

# W.S. Ryan Elementary 2022-2023 Parent Handbook



**Principal - Nicole Poole**  
**Assistant Principal - Katie Hart**  
**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 2022-23 school year! We are grateful to have you join our school family, and excited about beginning a new year!

Parents should become familiar with the DISD 2022-23 Student Code of Conduct, and the DISD 2022-23 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:npoole@dentonisd.org), or Katie Hart, Assistant Principal, at 940-369-4600 or [khart@dentonisd.org](mailto:khart@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**, by 2:00 p.m. 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 again this year to minimize large crowds in hallways.**

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

7:20 a.m. - car riders and walkers can begin arriving **\*Please note - there is no supervision provided outside of the building for car riders and walkers prior to 7:20. Please do not leave your child unattended before this time.**

- 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.
- Students will go directly to their classroom or gym based on grade level and line up until the 7:30 bell rings.

- If they need to eat breakfast at school, they should be in the cafeteria line by 7:20 in order to have enough time to eat in the cafe before the tardy bell.

**\*PreK drop-off will now be at the cafeteria circle. The PreK paras will be in the cafeteria to greet them.**

**\*\*Parents are expected to pre-screen their children each day for symptoms of illnesses. Please do not send your child to school with a fever, or with meds to keep a fever down.**

**7:30 a.m.**

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

**\*\*Note - in order to minimize large crowds in the hallways, and allow teachers to safely focus their supervision on students, parents/visitors will not be allowed to walk their children into the building at arrival. (*\*For the first two days parents will be allowed to walk their children into the building, then on Monday August 15 only PK and Kinder parents. Parents must have their Photo ID with them to sign in. After August 15th, no visitors will be allowed into the building at arrival.*)**

**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. - 1:30 p.m.**

- Lunches - One grade level per 30 minute lunch period.

### **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 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. Parents should be at the school at **3:00 p.m.** for dismissal. Staff members need to use the time after school for meetings, conferences, and lesson planning. Late pick-ups may be noted on the student's attendance report, depending on the time and pattern.

\*\*\*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.

## W.S. Ryan Elementary ARRIVAL Map



**Drop off - 7:20 - 7:40**

### 2 drop off choices:

1. Front of school from Ryan Rd. and Creekdale Dr. (for non breakfast students)
2. Cafeteria entrance/side of school from Creekdale Dr. (**for both** breakfast and nonbreakfast students)

**Please take advantage of one of the two arrival locations to expedite drop off.**

**The front drop off can get backed up on Ryan Road. An alternate route is to come from Fawn Ridge to Red Fox to Creekdale and enter the school at the cafeteria entrance.**

If a student *needs breakfast*, drop off at the cafeteria entrance.

Students not eating breakfast can also be dropped off at the cafeteria and will then go through the cafeteria to the gym to wait until dismissed to classrooms.

## W.S. Ryan Elementary DISMISSAL Map



**Dismissal - 3:00 pm**

**K-5 Car Riders: Pick up at the cafeteria**

**Parents must stay in their car and display the current year's car tag (white with black numbers).**

Please pull up to the farthest pick-up spot and come to a complete stop. Staff will escort students to the cars.

**PreK: Pick up at the front of the school**

Parents may park in the front lot (enter from Creekdale) or form a single car line at the front of the school.

PreK parents walk up to the front door to sign out their student.

**Walkers:**

Students who are walking home will be escorted out of the building by staff.

## **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.

## **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**

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. 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.** Party invitations (for birthday parties held outside of school) must be handed out before or after school only. To avoid exclusion, if invitations are brought on campus, we recommend they are given to either the whole class or all boys or all girls in the class. Teachers do not participate in passing out invitations or forwarding emails for private parties.

## **CALENDAR**

A calendar of campus 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 each semester, by grade level. Each teacher will select students as their “Rockin’ Wrangler” who have shown specific character traits or academic progress during that semester. Parents of the Rockin’ Wranglers will be invited to the ceremony.

Teachers may send a student during the day to the office to sign the “Brag Book” for showing a positive behavior or great effort. Those students sign the book, and receive a small prize from the office staff. Teachers may also send students to the office for a “positive office referral” for going above and beyond. Those students will meet with the administrators and receive a prize and positive phone call home.

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. Teacher communications will give times and details. Parents will be allowed to attend these parties and must have Photo I.D. to sign in. Due to limitations of classroom capacity and to keep socially distancing possible, extended family members will not be able to attend those parties. Younger (non-school age) siblings may attend with the parents.



## **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. The school sends out a monthly newsletter “Wrangler Review” via email blast. 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) .

Mutual respect, between parents and staff, is expected in all communications, 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.

Teachers are able to contact parents during their conference times and after school during their working hours. They will likely not be able to answer phones or messages while they are teaching. Please leave the teachers a message, or email, and they will return your call as soon as possible when they are not teaching or in a meeting.

## **CONFERENCES**

We believe that frequent, positive communication is vital to the success of our students! Teachers will reach out to each parent in the Fall to schedule a conference, and may request more during the year if needed. Teachers may be contacted through phone/voicemail or an email throughout the year if you would like to schedule additional conferences.

## **CURRICULUM & ACADEMIC FAMILY NIGHTS**

We will have a curriculum night for each grade level in the Fall to give parents a chance to learn more about what their children will be learning throughout the year. Our annual Family Engagement STEM night will be held in the Spring.

