

W.S. Ryan Elementary 2016-2017 Parent Handbook



Principal - Nicole Poole
Assistant Principal - Yesi McCleskey
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W.S. Ryan Mission

“Empowering students to become lifelong learners and productive members of society through problem solving, perseverance, and creativity.”

Dear Parents:

Welcome to the 2016-2017 school year! This is an exciting year for WS Ryan...we are celebrating 15 years, and are beginning our STEM journey. We are grateful to have you join our school family!

Parents should become familiar with the DISD 2016-17 Student Code of Conduct, and the DISD 2016-17 Student and Parent Handbook. Both are documents adopted by the board and intended to promote school safety and an atmosphere for learning. These documents may be found on the district's website at www.dentonisd.org.

The WS Ryan Elementary Parent Handbook is designed to give information specific to our campus. Please be aware that it is not a complete statement of all policies, procedures, or rules that may be applicable in a given circumstance.

The handbook is updated yearly, while policy adoption and revision may occur throughout the year. Changes in policy or other rules that affect the WS Ryan Parent Handbook provisions will be made available to students and parents through newsletters or other communications.

If you or your child has questions about any of the material in this handbook, please contact Nicole Poole, Principal, at 940-369-4600 or npoole@dentonisd.org, or Yesi McCleskey, Assistant Principal, at 940-369-4600 or ymccleskey@dentonisd.org. We look forward to working with you to ensure the success of our students!

ARRIVAL AND DISMISSAL

*We ask for your patience and compliance with our arrival and dismissal procedures. We have a systematic process to get approximately 600 students in and out of school as safely and efficiently as possible. Modeling rule/law-following, safety and respect will benefit our children in countless ways!

*Anytime you need to change the dismissal method for your child, please be sure you notify the school by written note or by calling the office at 940-369-4600. Please do not leave a voicemail or email for the teacher that day; teachers may not get the message in time and substitutes do not have access to teacher voice mails or email.

7:20 a.m.

- Cafeteria Doors open for early arriving students.
- Car Rider drop-off is in the Cafeteria Circle until 7:45, and the front driveway
- Bus drop-off is in the Gym Circle; Daycare drop-off is in the gym and front driveways.
- Students go to the cafeteria if they are eating breakfast.
- All other students line up with their class in the gym.

7:35 a.m.

- First bell rings; students enter classrooms.
- School day begins with teachers at their doors to greet students.

7:50 a.m.

- Tardy bell rings and announcements begin; students are expected to be in class ready to learn by this time. They must be inside the classroom by 7:50 in order to not be counted as “tardy” on attendance record. Once the 7:50 bell rings, parents will not be allowed to walk their children to class. Any parents in the classroom or hallways at that time will need to exit the building or go to the front office to sign in if volunteering.

10:20 a.m. – 1:20 p.m.

- Lunches, one grade level per 30 minutes

2:50 p.m. Dismissal

- Car Rider pick-up line is in the Cafeteria circle. Car riders are dismissed from the cafeteria by their car tag numbers. Please review your car tag number with your child. Parents are asked to stay in their cars to keep the line moving efficiently; staff members will escort students to their cars. Please have your car tag visible for staff members to see. If you do not have your car tag, you will need to pull around to the front office and go inside to sign out your child.
- Day Care, Pre-K, and PPCD (and older siblings of Pre-K & PPCD students) pick-up is in the front driveway. A single line must be formed.
- Bus pick-up is in the gym circle. Bus riders will line up in the gym by their bus number.
- **If you need to change your child's dismissal method, we ask that you do this by 2:00 to give the office staff time to relay all dismissal change methods to teachers.
- Parents should be at the school no later than 2:50 p.m. to pick up car riders at dismissal. Staff members need to use the time after school for meetings, conferences, and lesson planning.
- If something arises after school causing you to be late, please call the front office at 940-369-4600 to let us know when you expect to arrive, or, if it will take a while, which of your emergency contacts will be coming to pick up your child. If we cannot reach you, our office will contact your emergency contacts to come pick up your child. Only those listed as emergency contacts will be allowed to sign out your child.

ATTENDANCE

It is important to read the DISD Student Parent Handbook to familiarize yourself with attendance laws and district policies. Please submit a written note or email within 72 hours of the absence to verify the reason for the absence, to include your child's full name, date(s) of the absence, and reason for the absence. If your child leaves school during the day (or arrives late) due to a medical appointment, please bring documentation of that appointment, and it will be coded as "MED" on the attendance records. Tardies are recorded when the student is not in his/her classroom by 7:50a.m. A "LOSIT" (Loss of Significant Instructional Time) occurs when a student arrives at least 15 minutes late or signs out at least 15 minutes early.

