

W.S. Ryan Elementary 2020-2021 Parent Handbook and Health/Safety Protocols



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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 2020-21 school year! We are grateful to have you join our school family! Our motto this year is #StrongerTogether. With so many changes and unknowns, we know one thing is certain; we are a family and are in this together.

Parents should become familiar with the DISD 2020-21 Student Code of Conduct, and the DISD 2020-21 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, emails, or other communications.

If you have 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 several hundred students in and out of school as safely and efficiently as possible while following health & safety protocols. 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 **calling the office at 940-369-4600**, prior to 2:30 to give enough time for the office staff to notify teachers. Otherwise, your child will be dismissed by the method you indicated at the beginning of the year. 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 voicemails or email. Sometimes the little ones do not give notes to teachers, so please call the office to be sure the teacher gets the message

***Arrival time and locations are staggered due to COVID Precautions.**

7:10 a.m. - bus students & day care students can arrive

7:20 a.m. - car riders and walkers can begin arriving

- Car Rider Drop-Off is in the Cafeteria Circle if they need to purchase breakfast, and Front Circle if they do not need breakfast.
- Bus drop off is in the Gym circle; Day Care drop off is in the cafeteria circle and front driveways.
- Students will go directly to their classroom and line up socially distanced in their hallway by the classroom door.
- If they need to purchase breakfast, they will purchase their grab n go breakfast and take it to their classroom. Students will not eat breakfast in the cafeteria this year.

****Note - due to COVID Precautions, all students must wear their masks during arrival and dismissal.****

****Parents are expected to pre-screen their children each day for symptoms of COVID. Please see more details at <https://www.dentonisd.org/backtoschool> .**

7:30 a.m.

- Students are able to enter classrooms; school day begins with teachers at their doors to greet students

****Note - due to COVID Precautions, parents/visitors will not be allowed in the building to walk their children to classrooms or the cafeteria until further notice. Only students will be allowed in the building during arrival and dismissal times.****

7:40 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 7:40 in order to not be counted as "tardy" on attendance records.
- The cafeteria door is closed and locked at the 7:40 bell. Students arriving after that time need to enter at the front office and ring the bell to enter the building.

10:30 a.m. - 1:55 p.m.

- Lunches - One grade level per 30 minute lunch period. **(Due to COVID precautions, there will be time added between grade level lunches to allow custodial staff extra time to disinfect tables and chairs. Seating will also be reduced to 2-4 students per table. Parents/visitors will not be allowed to come in for lunch until further notice. All available tables will be used to distance students as much as possible during lunch.)**

3:05 p.m. Dismissal **(Dismissal will be staggered by dismissal method group to minimize large groups in hallways at the same time.)**

- 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 with your photo ID to pick up your child.
- Day Care and Pre-K Parent Pick-Up is in the Front Driveway.
- Walkers are dismissed outside the Kindergarten hallway (across from the recess field), and outside the Third Grade hallway along Creekdale.
- ESD students are escorted to the ESD check-in location inside the building.

- Bus Pick-Up is in the Gym Loop. (A teacher escorts each bus number line to their respective bus.)

***Parents who arrive late for dismissal, after the car line is empty, will need to come to the office and sign out their child. **Students not picked up on time will stay with their classroom teacher.** Parents should be at the school at 3:05 p.m. for 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 to pick up your child, 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.

ATTENDANCE

It is important to read the DISD Student Parent Handbook to familiarize yourself with attendance laws and district policies. You can see the complete attendance details at <https://www.dentonisd.org/Page/100745> . 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.

Consistent attendance and arriving on time to class are foundational life skills that will serve students well for the rest of their lives. If you are picking up your child early, your child will be called from the classroom once you have arrived and completed the sign-out.

Remote/Connected Learners are expected to be connected daily for their learning and to be counted as present.

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.

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 exclusion. 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. **DUE TO COVID PRECAUTIONS, all food sent in must be store-bought, not homemade, and must come in its original unopened packaging from the store. 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. “Wrangler Round-Up” assemblies will be held throughout the year; this year it will be held with individual grade levels during their lunch time, and parents will be invited to attend virtually. Each teacher will select a student as their “Rockin’ Wrangler” who has shown specific character traits or academic progress during that previous grading period. 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 (they get to ring the large bell in the main hallway to start the day).

