

WOLMAN ELEMENTARY

18-19 Parent Handbook

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Introduction:

Welcome to Ray & Jamie Wolman Elementary (RJWE). It is very important to the faculty and staff of RJWE that the children and parents find the elementary school experience rewarding. We feel the more informed you are about the school, the greater the student successes are.

This handbook is a supplement to the Katy ISD Discipline Management and Student Code of Conduct handbook and is written for the benefit of our parents and students. Many items in this book will answer questions you might have concerning specific RJWE practices and procedures.

It is the policy of Katy ISD not to discriminate on the basis of sex, disability, race, religion, color, gender, age or national origin in its educational programs and/or activities, including career and technology programs, nor in its employment practices.

PARENTS AND STUDENTS SHOULD BE FAMILIAR WITH THIS HANDBOOK AND PRACTICES OF THE SCHOOL.

General Information:

Our address is 28727 North Firethorne Road, Katy, Texas 77494. The main telephone number is 281-234-1700 and the fax number is 281-644-1875. Our campus website is:

<http://www.katyisd.org/campus/RJWE/Pages/default.aspx>

School Hours:

Doors will open at 7:55 a.m. and students will be allowed to enter the classrooms. The **tardy bell** rings at 8:20 a.m., and students are expected to be in the classroom, ready for the day to begin. ***Any student not in the classroom by the time the 8:20 a.m. tardy bell rings, must sign in at the front office and will be marked tardy.*** Utilizing the bus transportation system (if applicable) will ensure that your child arrives on time and is supervised. Students may not be dropped off prior to 7:55 a.m. as our doors are unlocked at 7:55 a.m. There are no staff members on duty prior to 7:55 a.m. to monitor children.

We begin dismissing students at 3:40 p.m.

Absences:

Parents are required to call the school office and report an absence, or a note must be received by the attendance clerk within 3 days of a student's return. When calling in an absence, please call 281-234- 1815, and leave a voice message. The recording on the student absence voice mailbox or the written note must include the following information:

- Student's name
- Date(s) of absence
- Teacher's name
- Reason of absence
- Name of person calling in the absence
- Signature of parent/guardian, if a note is written

If the parent/guardian does not call the school to report a student's absence or send a note upon the student's return to school, the absence is considered unexcused. Students chronically truant for unexcused reasons will be reported to the Katy ISD Attendance Officer.

Those students who are not on campus because of appointments with health care providers should return to school on the same day with a note from the medical professional, if possible.

Long-Term Absences - The parent/guardian should check with the teacher to determine if a long-term absence would affect a student's school progress/grades. The parent/guardian must submit a written request to the principal at least one week prior to the absence. Long-term absence request forms are available from the attendance clerk. The teacher and principal must sign this request form.

Students will have time equal to the number of days missed to satisfactorily make up the missed work for this absence. (Exception: If a student has been assigned a multi-week project and the project is due, no extra days will be permitted for completion. The project will be expected to be turned in on the predetermined date or when the student returns to school.) Classwork and homework not made up will be counted as a "0". Please remember that "class discussions" cannot be made up. Class discussions missed may affect your child's work and/or grade. Missing classwork must be completed at school upon the

student's return. Work will not be sent to complete prior to the child's absence.

Partial Day Absences - If a student is to leave school during the day, a note must be presented to the teacher in the morning stating the reason and time the student will be picked up. It must be signed by the parent/guardian. Emails will not be permitted as notification of an early check out. **The parent/guardian may not go to the classroom to get a child. All students must be signed out through the front office.** Students will not be called out of the classroom ahead of time. The front office staff will call them when the parent/guardian comes in to sign the student out. If a parent/guardian is contacted by the nurse to come and get a child because of illness, the parent/guardian must also come to the front office and sign the student out.

Homework for Absent Students - Homework or make-up work may be requested when a student has been absent for 3 or more days. Please call the front office by 10:00 a.m. and pick up the work between 2:30 p.m. and 3:00 p.m. Please do not request homework while reporting an absence at 281-234-1815. Assignments counted as a class grade or test grade will be made up upon the student's return and are not permitted to be sent home.

Access To Classrooms After Hours:

After school hours, students and/or parents will not be permitted to enter a classroom to retrieve books or homework unless the teacher is in the room. Please ask our front office personnel to call the classroom.

Breakfast & Lunch:

Katy ISD provides breakfast options at all KISD elementary campuses. Breakfast will be served from 8:00 - 8:15 a.m. daily. Students arriving after 8:15 a.m. via car, bike or walking will forfeit breakfast opportunities. Bus riders arriving after 8:15 a.m. will have the opportunity to eat breakfast.

Breakfast will consist of cereal and toast, milk and juice, along with a varied choice of entrees.

Students eating breakfast should be in class by 8:20 a.m. Unforeseen tardy situations will be excused as deemed appropriate by the staff on duty. Students are to abide by cafeteria expectations for manners and procedures.

A student may purchase a hot lunch or bring a sack lunch each day, whichever you choose. If purchasing a hot lunch, your child may either use the prepaid lunch account or bring cash each day.

You are urged to prepay your child's lunch by the week or by the month. This payment may be made by check, cash, or with the MyPaymentsPlus system. There is an app for MyPaymentsPlus as well. MyPaymentsPlus allows you to make automated prepayments to your child's school account via the internet using a credit card or debit card. Parents can place money in their student's account by going to the mypaymentsplus.com website. MyPaymentsPlus for students and staff is the fastest and easiest way to prepay for meals by using a credit card to assure money is in an account.

Student district ID numbers are required to register your children for MyPaymentsPlus. Funds are placed in the student account within 48 hours or less. Student food service account history can also be viewed at the Meal Pay Plus website. Parents may set a low balance email message reminder, check the amount of money in the account, and determine what the student has been purchasing, even without using a credit card to pay for meals.

Parents may reference the Nutrition and Food Service Department website for FAQs about a variety of food service related subjects. Complete details on MyPaymentsPlus may be found at:

www.mypaymentsplus.com

If paying by cash or check, please send in a sealed envelope with your child's name, grade and teacher. The homeroom teacher will arrange for the check to be delivered to the cafeteria.

When your child's lunch account becomes low and you are required to make another payment, School Messenger is a technology program which is used to notify parents when their child has a low or negative balance in his/her meal account. The notification telephone numbers are tied to the most current information available in student information

system. A cheese sandwich and milk will be provided to any child who has exhausted his/her opportunities to charge and still does not have lunch money.

"Challenge" - Gifted and Talented Testing Process:

GT Transfer Students- A student who comes to our district as a GT transfer (identified GT in another district), must provide documentation. The parent must obtain a parent checklist from the school. When the school receives the signed parent checklist AND documentation, the screening process will begin. Parents must request screening within 2 weeks of enrollment. A GT transfer student may be screened anytime throughout the year as students enroll.

K-5 Screening

All other students may be screened during the window corresponding to their grade level. Parents initiate the screening by submitting a Parent Checklist by the published deadlines. Any new students who enrolled are eligible for screening. Parents must turn in a parent checklist within 2 weeks of enrollment.