Attendance/Truancy action may be necessary if a pattern of absences, tardies, and/or Losits occur. Please call the office if you have any questions about your child's attendance record. You can also monitor that record by logging onto HAC (Home Access Center) on the district website under the Parent tab.

BACKGROUND CHECKS

All parents who wish to volunteer and/or attend a school field trip, must complete a background check online, which can be found on the district website, under the Community Involvement tab. Please complete this form at the beginning of the year to allow appropriate processing time. If the form is not completed in a timely manner, we cannot assure you it will be processed in time for the event.

BIRTHDAYS

Party invitations (for birthday parties held outside of school) must be handed out before or after school only, and must be given to all students in the class (or all boys or all girls) in order to prevent hurt feelings. Otherwise, invitations must be given outside of school. Parents are welcome to send in birthday treats, if they have cleared this with the teacher ahead of time to determine how many students are in the class and if there are food allergies, and those treats will be given to the students at a time to be determined by the teacher. We do not allow parents or guests to visit the classroom to have birthday parties.

CALENDAR

A calendar of activities will be updated regularly on the school website, at www.dentonisd.org/wsryanes.

CELEBRATIONS

We believe in celebrating student successes, both big and small, throughout the year. Weekly “Wrangler Round-Up” assemblies are held every Friday morning at 7:45 in the gym with all grade levels. Each week, different teachers are assigned to select a student as their “Rockin’ Wrangler” who has shown specific character traits or academic progress. We invite parents to attend the presentation as well. Rockin’ Wranglers receive a certificate and have their pictures put on the Rockin’ Wrangler board in the main hallway.

Teachers may send a student during the day to the office to sign the “Good Kids Book” for showing a positive behavior or great effort. Those students sign the book, and receive a small prize from the office staff. Morning bell ringers are also chosen from that book; if selected, they get to ring the large bell in the main hallway to start the day.

End of Year awards are also given out at the last Rockin’ Wrangler assembly, as well as the 5th grade and Kindergarten ceremonies. Various awards are given out for each grade level. The Perfect Attendance Award is given to any student in all grade levels who had no absences and no tardies or early sign-outs (with the exception of absences specifically coded as “MED”, where the student was in school for part of the day, had a medical appointment, and provided documentation from the medical provider).

CLASSROOM PARTIES

Three class parties will be held during the year – Winter Holiday, Valentine’s Day, and End of Year. Dates will be posted on the school website calendar, and newsletters. Please notify your child’s teacher if your child has allergies or a special diet. Parents/Guardians are welcome to visit their children during these parties to assist in the classroom, and must have their ID’s in order to sign in. Younger siblings are welcome to attend, but must remain with and under the close supervision of their parents at all times. Middle School and High School siblings, however, are not permitted to be on campus during these parties. We ask that extended family members not

attend those specific parties. Keep in mind that the parties only last about 45 minutes, and safety and supervision of students in the classroom is the top priority of teachers during all school day events.

CONFERENCES

Because we believe that frequent, positive communication is vital to the success of our students, parent/teacher conferences are encouraged! Teachers may be contacted through voicemail or an email with your request. District-wide elementary Parent/Teacher Conference Week with early dismissal at 12:50pm is scheduled for the week of October 3 – 7, and teachers are expected to meet with all parents during this week. Teachers are also available throughout the year to schedule a conference upon request. Teachers cannot hold impromptu conferences as students arrive, as they are responsible for supervising students during this time.

CURRICULUM NIGHTS

Our campus will hold at least two curriculum nights – Math and Language Arts – to explain standards taught in each grade level. These are great nights for parents to ask questions and receive fun ideas on how to help their children at home. Our subject-area specialists will be there to assist and present information as well. The dates will be posted on our website and communicated to parents as soon as they are scheduled.

DRESS AND GROOMING

Students are expected to abide by the DISD dress code guidelines set forth in the DISD Student-Parent Handbook. Our campus will have special events throughout the year that make exceptions to the dress code. However, students are expected to be appropriately clothed at all times. Parents may be contacted to bring other clothing if a student's outfit is deemed inappropriate, or we may give the students needed items for that day, such as a belt or appropriate-length shorts.

EXTRA-CURRICULAR ACTIVITIES

WS Ryan offers a variety of extracurricular activities, such as 5th Grade Orchestra, 4th & 5th Grade Choir, Runners Club, Dance Team, 5th Grade iLead (Student Council/Safety Patrol), and a new Minecraft Club. We may also have a parent-led Destination Imagination club. Since we are taking a STEM journey, we are in the process of creating more after school clubs related to Science and Technology. Participation in these activities will be based on space availability, and continued participation is based on behaviors and attendance, as outlined by the teachers sponsoring the clubs. Information will be sent home at the beginning of the school year to parents, and posted on the school webpage.