Classes also have celebrations at the end of each reading and writing unit to allow students to showcase their new skills.

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, as well as teacher & school communications.

COMMUNICATION

School-wide communication to parents regarding school events and policy reminders occurs via email blasts, phone blasts, school webpage, school facebook and twitter pages. Teachers will also communicate specific class information using email and/or their own class or grade level newsletters. Some teachers also use Remind 101 text app, or the Class Dojo app. Please be sure we have your correct email and phone number on file -the ones you provide through registration

are what we have in our system unless you contact the office to change it. Our school webpage is www.dentonisd.org/wsryanes .

Parents are expected to communicate with teachers in a respectful manner at all times, both verbally and in writing. Concerns should be brought up to the teacher first, before contacting administrators. Teachers are willing and able to answer your questions and help resolve issues in a timely manner.

The SeeSaw app is the primary platform used for not only remote instruction, but for all parents to receive feedback regarding their children's progress throughout the year.

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. **Due to COVID precautions, conferences will likely be held via video conference or phone until health restrictions can be eased.**

CURRICULUM & ACADEMIC FAMILY NIGHTS

Due to COVID precautions, we will postpone our usual large gathering academic nights. Curriculum information will be given virtually. STEM Night will be postponed until health restrictions are eased.

Meet the Teacher events will be held via live video conferences with Zoom before the first day of school. Teachers will send out invites to families.

DRESS AND GROOMING

Students are expected to abide by the DISD dress code guidelines set forth in the DISD Student-Parent Handbook, **even while logged in remotely.** Our campus will have special events throughout the year that make exceptions to the dress code. 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, if available.

EXTRA-CURRICULAR ACTIVITIES

WS Ryan offers a variety of extracurricular activities, such as 5th Grade Orchestra, 4th & 5th Grade Choir, Runners Club, Student leadership team, Green Team, Yearbook Club, and ASL (Sign Language) Club. Clubs are available after school for our face to face students, and will have limited space due to current health protocols. Participation in these activities will be based on space availability, health protocols required, and continued participation is based on behaviors and attendance, as outlined by the teachers sponsoring the clubs.

HEALTH PROTOCOLS:

Please see the district's full COVID health protocols at www.dentonisd.org/backtoschool .

Here are the protocols we will emphasize on campus:

- All students, staff, and visitors are required to wear masks in the building. Students will keep their masks on in the hallways, common areas, during arrival and dismissal, and in the classroom when social distancing isn't feasible.
- Students will be provided with clear plastic desk privacy shields. When they are sitting behind these, they will be able to take multiple mask breaks during the day. Teachers will also be able to take students outside for mask breaks.
- Staff will help students practice how to walk in a line, or stand in line, socially distanced.
- Hand-washing and hand sanitizing will take place several times each day, such as before/after recess, lunch, bathroom use, and more.
- Masks will be available for students who need one.
- Our Music and Art teachers will travel to classrooms for special areas to avoid multiple classes being in their rooms each day.
- Students will remain with their classroom cohorts as much as possible throughout the day to minimize co-mingling among other classrooms.
- Reduced seating at lunchroom tables will be used so students are properly distanced while they have masks off to eat.
- Students will wipe their learning areas during the day to keep their desk area clean.
- Custodians are increasing their cleaning routines throughout the day to ensure proper disinfecting and sanitizing in all areas of the building.
- Hand sanitizing stations will be set up at all entrances at arrival; students will all hand sanitize as soon as they enter the building.
- PTA is generously purchasing art items so each student, whether learning virtually or in person, has their own art kit and doesn't have to share those supplies.
- Individual math kits are also being provided so manipulatives aren't shared when possible.
- General school supplies, such as crayons, notebooks, pencils, etc, will not be shared by students. Each student will keep their supplies in individual bins and/or cubbies.