Kindergarten Screening- Parents of kindergarten students receive information during the fall semester regarding screening for the GT program. To request GT screening, parents must return the Kindergarten Parent Checklist by the published deadline in October. The screening process begins in October and continues through February. Parents receive notification letters through U.S. mail by the end of February. Kindergarten GT service begins the week of March 1.

Grades 1st – 4th Screening- Parents of elementary students receive information during the fall semester regarding screening for the GT program. To request GT screening, parents of students in grades 1st - 4th must return the Parent Checklist by the published deadline in December. Grades 1st – 4th screening takes place January-May for possible service to begin in the fall of the next school year.

5th Grade Screening - Students in grade 5 who are referred for GT screening will be screened for possible service in the Secondary GT Program.

To request screening, parents of 5th grade students must return the Secondary Parent Checklist by the published deadline in September.

Screening of 5th grade students will take place October - January for possible service to begin in fall of the 6th grade year.

Classroom Parties:

There are two school parties each year - one in the fall and one in the spring. Room parents are in charge of organizing these parties in cooperation with the classroom teachers. If a parent/guardian is unable to attend, only immediate family that parents have given permission on the visitors' lunch form may attend the party.

Clinic Policy:

24 Hour Rule - Students who demonstrate signs and symptoms of illness or a possible communicable disease should be referred to the school clinic for further assessment. Those with an elevated temperature of 100 degrees or above or those who vomit or have diarrhea must be isolated and sent home. The student must be fever free without fever-reducing medication for 24 hours before he/she can be allowed back in school. Those excluded due to vomiting or diarrhea associated with a communicable illness must also be free of symptoms without the use of preventative medications before being allowed back in school. (Administrative Regulation FFAD) The 24 hour period is used as the standard length of time to determine if indeed symptoms have subsided. If antibiotics are prescribed, 24 hours of the medication must be completed before returning to school. A doctor's note does not supersede the 24 hour rule. If your child is diagnosed with a communicable illness and antibiotics are prescribed, a minimum of 24 hours on the medication must be completed.

Head Lice - If a child is found to have live lice, parents are notified immediately and parents are encouraged to pick up promptly and treat the condition. The nurse will check the student upon his/her return to ensure no live lice remain. Head lice are not a serious medical condition, but needs to have diligent parental cooperation to control.

Medicine Dispensed at School - The Texas Legislature and Katy ISD board policy mandate that school personnel dispense medication to students if certain requirements are met by the parent/guardian.

All prescription drugs must **be in original pharmacy containers** and labeled by the pharmacist. The label must include the student's name, physician's name, name of drug, amount of drug to be given, frequency of administration and the date the prescription was filled.

All non-prescription drugs must be **in original containers**. The written request for administration must include the student's name, name of drug, amount of drug to be given, when drug is to be given, reason drug is given, date, and signature of parent/guardian.

All prescription and nonprescription drugs must be accompanied by a written request signed by the parent/guardian. Printable forms are available on the nurse's webpage.

All prescription or nonprescription drugs to be administered at school for longer than 15 days must be accompanied by a written request that has been signed and dated by the prescribing physician.

Medications prescribed or requested to be given three times a day or less are not to be given at school unless a specific time during school hours is prescribed by a physician, or the school nurse determines that a special need exists for an individual student.

Only one medication is allowed per properly labeled container.

A student may not have prescription or nonprescription drugs in his/her possession on school grounds during school hours.

In accordance with the Nurse Practice Act, Texas Code Section 217.11, the school nurse has the responsibility and authority to refuse to administer medications that in the nurse's judgment are not in the best interest of the student.

Food Allergies - A written statement must be renewed annually and kept on file for any food allergy, including milk, which requires substitutions on the lunch menu. Until the required documentation is received, no substitutions will be made. Printable action plans and dietary modification forms are available on the nurse's webpage.

Specialized Care - Parent request and physician authorization forms for the administration of a specialized healthcare service at school must be renewed annually and kept on file in the school clinic. New forms may be obtained from the school nurse's webpage. These forms are required, but not limited to blood glucose testing, breathing treatments, injections (intravenous or intramuscular), catheterizations and/or tube feeding.

Please ensure that the school has correct and updated phone numbers. Please visit the clinic webpage for more information and printable forms.

Communication / Take-Home Folders:

There are a number of ways the staff communicates with our families. Important information will be sent home in your child's take-home folder every THURSDAY. School information can be accessed online through the campus website and the Home Access Center (HAC). The RJWE Administration will send an electronic message for the week via email every Thursday. Grade level teachers will also send an electronic message as well as update their Canvas Pages. All parents should make sure they provide an accurate and current email address in order to receive these electronic messages. All parents should sign up for RJWE's Remind Text messages. Please urge your child to take all school communication home and check the school website as well as Canvas regularly.

Conferences:

Parent-teacher conferences are a part of the process of reporting student progress (academic or behavioral) to parents. At least one conference per student is required each year and conferences are held in the fall semester. If a child has committed one or more major behavioral infractions and/or academic concerns are noted, additional conferences may be scheduled. In this instance, the parents will be called for at least two conferences. For minor infractions, the school will determine if a conference is necessary. If you desire a conference with your child's teacher, please schedule this with the teacher in advance. Teachers will not be available to conference with a parent when they are with [Clinic Policy](#):students. All conferences will be scheduled during the teacher's

designated conference time within his/her contract day, Monday, Thursday, and Friday.

Counselor:

RJWE utilizes the services of a fulltime certified counselor. The counselor has a variety of duties and responsibilities that are related directly to the parent and child. There may be conferences throughout the year involving the counselor, along with the teacher. Some of the major functions of the counselor are:

- Conferences with the teachers, principal and parents regarding student progress in academic or behavioral areas
- Leading group counseling sessions in the classroom or in the counselor's office
- Helping to identify and process paperwork on special students
- Delivering guidance lessons to all grade levels
- Conducting counseling sessions with individual children

The counselor is available to speak with concerned parents. Due to her varied duties, she may not be available when you drop in to visit with her. Scheduling an appointment guarantees that she will be available to meet with you at the appointed time.

Deliveries To Students:

Forgotten homework will have already been classified as late and will be placed in the teacher's mailbox for pick up during the day. Forgotten lunch boxes will be delivered before 10:00 a.m. to the cafeteria. Parents will want to hand deliver lunch money to the cafeteria manager. **Please do not drop off money to the front office to be delivered to your student.** Students are not allowed to have flowers, balloons or gifts delivered to the classrooms or brought/delivered during celebrations of learning at the end of the school year.

Discipline:

Acceptable behavior is important and required at RJWE, as it is in society. Students are expected to observe school and classroom regulations. Proper discipline will be discussed with the students and expectations will be defined. Communication and cooperation between

home and school results in the most effective and the most desirable outcome. An expectation card will be sent home as a communication tool for parents and teachers.

Students will not be allowed to disrupt the learning process. Learning goals cannot be achieved if a disproportionate amount of time and resources must be given to maintain order. The school is obliged to serve all students until they, through persistent and serious acts, disrupt school and violate the rights of others. Students exhibiting unacceptable behavior will be disciplined according to school board policy.

