phone, radio, TV, and TISD web page (www.tylerisd.org).
- Please plan in advance who will supervise your child in the event of an early release.

Withdrawing a Student

- If you are moving and withdrawing a student from school, please let us know a few days in advance, if possible. This will give us ample time to complete the necessary documents and allow us time to make

the transition positive for the student.