****Our school nurse is Felicia Reid. You can reach her by email at fried@dentonisd.org or 940-369-4600. If a student has a fever or suspected covid symptoms, he/she will be brought to a room in isolation, supervised by a staff member, and guardian called to immediately come pick up the child. Any classroom a child with a fever was in will be immediately disinfected by custodial staff. The class will be moved to a different location on campus until the disinfection is complete.**

LOST AND FOUND

A “lost and found” collection rack/shelf for clothing items is located between the cafeteria & gym. If your child has lost an item, please encourage him or her to check the lost and found area. 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 grading period, or earlier if the area is overflowing.

OFFICE HOURS

Office hours are 7:20am – 3:30pm, and Teacher hours are 7:30am – 3:30pm.

PTA

WS Ryan is very blessed to have a fabulous PTA and wonderful volunteers! The PTA will hold regular meetings, noted on our website calendar, and sent in email blasts. 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.

TRANSFER STUDENTS

Students who attend WS Ryan on transfer must still have a proof of residence on file. If your student was living in our zone and you move out of our zone during the school year and wish to remain here, you must complete a “Request to Remain” from the student support services office. You must provide us with your new proof of residence. If you wish to apply for a transfer, please see the transfer guidelines on the district website.

All students and parents who are here on transfer must comply with all state, district, and campus policies/guidelines. Lack of academic achievement, disruptive and/or noncompliant behaviors, as well as failure to follow policies, could cause revocation of the transfer.

TEXTBOOKS, CLASSROOM & SCHOOL LIBRARY BOOKS

Students are expected to treat all textbooks, and classroom/library books with care. 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 in September. Title 1 is a federally funded program to give a high-quality education to every child. Title 1 programs offer additional teachers, instructional materials, intensive staff development, extra time for quality instruction and strong parental involvement programs.

TOYS/ELECTRONICS/PHONES

If your child needs a fidget item during class as part of a 504 or IEP plan, the teacher will supply one and include training on how to use it appropriately. Otherwise, toys & electronic devices are not permitted at school, unless teachers notify you of a special activity in class. We cannot ensure safety of items brought from home and are not responsible for lost or stolen items. Please help us keep students engaged in their learning by not allowing them to bring toys to school.

We do understand that many students who walk or ride buses may have a phone for safety and easy communication with parents. Phones need to remain silent and in a student's backpack. They should not be texting anyone, taking photos/recordings of anyone, or making/receiving phone calls during school, so they do not need their phones in their pockets (and should not be using smart watches as well). If students do not follow this policy, the device may be taken up by the teacher and parents contacted to retrieve it.

VISITORS TO THE SCHOOL

Parents are always welcome and encouraged to visit the school! However, due to COVID precautions, the following protocols are in place:

- For specific appointments with staff members and administrators, please call the office in advance at 940-369-4600. We are not taking walk-in visits until further notice. Most conferences will be held virtually.
- When arriving on campus for an appointment, all parents and other visitors must have photo identification, must wear a mask in the building, and their visitor badge must be visible at all times.

Until health restrictions are eased, we will not allow visitors for breakfast or lunch. We will also need to use every available table to help properly distance students.

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 an appropriate and respectful manner at all times on campus.**

VIRTUAL (Remote and Connected Learners) PROTOCOLS

Classroom teachers will review procedures and protocols (behavior expectations) with families during the first week of school. Just as with our in person students, videoing of other students is not allowed by families in order to maintain appropriate student confidentiality. Virtual Live sessions should not be shared or posted on social media, and teachers' video lessons are their professional material and should not be shared without their permission. Violations of these protocols will result in possible disciplinary action, as well as a parent/student/teacher conference with the Principal or Assistant Principal. We thank you for your cooperation and respect for these protocols so teachers can deliver effective instruction for our remote and connected learners.

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. Volunteers are expected to interact with students and staff in a respectful and appropriate manner at all times, even when not volunteering.

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 D.O.G.S. are encouraged to volunteer for any events that fit their schedule, such as the Fall Festival, or volunteering on campus (reading to students, helping in the cafeteria, refereeing basketball at recess, etc.). There will be a virtual informational meeting in September – the date will be emailed to all parents. Our students LOVE having dads and dad figures on campus, and we will have them back on campus as soon as health protocols can be eased. Once we are able to have our volunteers back on campus, WatchDOGS must call ahead to schedule a time to volunteer.