Only on rare exceptions are children sent to the principal for a first offense. Our discipline procedures include (a) a teacher-student conference, (b) a teacher-parent conference, and (c) principal student discipline. If your child is sent to the principal, you will receive a telephone call to report the incident. A discipline referral will also come home with your child for you to review; sign and return on the next school day.

Please carefully read the Katy ISD Discipline Management Plan and Student Code of Conduct and indicate acknowledgement via InfoSnap. You must acknowledge receipt of these documents by returning the designated page of the booklet with your signature by the second day of school or as soon as possible. Your acknowledgement will be kept on file for the remainder of the year.

RJWE Expectations:

- Listen well.
- Demonstrate organizational skills.
- Complete classwork assignments.
- Complete homework assignments.
- Comply with requests.
- Control my talking.
- Discipline myself.
- Interact appropriately.

Rewards:

- Hallway Behavior Recognitions (First Class Traveler)
- Verbal Praise
- Certificates

- Tokens, Tickets, Stickers, Etc.
- Positive Notes/Calls
- Extra Privileges Granted by Teachers and Administration
- "OWL" Club Award (Outstanding Wolman Learner):

This is an academic award given to students each 9-weeks who meet the criteria developed by the teaching staff of RJWE -All A's, no "N's" in content areas such as PE, Music, and Art. Students who have received an OWL for the first three 9-week periods will receive the yearly Principal's Academic Award.

- World Winning Behavior Award:

This award is given to students who have no more than 5 marks on their student expectations card for each 9-week period. If students do not receive this special recognition for a 9-week period, they can work towards it the next grading period. Students receiving a World Winning Behavior Award each grading period will receive the yearly World Winning Behavior Award.

- SAIL Award (Students Achieve Improved Learning):

This is an award focused on student improvement in the area of academics and/or behavior. It is given to students based on teacher discretion.

Consequences:

- Warning (W on expectation card)
- Mark on behavior card
- Think Time/Conference with Teacher
- Loss of partial recess time
- After School Detention
- Referral to Office

Severe Clause - If a child harms himself/herself and/or others, or damages school property, he/she will receive an automatic referral to the office.

- 5 or fewer marks in a single area= M on the report card
- 6-10 marks in a single area= N on the report card
- 11 + marks in a single area = U on the report card
- 10+ marks on the expectation card= N on Disciplines

Self on the report card

- Office referral= N (at minimum) in Disciplines Self on the report card

The above constitute initials/marks given in a single nine-weeks grading period. Each nine weeks begins with a clean slate for the child.

Please note: A total of 10 marks on the student's Expectation Card will equal an "N" under "Disciplines Self" on the report card. A total of 16 marks on the student's Expectation Card will equal a "U" under "Disciplines Self" on the report card. Loss of expectation card once in a nine weeks will equal an "N" in organizational skills and loss of the card twice will equal a "U" in organizational skills. Office referrals will result in an N (at minimum) in the Disciplines Self category on the report card.

Early Arrivals:

Children will not be permitted to enter the building before 8:00 a.m.

Please do not drop your children off prior to 8:00 a.m. as there are no staff members on duty at that time. Our doors open at 8:00 a.m. Families who need to bring their children to school earlier than 8:00 a.m. will need to make arrangements with the YMCA before school program. The YMCA charges a nominal fee for this service. You may contact the YMCA at 281-392-5055.

Early Check Outs:

Parents will not be allowed to check students out from school after 3:00 p.m. or 12:00 noon on early dismissal days. This is a safety concern and will enable us to adequately supervise ALL students at RJWE. ***Be prepared to show proof of identification whenever checking your student(s) out early.*** Only parents or guardians will be allowed to check out students, unless a written, signed note from the student's parents or guardians is received.

A student with a combination of five (5) or less tardies and/ or early checkouts (after the 10:00 a.m. attendance count) ***will be eligible to receive a Perfect Attendance certificate.*** A child must be enrolled in

Katy ISD on the first day of school and must be present the entire school year. If a child enrolls after the first day, she/he must have documented record of perfect attendance from her/his previous school.

Early Dismissal Days:

Several times during the year, Katy ISD schedules early dismissal days for all elementary schools. Early dismissal time for elementary students is 12:40 p.m. Please refer to your KISD School Calendar for designated early dismissal days.

Lunch will be served according to an altered lunch schedule on early dismissal days.

With time constraints and a large student body, all lunch tables including the visitor's table are utilized for student lunches. **There are no lunch visitors on early dismissal days.**

Field Trips:

Grade levels 1st -5th will take a minimum of one field trip each school year as part of the instructional program. Kindergarten may take one field trip each school year; however, it is not a KISD or RJWE requirement. If this optional activity is selected by the RJWE Kindergarten/Administrative Team, the trip must coordinate with the Kindergarten curriculum and instructional needs. Field trips are never to be considered recreational in nature as parents have the ability to attend special events with their children at other times.

The following is the standard practice for field trips at Ray and Jamie Wolman Elementary:

- The classroom teacher must select the appropriate number of parent chaperones to assist in keeping students safe. Selection of chaperones is at the teacher's discretion and can vary according to field trip location and grade level of students. Typically chaperone ratios include one parent chaperone for every 10 students. Chaperones must wear Raptor I.D. badges at all times during the field trip.

- All parents must ride on the bus if they are chaperoning. All volunteers must provide their own transportation to the field trip destination.
- Parents cannot bring siblings along if they are chaperoning or volunteering. School board policy will not permit an adult to serve as a district chaperone or volunteer while they are in the care of other children. Chaperones will have up to 10 students to sponsor during the field trip. These children will require a chaperone's complete attention.
- Students must ride in district provided transportation to the field trip destination. KISD is responsible for all students on the field trip and the bus must be taken to and from the field trip site.
- Volunteers may drive their own vehicles and meet the grade level at the field trip site, if the field trip site is a large facility or an outside activity, such as the zoo, blue barn farm, etc. Parents who are not chaperoning/volunteering may not be directly with their student. There is a KISD authorized parent chaperone who is required to oversee every child assigned to him/her. All parents attending the field trip must wear a Raptor I.D. badge. It is not in your student's best interest to bring along younger siblings. This is a special instructional opportunity for your school age child, not a family outing.
- Non-chaperones/volunteers may not drive their own vehicles and meet the grade level at the field trip site if it is an inside performance style trip, such as the Houston Symphony, Theater Under the Stars, Ballet, etc. A specific number of tickets will have been purchased by RJWE/KISD, and no extras will be made available.
- The RJWE master schedule will not be altered for a grade level going on a field trip. Specials schedules will not be altered for field trips.

Food Allergy-RJWE Cafeteria Guidelines:

Every year more children are being diagnosed with severe allergies to peanuts. In some cases, these allergies can lead to life threatening conditions. These allergies to peanuts are not always limited to

ingestion, the exposure can occur through contact with the skin and inhalation.

In order to ensure a safe environment for-all of the students at RJWE, the following guidelines have been established:

1. No peanut products are sold in the RJWE Cafeteria.
2. If a student owes lunch money to the cafeteria, the student will be given a cheese sandwich until parents reimburse the RJWE cafeteria.
3. We encourage RJWE parents to avoid sending peanut butter and jelly sandwiches to school. Even though they may be "yummy", they may cause illness in one of your child's friends sitting next to him/her in the cafeteria.

