

# W.S. Ryan Elementary 2019-2020 Parent Handbook



**Principal - Nicole Poole**  
**Assistant Principal - Yesi McCleskey**  
**201 W. Ryan Rd.**  
**Denton, TX 76210**  
**(940) 369-4600**

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 2019-2020 school year! We are grateful to have you join our school family! Our motto this year is “Kind is the new cool!” We are implementing morning circles in every classroom to focus on positive social-emotional learning skills for our students.

Parents should become familiar with the DISD 2019-20 Student Code of Conduct, and the DISD 2019-20 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](http://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 [npool@dentonisd.org](mailto:npool@dentonisd.org), or Yesi McCleskey, Assistant Principal, at 940-369-4600 or [ymccleskey@dentonisd.org](mailto: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 over 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 **calling the office at 940-369-4600**, prior to 2:30 to give enough time for the office staff to notify teachers. 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!

**All parents wishing to enter the building in the morning will need to enter through the front doors and sign in with photo ID. No parents or visitors will be allowed in through the back or cafeteria doors. This is for safety and security purposes.**

### **7:10 a.m.**

- Cafeteria & Front office Doors open for early arriving students.
- Car Rider drop-off is in the Cafeteria Circle and the front driveway. (Cafeteria doors lock at 7:40. If your child cannot open the doors, please drop him/her off in the front loop).
- 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.

**\*\*Please do not drop off your child prior to 7:10 a.m. - there is no supervision provided before that time, and the doors will not open until 7:10 a.m.**

**\*\*If your child needs to purchase breakfast at school, please have them here at 7:10 so they have time to eat and be in class before the tardy bell rings.**

### **7:30 a.m.**

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

### **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 record. Once the 7:40 bell rings, all visitors must leave the building unless they are signed in for a scheduled conference or volunteering. **\*\*Parents are encouraged to stop at the main entrance and let their children walk to class on their own. Any parents wishing to enter the building for a specific reason, such as breakfast in the cafeteria or scheduled conference with the teacher, must sign in with photo ID at the front office. Teachers are not able to have conversations in the hallway with parents during arrival time; their primary duty is supervision of students and beginning their day of learning. \*\***

- The cafeteria door locks and closes at the tardy bell. Any students being dropped off in the back after the 7:40 bell rings need to be brought to the front of the building and ring the bell to enter. **The staff out back supervising drop-off in the morning have to be in their classrooms by the 7:40 bell, and will not be able to stay late to let students in after 7:40.**

10:30 a.m. – 1:30 p.m.

- Lunches, one grade level per 30 minutes. Teachers will provide lunchtimes to you.

3:00 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 receive a car tag.
  - 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.
  - Walkers are dismissed outside the Kindergarten hallway (across from the recess field) and outside the 3rd Grade hallway (along Creekside). Parents wanting to meet their walkers on campus must meet them at those locations.
  - ESD students are escorted to the ESD check-in location in the building.
  - Bus pick-up is in the gym circle. Bus riders will line up 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.**  
**\*\*\*If you need to pick up your child during the day, you will need to come inside to sign your child out **before** he/she will be called down to the office.**
  - Parents should be at the school no later than 3:00 p.m. to pick up car riders at dismissal. Students who are not picked up on time will no longer be waiting in the office; they will go to

their homeroom teacher's classroom to wait. 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 **(and with photo I.D.)** 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 7:40a.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. If excessive absences occur, we may require a physician's note to excuse any further absences. Attendance issues for those here on transfer may result in the transfer being revoked. 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.

## **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 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. 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](http://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 in two groups - grades Pre-K - 2, and grades 3-5. Each teacher will select a student as their “Rockin’ Wrangler” who has shown specific character traits or academic progress during that previous grading period. 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. Perfect attendance awards for each 9 weeks will also be given for those students who have no absences and no tardies/early sign-outs (except for those coded as MED).

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).

Various end-of-year 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, as well as teacher & school communications.. 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. Due to limited space, 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.

## **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](http://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.

## **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. Teachers will schedule a time with all parents to have a conference in the Fall, and they are also available throughout the year to schedule a conference upon request. Teachers cannot hold impromptu conferences in the morning as students arrive, as they are responsible for supervising students during this time.

## **CURRICULUM & ACADEMIC FAMILY NIGHTS**

This year, we will hold an initial curriculum night for each separate grade level on a different night. This will give an opportunity for parents to focus on each of their children's grade levels and to meet other parents in that grade level. The grade level team will present information in the cafeteria on those nights about what to expect this year, and how you can help your child at home. Our campus will also hold interactive Family Math and STEM nights; we will have a variety of hands-on Science, Technology, Engineering, and Math activities for students and their families. We welcome families (extended family members welcome, too) for these events!

## **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. 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 5<sup>th</sup> Grade Orchestra, 4<sup>th</sup> & 5<sup>th</sup> Grade Choir, Runners Club, Dance Team, Student leadership team, Green Team, Yearbook Club, and Girls' Coding 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 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 semester, or earlier if the area is overflowing.

### **OFFICE HOURS**

Office hours are 7:10am – 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 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.

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! For the safety of those within the school, all visitors must check in at the main office upon arrival and comply with all district & campus policies and procedures. For specific appointments with staff members and administrators, please call the office in advance at 940-369-4600. When arriving on campus, all parents and other visitors must have photo identification, and their visitor badge must be visible at all times.

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 are welcome to 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. **If parents are here for lunch, they will meet their child at the cafeteria.**

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.**

## **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.). **If you are a Watch D.O.G. and would like to be on campus, please contact Coach Watkins and schedule the date and times you will be available, so teachers can be made aware and plan for activities/assistance needed.** There will be an informational meeting in September – the date will be 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!