FIELD TRIPS

Field trips are an extension of classroom academics. The Student Code of Conduct is to be followed and appropriate conduct shall be required at all times. Only those parents on the district approved chaperone list **and selected by the school as a chaperone for each field trip**

may attend the trip with the school. A chaperone's duties include supervision of students and enforcing school rules and teacher directives. **Siblings and other children are not permitted to attend the field trip with approved chaperones.** Due to limited bus space, adult chaperones will not be able to ride the bus with the students. Any fees from the students or chaperones for each field trip will be due prior to the day of departure. Because of student confidentiality issues, all chaperones are expected to refrain from posting photos of other students (other than their own) on Facebook or social media sites. Chaperones are expected to report any concerns during the event to the teacher or administrator in charge. Campuses must follow strict guidelines in maintaining student privacy and confidentiality. All students participating in school-sponsored events are required to use school-provided transportation to and from the event, per the District Student-Parent Handbook.

LOST AND FOUND

A "lost and found" collection box for clothing items is located in the cafeteria. If your child has lost an item, please encourage him or her to check the lost and found box. The district discourages students from bringing to school personal items of high monetary value, as the district cannot be responsible for lost or stolen items. The campus will dispose of lost and found items at the end of each semester, or earlier if the box is overflowing.

OFFICE HOURS

Office hours are 7:20am – 3:45pm, and Teacher hours are 7:35am – 3:35pm.

PTA

WS Ryan is very blessed to have a fabulous PTA and wonderful volunteers! The PTA will hold regular meetings, posted on the website and in our monthly newsletters. We urge parents to join and take part in meetings when possible. The PTA serves to benefit the welfare of our students, and the money they raise goes directly to the classrooms for items such as technology and hands-on learning items.

SOCIAL MEDIA

Be sure to follow us on our school Facebook page (WS Ryan Elementary) and Twitter (@WSRyan_DISD). The latest info and updates are posted regularly on these sites.

TEXTBOOKS, CLASSROOM & SCHOOL LIBRARY BOOKS

Textbooks and library books are provided free of charge for each subject or class; students are required to use these books carefully. Fines will be assessed on damaged or lost books. Any student failing to return a book issued by the school may lose the right to receive further books until the book is returned or paid for by the parent or guardian.

TITLE I

WS Ryan is a Title I campus. The annual Title I meeting will be held during the first PTA meeting of the school year, September 15, 2016. Title 1 is a federally funded program to give a high-quality education to every child. Title 1 programs usually offer additional teachers, instructional materials, intensive staff development, extra time for quality instruction and strong parental involvement programs.

VISITORS TO THE SCHOOL

Parents are always welcome and encouraged to visit the school. For the safety of those within the school and to avoid disruption of instructional time, all visitors must check in at the main office upon arrival and comply with all applicable district policies and procedures. For specific appointments with teachers, counselors, administrators or other staff members, please call the office in advance 940-369-4400. When arriving on campus, all parents and other visitors should be prepared to show identification.

Visits to individual classrooms during instructional time or on the recess field are permitted only with the approval of the principal and teacher and only so long as their duration or frequency does not interfere with the delivery of instruction or disrupt the normal school environment. Even if the visit is approved prior to the visitor's arrival, the individual must check in at the main office first.

Parents may eat lunch with their child(ren). An area will be set up in the cafeteria for parents and students to eat. Students are not permitted to bring a friend to eat with them. Additionally, we ask that parents do not bring food to any students other than their own due to food allergies.

School personnel may require identification of any person on school property. The principal or his/her designee may refuse to allow persons with no legitimate business to enter school grounds and/or may eject any undesirable person(s) from school grounds if that person refuses to leave peacefully upon request. Parents and guests are expected to conduct themselves in a proper and professional manner at all times.

VOLUNTEERS

We greatly appreciate and welcome our volunteers! If you would like to volunteer on campus, there are a number of opportunities, both in and out of the classroom. All volunteers must be cleared through the District's online background check first, then contact the school, PTA, or child's teacher to discuss areas of need and schedule times to volunteer.

WATCH D.O.G.S

Our campus is fortunate to have the Watch D.O.G.S (Dads of Great Students) program! This is a volunteer group for dads (and father figures – grandparents & uncles are welcome, too!). Our Watch DOGS are encouraged to volunteer for any events that fits their schedule, such as the Fall

Festival, or volunteering on campus (reading to students, helping in the cafeteria, etc.). There will be an informational meeting on September 6, 2016 – the date will be posted on the website and emailed to all parents. You can also contact the school at 940-369-4600 if you are interested in being a Watch D.O.G. Our students LOVE having dads and dad figures on campus!