It is our desire for every child to be safe and happy at Ray and Jamie Wolman Elementary. Please help us ensure an environment where all children can feel comfortable and safe by following these guidelines.

Food and Treats:

Katy ISD schools are required to be in compliance with the Texas Department of Agriculture's Foods of Minimum Nutritional Value. Due to student allergies, please provide a treat that does not have peanut products. In addition, food brought for birthdays must be store bought, so that it includes an ingredient list. We prefer single serving treats. If you bring a cookie cake, please have it pre-cut into pieces ready to be handed out. In addition, please contact the classroom teacher 48 hours in advance to let her know you would like to send in birthday treats. An alternate day may need to be scheduled due to birthday treats already scheduled for the same day.

Birthday treats may be left at the front office prior to 10:00 a.m. and will be delivered to the classroom prior to recess. All birthday treats will be enjoyed during the recess period.

Treats for other occasions, such as holidays, are not permitted. Please do not send "treat bags" on a child's birthday, as these are not allowed.

Students are allowed to bring water bottles with plain water only.

Library Media Center Materials Usage Policy:

Katy ISD is pleased that your child will be benefiting from the resources of the district's library media center. It is the district's library policy to serve patrons with a broad selection of materials to satisfy the informational needs of the students, faculty and community members.

When you sign the parent handbook, it is important to understand that you are accepting the responsibility for any materials checked out by your child. If a book is lost or damaged, a replacement fee is required so the material can be replaced by the library media specialist. Books that need to be replaced will be purchased by the RJWE library media specialist by approved district library vendors. If the item is damaged, it will then be disposed of as per Katy ISD's property disposal procedures.

The library media center may contain print and non-print materials that some parents may not find suitable for their child. Students have unrestricted access to most materials in the library media center, and the library staff will not restrict the child's choice of library materials. Self-selection is encouraged. Please familiarize yourself with the materials your child borrows from the library media center. It is the parent's responsibility to determine any restrictions limiting access to materials for his/her child and to discuss those restrictions with the child.

The RJWE Library Media Specialist looks forward to fostering your child's academic achievements as materials are provided to meet the student's reading and informational needs.

Books for Birthday - You may purchase a book through the library to celebrate your child's birthday. The program is called The Wolman Birthday Book Club. Information about this program will be sent home at the beginning of the school year. Contact the RJWE librarian if you have any questions.

Literacy Library Books:

Reading at home provides your child an opportunity to practice reading for another audience and you have the opportunity to hear him/her progress on a daily basis. As part of guided reading, your child's teacher will be sending home books with your child to read to you. These will be

familiar books that your child should be able to read with little or no assistance. It is okay if the child selects the same book to read to you multiple times as this helps with fluency. Please take the time to listen to your child read each night and remind him/her to put it in his/her backpack when he/she is finished reading. You are responsible for the books sent home with your child. Your child will not receive a new book unless the previous book is returned. If a book becomes lost, your child's teacher will let you know for one last look around the house. If the book is not found, you will be asked to pay for the replacement of the book. The cost to replace a lost book is \$20.00. Your child's teacher will not send books home during holidays.

Lost And Found:

Please mark all items of clothing and supplies with the student's first and last name. If lost, these items can be returned to the child. Items that are not marked will be placed in the lost and found located across from the cafeteria doors. Students and parents are welcome to look through the boxes of lost articles. Jewelry, money, eyeglasses, etc. are placed in the front office. Clothing items left unclaimed will be placed in the clothing donation box periodically during the school year. Students will be reminded to check for lost items during the morning announcements prior to removal from the building.

Lunchroom Manners/Visitors:

Students are expected to exhibit manners and courtesies dictated by home and society. The cafeteria monitor will ask a student to leave the lunch table and eat at a designated time-out table if the student has exhibited inappropriate behavior. Serious offenses may warrant an office referral.

Lunchroom Visitors - Parents are always welcome to eat lunch with their children. You will be required to show your photo identification and wear the printed Raptor I. D. badge prior to entering the building. Please proceed to the cafeteria at your child's designated lunchtime. ***Do not go to your child's classroom***, as this will disrupt the learning process. If you arrive early for lunch, ***you may wait outside the cafeteria doors***, or at our visitors' table located in the cafeteria. When your child's class arrives, ***your student may join you at the visitors' table***.

Please know that Fridays are the busiest day for visitors and seating is on a first come, first serve basis. There are no lunch visitors on Early Dismissal Days.

Due to safety concerns, Katy ISD has implemented a "Parent Permission for Elementary Lunch Visitors" form. **Completion of this form will be required before any family member will be allowed to eat lunch with any student at RJWE.** Katy ISD guidelines limit lunchroom visitors at the elementary level to parents/guardians, or with written permission from a parent/guardian, to the student's immediate family members. Immediate family members are defined as the student's parents/step-parents, siblings, grandparents, or any person residing in the home.

Immediate family members will not be permitted to eat lunch with your child if this form is not completed and returned.

Parent-Teacher Association "PTA":

RJWE has an active PTA. There will be a membership drive at the beginning of each school year. The PTA is very supportive of the school and very important and beneficial to all students. There will be many opportunities for all parents to become active in the PTA functions throughout the year. If you are interested in becoming active in PTA functions, please fill out a membership form and send it back to your child's homeroom teacher.

For more information visit <http://www.wolmanpta.org>

Parent Volunteer Program:

RJWE welcomes volunteers. Volunteers should complete a volunteer form supplied by the PTA and return it to your child's homeroom teacher.

Photographs/Videography:

Due to confidentiality, issues and to the Family Educational Rights and Privacy ACT (FERPA), visitors may not use video recorders, voice recorders or cameras unless it is a performance open to the public or

during a private conference with permission in advance by an administrator. Public events are those events occurring when the general public has an opportunity to view students, (i.e. Outside for Field Day) or when students are not required to participate. If it is a public event, parents may record and video their own children.

Physical Education Participation:

Kindergarten through 5th grade students will be required to participate in our physical education program. The students come to physical education for 50 minutes every other day. They will receive a conduct grade and a performance grade. Their performance grade is based on 80% participation and 20% physical fitness. Our goal is to help all children improve and achieve their fullest potential in an atmosphere that is fun, safe and educational.

The mission of the Ray and Jamie Wolman Elementary Physical Education Department is to support the educational curriculum and to provide students with a safe environment in which they can strive to improve their fitness levels. Included are goals that introduce many lifetime leisure activities, which encourage a healthy lifestyle.

Dressing - The students do not dress out, but for the students' maximum comfort and safety, we require that they wear athletic shoes that will not slip off their feet. Shoes need to have a closed toe and heel and have shoelaces or velcro to help keep shoes on the students' feet. Boots, cleats, sandals, mules, flip flops, Crocs, dress shoes, Heelys, spinners, shoes with felt bottoms, or shoes that leave black marks on the gym floor will not be allowed. Also, we require that the girls wear shorts under their dresses. The shoes and shorts may be brought to the gym and put on before class.

