

W.S. Ryan Elementary

2021-2022 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 2021-22 school year! We are grateful to have you join our school family, and excited about beginning a new year and celebrating our 20 year anniversary!

Parents should become familiar with the DISD 2021-22 Student Code of Conduct, and the DISD 2021-22 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**, 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 and in hallways.**

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.
- Students will go directly to their classroom or gym based on grade level and line up socially distanced 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.

****Parents are expected to pre-screen their children each day for symptoms of COVID and other 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 after the first day of school.**

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 (Dismissal is 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 **3:00 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.

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, 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.** 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. Otherwise, invitations must be given outside of school hours. Teachers do not participate in passing out invitations or forwarding emails for private 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 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. 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 .

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 are happy to report that in-person events are back on for the 21-22 school year! We will have a curriculum night for each grade level in September 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 resume this year in early Spring semester.

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.

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.

EXTRA-CURRICULAR ACTIVITIES

WS Ryan has offered 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, and will be based on space availability and any required health protocols. 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 COVID health protocols at

<https://www.dentonisd.org/Page/101909> . Here are the protocols we will emphasize on campus:

- Masks are optional this year.
- 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.
- Reduced seating at lunchroom tables will continue to be used so students are properly distanced while they eat.
- 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 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.
- Events, such as Meet the Teacher, assemblies, or family engagement nights may be staggered in groups to minimize close contact with large groups.

****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, 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 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. Putting names on the inside of jackets/coats is helpful.

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.

PreK

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

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 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.

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 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. 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! However, we are still taking precautions to limit large crowds in hallways. The following protocols are in place:

- After the first day of school, parents will not be able to walk their children to their classrooms in the morning.
- Beginning Monday, August 16th, parents will be able to join their children for lunch at the visitor tables, if space is available. We will only have one or two visitor tables this year since all tables are spaced farther apart and fewer students are seated at tables to allow them to be appropriately distanced while they eat.
- 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.
- When arriving on campus for an appointment, all parents and other visitors must have photo identification, and their visitor badge must be visible at all times.

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 are ecstatic to have volunteers back on campus this year! 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.**

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 an evening event, or volunteering on campus (reading to students, helping in the cafeteria, refereeing basketball at recess, etc.). There will be an informational meeting in the Fall – the date will be emailed to all parents. Our students LOVE having dads and dad figures on campus. WatchDOGS must call ahead to schedule a time to volunteer.