## **DRESS AND GROOMING**

Students are expected to abide by the DISD dress code guidelines set forth in the DISD Student-Parent Handbook. 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. We love fun dress-up days, and our campus will have special events throughout the year that make exceptions to the dress code.

## **DUAL LANGUAGE PROGRAM**

W.S. Ryan is proud to have had a Dual Language (Bilingual) program on our campus for several years. Ours is a "one-way Dual Language" program, for students who speak Spanish as their native language AND qualify as an English Language Learner (testing is required). The program is available for PreK - 5th grade students who qualify. Instruction is given in both English and Spanish, and the goal is for our Dual Language students to be both bilingual and biliterate by the time they go to middle school. Students who complete the program have the opportunity to have their biliteracy noted on their high school diplomas!

## **EXTRA-CURRICULAR ACTIVITIES**

WS Ryan has offered 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, Student leadership team, Green Team, Yearbook Club, and ASL (Sign Language) Club. Clubs are available after school, and will be based on space availability. Continued participation is based on behaviors and attendance, as outlined by the teachers sponsoring the clubs. Once teachers return and we have staff members volunteer to sponsor clubs, we will notify students of available club opportunities.

## **HEALTH PROTOCOLS:**

Please see the district's full health protocols at <https://www.dentonisd.org/Page/101909> . Here are the protocols we will emphasize on campus:

- Staff will help students practice how to walk in a line, or stand in line, reasonably socially distanced.
- Hand-washing and hand sanitizing will take place several times each day, such as before/after recess, lunch, bathroom use, and more.
- Students will wipe their learning areas during the day to keep their desk area clean.
- Custodians will continue increased cleaning routines throughout the day & evenings to ensure proper disinfecting and sanitizing in all areas of the building.
- Hand sanitizing stations will remain set up at all entrances.
- Individual math kits are also provided so manipulatives aren't shared when possible, and some 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](mailto:fried@dentonisd.org) or 940-369-4600. If a student has a fever or suspected covid, flu, or strep 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 disinfected.**

## **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 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 each semester.

## **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, flexible seating, books and other hands-on learning items, as well as field trips and family engagement events.

## **PreK**

Our campus has a Bilingual PreK class for students who speak Spanish as their first language and qualify as an English Language Learner (testing is required), as well as a Monolingual PreK class for students who meet the qualifying criteria. If you feel your child may qualify for these PreK programs, please contact the district's early childhood office at 940-369-0448 or go to [www.dentonisd.org/prek](http://www.dentonisd.org/prek) for more information.

## **RECESS**

Each grade level has a designated daily recess time, outdoor or indoor depending on weather. Students are expected to show safe behaviors at all times during recess and stay within the designated recess boundaries.

## **REPORT CARDS**

Report Cards are provided electronically (via HAC) each quarter. Parents need to log into HAC to view their children's report cards each quarter.

## **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 after the school year begins and you

move out of our zone during the school year and wish to remain here, you must complete a “Request to Remain” at this link <https://www.dentonisd.org/Page/101734> , then email the form to Principal Poole. 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. There are specific dates for transfer requests.

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

## **SCHOOL BOOKS AND EQUIPMENT**

Students are expected to treat all school books, equipment, and devices with care. Fines will be assessed on damaged or lost books and chromebooks. Any student failing to return a book or device issued by the school may lose the right to receive further books or devices until the item is returned or paid for by the parent or guardian. Each student will be assigned a chromebook device.

## **TITLE I**

WS Ryan is a Title I campus. The annual Title I meeting will be held during the school year. 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.**

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 while on campus. 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 or campus admin and parents contacted to retrieve it.

## **TRANSPORTATION**

If your child rides the bus to or from school (or on field trips) the student code of conduct still applies. Please remind your child that their job on the bus is to stay seated, keep their hands to themselves, and treat others with respect so the bus driver can get them from point A to point B safely. Transportation can choose to suspend a student from the bus for not following policies, and parents would then be required to provide transportation to and from school. We know parents do not allow their children to jump over seats, hit others, or yell while parents are driving, and we are confident parents will support transportation's rules as well. If you have a concern about something that happened on a bus, please contact transportation immediately by submitting a concern form at the following link:

<https://www.dentonisd.org/Page/100352>

The transportation safety coordinator will contact you and address the situation.

Transportation will email parents with the pick-up and drop-off locations and times. Please take your child to those locations to practice so they are familiar with those locations and can pay close attention when riding the bus home and not miss their bus stop.

## **VISITORS TO THE SCHOOL**

Parents are always welcome and encouraged to visit the school! The following protocols are in place:

- When arriving on campus for an appointment, lunch, or for a classroom/school celebration, all parents and other visitors must enter through the front entrance, and have photo identification to sign in. Their visitor badge must be visible at all times.
- Beginning Monday, August 15th, parents will be able to join their children for lunch at the visitor tables, if space is available.
- For specific appointments with staff members and administrators, please call the office in advance at 940-369-4600. Walk-in requests may not be able to be granted if the teacher or administrator is teaching or in meetings.

School personnel may require identification of any person on school property. The principal or 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, and may be directed to leave the campus if they cannot conduct themselves in an appropriate and respectful manner.**

## **VOLUNTEERS**

We are ecstatic to welcome volunteers to campus! 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, in order to remain as an approved volunteer.**