Curriculum - Our curriculum is designed to help your child learn and develop motor skills that contribute to physical fitness, positive body image, self-expression and self-confidence. We introduce individual sports, team sports and many fun games. We want our students to be successful and we encourage them to always try their best. Having fun and having good sportsmanship are the two key values stressed in PE class.

Medical Excuses - If your child is sick or injured and he/she is unable to participate in physical education, please send a note explaining the situation. Students will be excused from regular activity no more than five (5) days per illness or injury, unless the note is written by a medical doctor.

Playground/Safety:

The playground is open to the public after 4:00 p.m. daily. Playground safety rules are reviewed with the children in homerooms. Each child has access to the playground during supervised recess. Please remind your child (ren) to play safely when at recess.

Principal/Assistant Principals:

The principal and assistant principals will be involved in all facets of the operation and maintenance of an excellent school facility. This includes working closely with teachers, administrators, students, parents and community patrons. There may be occasion for parent/principal or parent-teacher-principal conferences. Our principals are always willing to participate in conferences that will benefit the student and his/her school environment.

Parents should always discuss classroom academic or behavioral problems with the teacher before contacting the principal or assistant principals. Many times, this can alleviate confusion or misunderstanding. It is difficult for a principal to discuss a situation with a parent before the teacher has been contacted.

Our principals have a wide variety of duties; scheduling an appointment in advance is always the best option. Scheduling an appointment in advance will allow the principals to focus on your concerns without being pressed for time or being interrupted.

Repellent Use:

SAFE USE OF REPELLANTS

- Always follow the label recommendations.
- Apply to exposed skin and clothing. Do not apply under clothing or over cuts, wounds, or irritated skin. After returning indoors, wash treated skin with soap and water.

- Apply to face by putting repellent on hands and rubbing it carefully over the face.

KATY ISD PROCEDURES FOR INSECT REPELLANT USE DURING SCHOOL HOURS

- Concerned parents are strongly encouraged to use a repellent on their child before they leave for school, especially younger children who may have difficulty applying the repellent safely.
- No repellent sprays or lotions will be provided by or applied by school personnel during the school day.
- Parents who are concerned about mosquito exposure during the school day may send a lotion, wipe-on or wristband type of repellent for use by their child. (Sprays pose the risk of accidental exposure and will not be allowed.)
- Parents should instruct their child in the proper use and application of an acceptable repellent, since it will be retained in the child's possession (backpack, etc.) for use when going outside for activities or practices.
- Students with physical limitations that make it impossible to self-apply a repellent will need to bring a parent note from home along with the repellent.
- Efforts will be on-going through Maintenance and Operations to prevent standing water and tall grass in play and practice areas. Please contact your child's campus nurse if you have any questions.
- Note: Additional information on the previous topics as well as those listed below can be found on the Health Services link of the KISD website:
<http://www.katyisd.org/dept/healthservices/Pages/default.aspx>

Report Cards/Progress Reports:

Report cards are issued each nine weeks. Teachers will send home progress reports on all students in the middle of each grading period. Students making a grade of 75% or below or whose grade has dropped 10 or more points will receive an accompanying comment sheet with

their progress reports and report cards. These reports should be signed and returned to the teacher.

Safety Guidelines:

Visitors and parents must enter RJWE through the main entrance only. Parents and visitors should not use the gym, cafeteria, or grade level doors to the campus. Only students have access through other doorways depending on their mode of transportation.

All parents and visitors to RJWE must stop at the front office upon entering the building. Visitors and parents must inform a front office staff member of the reason for their visit to our campus. All visitors will be required to provide a photo I.D. to be scanned in the Raptor system each time they visit RJWE. A visitor badge will be printed and must be worn on the visitor's chest during the entire visit. Before leaving the campus, the badge will be returned to the front office. Do not be surprised if RJWE faculty or parent volunteers stop and inquire regarding your business in our school if you are not wearing a visitor's badge on your clothing, if you are not in the location stated on your badge, or if the visitor's badge is not visible. If this offends anyone, we do apologize. Truly, this should offer you a feeling of confidence to know that there are many people concerned about the students' safety within our campus, including your own child's safety.

Visitors do not have permission to go to the classrooms before, during or after school unless prior arrangements have been made with the teacher or administrative staff. This would include: forgotten homework, forgotten lunches, brief teacher conferences, or brief messages for children. We cannot allow this type of situation to occur because it is a direct interference with instruction. We do want your presence within our school, however, in a meaningful planned way so as to benefit the students of the campus. Parents may schedule a visit within their child's classroom for a period of no more than 50 minutes, with prior arrangements having been made with the teacher. **This does not apply to parent volunteer events.** Parent volunteers, in some cases, are at RJWE for the entire school day and are doing wonderful things for our students!

Forgotten lunches and/or homework - Our front office personnel will be more than happy to ensure that forgotten lunches are delivered prior to 10:00 a.m. Parents will want to hand deliver lunch money to the cafeteria manager. Homework that is forgotten at home will have already been classified as late and will be placed in the teacher's box for pick-up during the day. **Late homework/materials will not be taken directly to the classroom.** This is an interruption in the learning process, and we are to assist our students in their maturation process by teaching responsibility.

Emergencies - If there is a definite emergency and you need access to your child, please come to the front office and your child will be sent to the office in order to talk with you. You will be required to check your child out. If needed, the principal, assistant principal or counselor will oversee the emergency situation.

Lunchtime - We always welcome parents to come and visit with their children at lunchtime. We ask that parents sit with their child only at the visitor table in the lunchroom. Please do not go down the grade level hallways to wait for your child's class. Due to safety concerns, Katy ISD has implemented a "Parent Permission for Elementary Lunch Visitors" form. **Completion of this form will be required before any immediate family member will be allowed to eat lunch with any student at RJWE.** In an effort to expedite this process in an efficient manner, the RJWE office staff asks that parents include their names on the form. This will enable our staff to have all required information in one location. If parents' names are not included, you will experience a delay in proceeding to the cafeteria. Please be prepared to provide a photo I. D. before being allowed to go to the cafeteria. Visitor seating in the cafeteria is limited and on a first come, first serve basis. Fridays are the most attended day.

If you need the exact time your student goes to lunch, please give the front office a call and the staff will be happy to share the lunch schedule with you.

Bicycle Riders - In the morning, our students who ride bicycles enter the building at the fine arts doors or will enter the building via the Kindergarten hall door. Parents may not enter the building through these doors: instead, we ask that adults walk to the front of the building

and enter through the front main doors. In this way, adults show their photo I. D. and receive a Raptor visitor badge stating their destination within the building.

Kindergarten Hall Door - Walkers/bikers coming from the area surrounding the North/South Firethorne intersection will enter through the Kindergarten hall doors. Students will then walk directly to class. We ask that adults enter through the front main doors. In this way, adults show their photo I. D. and receive a Raptor visitor badge stating their destination within the building.

Gym/Cafeteria doors - Students riding daycare vans, special education buses or regular buses will enter through the cafeteria/gym doors. PPCD students may also enter through these doors. Any parent, without a pass, should not drop off students in the staff parking lot area.

Dismissal - If you are picking up your child from school, please remain in your car and in the parent pick up line. Do not come into the building and attempt to take your child from the dismissal lines. If changes are needed to your child's dismissal procedure, please send a brief note to your child's teacher. We will be happy to help you with this if we have adequate notice. Change of transportation notes must be received no later than 2:00 p.m. or 11:00 a.m. on Early Dismissal days. Changes of transportation made after the school day begins, must be faxed or brought to the front office by the above stated times, along with a copy of the parent/ guardian driver's license and signature.

We have staff and safety patrol waiting with our students under the front porch area. If you need to pick your children up "in person" without waiting in the parent pick up car line, you need to arrive at RJWE no later than 3:00 p.m. so that you can come inside to the front office to sign your children out using proper check out procedures. This is considered an early checkout for attendance purposes.

Only in dire emergency situations will students be released to an adult during dismissal and this will not occur until the parent/guardian visits the front office to check the student out using the proper checkout procedures. Be prepared to show your photo identification when checking out your student. All parents must have authorized paperwork to present to duty teachers before any

student will be released. Be aware that you will be reminded that checking students out of school should be accomplished prior to 3:00 p.m. on a routine basis. Your help with this procedure will be greatly appreciated and will allow RJWE to have a much safer dismissal system for our children.

Dismissal for students whose parents are volunteering at the end of the school day- If volunteer parents' duties last until the end of the school day, then they may turn in a signed change of transportation note on the day that their duties last until dismissal by 2:00 p.m. (11:00 a.m. on early dismissal days) to their child's teacher or the front office noting that their child should be dismissed to the PTA workroom in the front main hall. The parent must be waiting in the workroom to receive and monitor their child and should only take their child, not another volunteer's child. Please be sure that students stay inside the PTA workroom while on campus. RJWE staff will ensure that students are dismissed to the PTA workroom at dismissal time; however, once dismissed the students are under the supervision of their parents.

Parking - Please do not parallel park within the RJWE parking lots, unless no other parking spaces exist. This means any parking spaces anywhere on RJWE property, excluding reserved parking spots. Exceptions may include special RJWE curriculum events and PTA meetings in which an entire grade level of children will be performing at the meetings. Do not park along the red painted curb; this is a fire lane.

Handicapped Parking - Our few handicapped parking spaces are designed for people who have legal handicapped parking decals or stickers that give them access to the parking spaces. Please do not park within these areas, even if you remain in the car, unless you have legal handicapped status. Your help in keeping these places for our handicapped friends will be greatly appreciated.

Reserved Spaces - Several spaces up front are marked "reserved". Please refrain from parking in these spaces during school hours and before/after school events.

Car Rider Arrival - Students being dropped off by car will enter the building via our front main doors. Parents needing to come inside should park in a parking space and enter through the front doors.

We feel very blessed to have such positive involvement from parents at Ray and Jamie Wolman Elementary. With your cooperation and support, we will provide the safest educational environment possible for the children of RJWE! Thank you for assisting us by adhering to these safety guidelines and helping us keep your child (ren) safe!

Safety Patrol:

The safety patrol is a trained group of 4th/ 5th grade students organized to promote safety in and around the school. These students are to be recognized as leaders of RJWE. All students should be instructed to obey the patrols in matters of safety.

The P.E. department will organize, instruct, and maintain the safety patrols. Students are recommended by their homeroom teachers to serve for nine weeks and must maintain a "B" average.

State Testing Program:

The State of Texas Assessments of Academic Readiness (STAAR) is given to all 3rd, 4th and 5th grade students. Third grade students take reading and math. Fourth grade students take reading, math, and writing. Fifth grade students take reading, math and science.

Student Work for Class and Home Work:

Classwork

Classwork is work to be done in class only and is not to be sent home for completion. Classwork remains at school until a grade has been assigned to the work.

Homework

The following guidelines will be followed concerning homework:

- Each grade level has a homework procedure. Parents will be made aware of this procedure so they will know what to expect.
- Homework does not have to be an extremely long and difficult task. It can simply be to take papers home to be signed.
- Work that has been introduced and studied in class will be assigned for homework.
- Practicing math facts and reading/practicing word work is beneficial to your child. Although the school is responsible for giving a child educational opportunities, no child learns to read or compute exclusively at school.

Six marks under "homework" on the student expectation card will result in an "N" on the report card in the category entitled "completes homework". Late daily assignments will result in an "N" or "U" on the report card in the category entitled "completes class work assignments" if the number of marks reaches 6 or 11. **Assignments brought to school after the beginning of the day should be brought to the office and will be placed in the teacher's mailbox. This work will be considered late and will be graded accordingly.**

Students are responsible for a complete heading on all work. Repeated failure to do so will eventually result in an "N" or "U" on the report card in the category entitled "Work Habit".

Homework for students who are absent three days or longer should be requested before 10:00 a.m. to the school office and may be picked up between 2:30 - 3:00 p.m. Please do not request homework until your child has been absent three days. Students will have a time equal to the number of days missed to satisfactorily make up the missed work. Please do not request homework when reporting your child's absence to our attendance clerk.

Supplies:

Supply lists for all grade levels are available online. It will be necessary to replace supplies throughout the year as they are consumed. Students are also required to purchase a lanyard, backpack tag, ID sleeve, and communication folder. Lanyards with a breakaway are preferred.

The PTA will hold a school supply sale each year as a service for parents and students. Order forms for these prepackaged supplies will be sent home with your student toward the end of each school year. The supply packages will be placed on your child's desk, ready for the first day of the fall semester.

Tardies:

IF YOUR CHILD IS NOT IN HIS/HER CLASSROOM WHEN THE 8:20 A.M. BELL RINGS, HE/SHE IS CONSIDERED TARDY AND MUST REPORT TO THE OFFICE FOR A TARDY PASS. The attendance office and the parent will receive a copy of each tardy pass. Children that arrive late should be accompanied by a parent/guardian and signed in at the front desk. Parents are not allowed to walk students who are tardy to class. Students will enter their classrooms quietly, give the tardy pass to their teacher, and make as little disruption as possible.

Teacher Gift Guidelines:

In response to many questions and concerns regarding teacher's gifts, the following guidelines have been established:

- Homeroom Parents: RJWE Homeroom Parents cannot be in charge of a collection for a teacher gift. They can participate, but this is not a function provided under their title as homeroom parent given to them through the RJWE PTA. Another parent will need to chair this effort. Grade Level Coordinators should not be agents of collection and PTA officers should not as well.
- The classroom or campus may not be used as a communication device. Any parent or group of parents (who are not homeroom parents) who wish to organize a special gift or shower must do so from home, and students cannot be used to send letters, notes, money or requests home from school. Parents are encouraged to use the class directory to send out invitations or other notifications regarding teacher gifts/showers. **The class directory is only given at the beginning of the school year to those children that are currently enrolled in that classroom.**

Students are not to carry money to or from school for these purposes.

- Should a "grass roots" effort develop for a collective teacher gift or shower, EVERY student's name should be included within the gift card for the teacher, whether the student/family has contributed to the gift or not.
- It is recommended that parents do their best to keep gift contributions to a reasonable amount. A gift should reflect how the students feel about their teacher, as it is the thought that counts. It is not necessary to raise hundreds of dollars to demonstrate positive feelings.
- Wedding & Baby Showers: Large decorated showers are discouraged as they take time away from instruction within the classroom. If a parent chooses to orchestrate a shower for his/her teacher, however, a small gift in which funds can be collected identically to the teacher gift guidelines above may occur. (Room Parents, grade level chair people and PTA officers are not to chair this collection). Again, it is the thought that counts.

Technology:

The internet is available to teachers, students, and visitors to access through the KatyISD Public Wi-Fi. The Katy ISD school system has an appropriate "firewall" to enhance student internet safety. We promote teaching students in digital citizenship and guide them in the appropriate use of the internet. Wolman is a Bring Your Own Device School. Students in second through fifth grade may bring a technology device with access to the internet each day. All classrooms at Wolman have some mini iPads for students and staff instructional use. Teachers monitor internet access and use of digital devices. Students are expected to follow KISD/Wolman acceptable use for the internet guidelines.

Bring Your Own Device -

By taking advantage of equipment that you, as parents, may have already provided your children, and by the District providing a filtered,

wireless network (Wi-Fi), the District can partner with you to provide students with the best academic resources available.

Learning about and being held accountable for the responsible use of either district-owned technology or personally-owned electronic devices is an important part of preparing students to be successful in the future. Whether using district-owned or personally-owned electronic devices for school purposes, each student is expected to act in an appropriate manner in accordance with the District's Responsible Use Guidelines (RUG).

Students in grades 1st through 5th grades may bring and use personal, portable, electronic devices. Devices such as, but not limited, to electronic readers, small laptop computers, cell phones, or any other portable equipment that can access the District's filtered, Wi-Fi network. The following guidelines must be adhered to by students using a personally-owned electronic device at school:

- Internet access is filtered by the District on personal devices in the same manner as District-owned equipment. If network access is needed, connection to the filtered, wireless network provided by the District is required.
- Students are expected to follow the Responsible Use Guidelines (RUG). RUG is available on the web at www.katyisd.org/parents/Pages/default.aspx.
- These devices are the sole responsibility of the student owner. Wolman Elementary and Katy ISD assumes no responsibility for personal devices if they are lost, loaned, damaged or stolen and only limited time or resources will be spent trying to locate stolen or lost items.
- These devices have educational and monetary value. Students are prohibited from trading or selling these items to other students on District property, including school buses.
- Each student is responsible for his/her own device: set-up, maintenance, and charging. Teachers will not store student devices at any time, nor will any District employee diagnose, repair, or work on a student's personal device.
- Electronic devices (personal or District-owned) will not be used as a factor in grading or assessing student work. Students who do not have access to personal devices will be provided with comparable district-owned equipment or given similar assignments that do not require access to electronic devices.
- Electronic devices are only to be used for educational purposes at the direction of a teacher.

- Campus administrators and teachers have the right to prohibit use of devices at certain times or during designated activities (i.e. tests, campus presentation, theatrical performance, or guest speaker) that occur during the school day.
- An appropriately-trained administrator may examine a student's personal device and search its contents, in accordance with the law, if there is a reason to believe that the Responsible Use Guidelines has been violated.
- Do not use device for personal use during instructional time. During the school day, students may not accept calls/texts. All outside communication should be made through the classroom teacher, nurse, or office.
- Emergencies should be handled through campus main office.
- SMART Watches should only be used for telling time when on school property.

Textbook Fees/Library Book Fines:

Students are required to pay for lost or damaged books. This includes textbooks, library books and home readers. When a student withdraws from school, his/her scholastic record will be released only if his/her book record is clear.

Guidelines for Lost or Damaged Library Materials.

1. The librarian is required to distribute overdue notices to students at least twice per nine weeks.
2. Students are required to pay for any lost or damaged materials.
3. After three notices are sent, if the librarian has not received the item or payment, a letter will be sent to the parents of the student informing them of the fine and the necessity to clear the student's library record. The letter will also explain that the fines will follow the student through the district until the payment is made and/or the material is returned. The item cannot be removed from the student's library account if the student relocates to a different Katy ISD campus.

4. The item will be treated as an overdue resource at all Katy ISD campuses preventing the student from borrowing additional materials.
5. If paying for the lost material creates a real financial hardship on the family, the parent may discuss other payment options with the librarian. Those options may include any of the following suggestions, or other options deemed appropriate.
 - Develop a payment plan with the parent to recover the money for the lost material.
 - Work in cooperation with the student's teacher(s) and librarian to develop an alternative plan.

Transportation:

Walkers - "Walkers" are defined as students who walk from home and to or from school. FOR SAFETY REASONS, PLEASE REFRAIN FROM PARKING ALONG CURBS/STREETS TO PICK-UP/DROP OFF CHILDREN DESIGNATED AS WALKERS. The help of every parent is needed in the instruction of your children on safety when walking to school. If you plan for your children to walk to school, **please walk their route with them several times before you permit them to walk alone.**

Kindergarten and 1st grade students will be released with a 2nd - 5th grade sibling or a parent with their child's family number. **All walkers should cross North and South Firethorne Roads at the designated crosswalks.**

Student Safety Patrols and RJWE staff will be in strategic areas to assist the children. Your assistance in encouraging safety at all times is appreciated.

Bicycle Riders - The help of every parent is needed in the instruction of your children on safety when riding their bicycles to school. If you plan for your children to ride their bicycles to school, PLEASE RIDE THEIR ROUTE WITH THEM SEVERAL TIMES BEFORE YOU PERMIT THEM TO RIDE ALONE. Kindergarten and 1st grade students will be released with a 2nd - 5th grade sibling or a parent with their child's family number.

All bicycle riders should cross North and South Firethorne Roads at the designated crosswalks. When on the crosswalks, students must walk their bicycles.

Bicycles must be parked in the bicycle racks located near the fine arts doors or the bicycle rack near the kindergarten entrance to RJWE. **They should be securely locked.** Bike riders should walk their bicycles on school grounds or while crossing North or South Firethorne Road. **We strongly encourage all bike riders to wear a helmet.**

Please do not bring dogs when meeting your children at the biker /walker exit. Animals are not allowed on school property.

Day Care Riders - Some of your children ride a day care bus to and from school. Please inform the day care to bring your children between 8:00 - 8:15 a.m. and pick up your children PROMPTLY AT DISMISSAL TIME. Daycare students will be dropped off and picked up in the staff drive of our school. These children will wait UNSUPERVISED if a bus arrives too early in the morning or comes too late in the afternoon. Please be sure your child's teacher knows what day care bus your child will be riding. **IF YOUR CHILD IS ABSENT OR GOES HOME ILL FROM SCHOOL DURING THE DAY, PLEASE NOTIFY YOUR DAY CARE PROVIDER THAT YOUR CHILD WILL NOT BE RIDING THE BUS IN THE AFTERNOON.**

Parents may not pick up students as they are loading the day care bus or KISD school bus in the afternoon.

Car Riders/Parent Pick Up - If you choose to drive your car to pick up your children at school, **please join in the car line that begins at the main entrance of the school on North Firethorne Road and remain in your car.** Students who are picked up by parent vehicles will wait in the gym. **Parents must have a color coded car rider tag** that hangs from their rear-view mirror stating their child's number and color of tag. Every family will be assigned a family number and this will be given to you by your child's teacher.

The transportation system at RJWE is based on the premise that each family will be assigned a color coded tag based on the grade level of the youngest child in the family that attends RJWE. Each year the colors are rotated up one grade level and the 5th grade level becomes the

kindergarten color. Unless a kindergartener joins their siblings at RJWE, the tag color and numbers for each family will remain constant from year to year.

In 2018-19, the color assignments by grade level are as follows:

Kindergarten – Red

1st Grade – Green

2nd Grade – White

3rd Grade – Purple

4th Grade – Yellow

5th Grade – Blue

DO NOT attempt to park your car and ask your children to come to you across the busy school driveways. This is a serious hazard. We will not allow children to do this. Teachers will help transfer your children to your car in the safest manner possible. We will do our very best to have the car line move as quickly as possible.

If you have school business to attend to, the best time to park and come in is after 8:30 a.m. and prior to 3:15 p.m.; however, please find a legal parking place. You may also park in the staff parking lot area to conduct school business. Due to double stacking during dismissal, you must obtain permission from the staff who write numbers at the front entrance. We ask that you not block either of our driveways by parallel parking on the front, or side of the building. Please observe the legal painted crosswalk areas for your driveway crossing. Please do not park in reserved spaces.

KISD Bus Riders - All children residing past a 1/2 mile distance from school are permitted to ride the KISD bus. There is no charge for this service. ***To determine bus numbers, routes and estimated time of pick up and arrival, please go to the Katy ISD website at www.katyisd.org.*** Click on wording that states, "bus schedule" and you will find information regarding bus routes.

If you do not have access to a computer, any public library has computers available for your use. School bus route wall maps will be posted at all schools. More information regarding school bus transportation, parent/student responsibilities, safety rules and student conduct can be found on the Katy ISD website.

Student conduct on buses to and from school each day is vital to student safety, and in many cases, to the frame of mind in which students begin their day of learning. Parent reinforcement of appropriate safe behavior is crucial. The following is a list of bus expectations and established consequences for misbehavior on the bus. Not following bus rules can result in suspension of bus privileges.

Expectations:

- Speak with a quiet voice; use appropriate language
- Follow directions the first time given
- Keep hands, feet and objects to yourself
- Remain seated until time to unload at your stop

Consequences for Misbehavior (below are guidelines only, consequences may vary based on individual situations; consequences at the discretion of campus administrators):

- **First Referral:** conference with the administration, placed on bus probation, parent notified
- **Second Referral:** conference with the administration, bus suspension for 3 days, parent notified
- **Third Referral:** conference with the administration, parent notified, bus suspension 5 days
- **Fourth Referral:** conference with the administration, parent notified, bus suspension for 10 days
- **Fifth Referral:** conference with the administration, parent notified, bus suspension (at the discretion of the administration) for the remainder of the semester

Changes in Transportation - ON THE FIRST DAY OF SCHOOL, please let the teacher know how your child will be getting home from school each day. This will be your child's "primary mode of transportation". Thereafter, any change in this mode of transportation will be considered a "change in transportation". All changes in transportation must be in writing, signed by the parent/guardian and delivered to the teacher or faxed. It is recommended that you call the front office to make sure your fax has been received. **FOR THE SAFETY OF OUR STUDENTS, CHANGES IN TRANSPORTATION WILL NOT BE TAKEN OVER THE TELEPHONE OR**

VIA EMAIL. Change of transportation notes must be received no later than 2:00 p.m. on Regular Days and 11:00 a.m. on Early Dismissal Days.

Transportation changes should be infrequent and only out of necessity. Try to predict afternoon school day plans and inform your child (ren) in advance how she/he will go home that day. Please understand that a teacher is responsible for correctly and safely dismissing up to 22 elementary students to the correct location.

In addition, parents may not pick up students as they are loading the buses in the afternoon.

Students may not be checked out after 3:00 p.m. or 12:00 noon on early dismissal days. This is a safety concern and does not allow staff to adequately supervise all students.

Severe Weather Transportation Plan - Every year we seem to have inclement weather during the school day and especially at dismissal time ... many children become quite concerned on days like this about how they are going to get home.

A "severe weather" dismissal is determined by the principal or assistant principals **at 3:15 p.m.** Please be aware that students will not be released as bikers or walkers if "severe weather" is called at 3:15 p.m.

Please instruct your child and teacher as to what he/she should do on days when it is lightening or any other severe weather condition. **This instruction should be given to the teacher (in writing) on or before the first day of school.**

The principal will alert the children when the weather is questionable at dismissal. A "severe weather" decision is made if the following conditions exist:

- Lightning within the RJWE area; and/ or
- Katy area under warning determined by the National Weather Service.

The students will be told to follow their "severe weather plan" that you have instructed them to follow. In order for this to work, your children and their teachers need to be aware of your directions. Remember to give these WRITTEN instructions to your child's teacher.

You may always change your child's transportation due to the weather.

Backpacks

All Students are encouraged to bring a backpack to school each day. Backpacks must have a Wolman Dismissal Tag which indicates how the student goes home each day. Students in grade 3rd-5th may have a rolling backpack.

Vandalism:

There is a great deal of pride by the students, faculty and community for this beautiful facility. Vandalism creates a decline in morale as well as an added expense to the taxpayers. Students should respect all school property, including buses.

The seriousness of vandalism should be discussed at home. Parents or students observing acts of vandalism should report such acts to the RJWE administration and/or the Katy ISD Police Department at 281-237-4004.

Acts of vandalism will also be reported to the Katy ISD Police. Persons involved will make restitution and/ or be prosecuted.

Visitation At School:

We welcome visitors to RJWE as we are very proud of our beautiful school and the amazing students and staff. Please know that upon entering our campus, you will be asked to present one of the following forms of identification in order to move beyond the front desk: Valid Driver's License (any state), State-Issued I. D. Card, Work Visa or Green Card. Your identification will be scanned; once cleared you will be issued a visitor's badge, which must be worn on your chest while you are on campus. Upon your departure the visitor's badge must be returned to the front office. **You will not be allowed to enter the campus without**

the proper identification. Please do not attempt to enter the building through any doors other than the front.

In addition to having all campus visitors scan their identification at the front desk when they visit, **we are asking all parents to allow your child to walk to class in the morning on their own.** Due to district policy, parents and/ or guardians may escort their children to class on the first three (3) days of the school year only, so you can assist your child in learning their way to class. However, parents and/or guardians must leave the classroom before the tardy bell on these days.

Classroom Observations - Parents are welcome to visit their student's classroom after the first two weeks of school. We ask that you coordinate a date/time as well as the purpose of your visit with the teacher prior to coming to visit. Visits should be limited to 50 minutes unless special permission has been given by RJWE administration. During your observation, please do not visit with the students in the classroom or the teacher. If you need to confer with the teacher, please make an appointment for a time during the day when he/she does not have students. Please do not bring other children with you if you plan to visit in the classroom.