

Williamson Elementary School

2020-2021

STUDENT HANDBOOK



GALENA PARK INDEPENDENT SCHOOL DISTRICT

Welcome to
Dr. Shirley J. Williamson Elementary...
Where We Educate with Excellence!

Dear Parents and Students,

We are excited to embark upon another school year with you and your child. We had a successful school year last year. I look forward to even more academic improvements this year. There is no greater joy than to see students grow academically, emotionally, and physically in a year's time.

This school handbook is intended as an introduction to our programs, policies, and procedures. Each student will also have access to a district handbook online, which provides a detailed explanation of policies set by our school board. Thank you for being a part of the Williamson Elementary community. We look forward to working with you and your child to ensure you have a great year!

Sincerely,

Dr. Jonathan Sutton
Principal

Dr. Shirley J. Williamson Elementary
is
“ensuring excellence...!”

School Hours

7:00 am – 7:30 am	Cafeteria open for breakfast/Holding areas open
7:00 am – 3:30 pm	Front office hours
7:40 am – 11:20 am	Pre-Kindergarten 3 AM session
11:30 am – 3:10 pm	Pre-Kindergarten 3 PM session
7:40 am – 3:10 pm	Pre-Kindergarten 4 – 5 th grades

Dress Code

S.J. Williamson Elementary has implemented NO required uniformed standardized dress code policy for the academic year.

UNACCEPTABLE ATTIRE:

Bare midriffs, spaghetti straps,
backless shoes, are NOT allowed.

Shoes with wheels are NOT allowed

No short shorts/skirts

Students may not use inappropriate hair color such as purple, orange, green etc.

Attendance

Regular and punctual attendance is essential to the growth and development of students. Every effort should be made to ensure students are at school on time. Breakfast is served starting at 7:00 am for breakfast. **No students will be allowed in the school prior to 7:00 am.**

The first bell rings at 7:35 am and students must be in class by 7:40 am.

Student Arrival Procedures

All students arriving to school by **car** should be dropped off along the curb in the student drop off zone. Parents should follow the single lane of traffic through the front (small) parking lot and stay to the right. All students must enter through the main front doors. Please make sure students are prepared to exit vehicles when entering the ***drop off*** zone. Please use caution as you travel through the parking lots.

All students arriving to school by **walking or riding bikes** should follow the sidewalks to the covered walkways. Students must walk bikes once on school property. There will be **NO** student entrance into the rear or side of the school building. Bike riders should secure their bikes with a lock to the bike rack located on the sidewalk in front of the cafeteria.

*****The ramp through the side (large) parking lot is reserved for school buses, daycare vans and students with special needs only.****

*****Students may NOT be dropped off in the parking lots. Parents may park in marked spaces and escort students across the drop off lanes to the covered walkways.****

***** Students should NOT be dropped off along the curbs of the adjacent streets. These are NOT supervised areas.****

Student Dismissal Procedures

All of our dismissal procedures are for the safety of our students. We ask that you assist us in maintaining a safe environment for them by following the student dismissal procedures. All Williamson Elementary students will be assigned a **dismissal number** regardless if they walk/ride bikes home, ride the bus, or get picked up.

All students leaving school by **CAR** will use the following procedures:

STUDENTS:

Staff members will escort all car riders to the gym. Upon entering the gym, students will report to their assigned number line and be seated. As parents arrive, students' **dismissal numbers** will be called (all family members will have the same number). At that time, students will leave the building through the main front doors to the student pick-up zone. Staff members will assist students in entering their vehicles.

PARENTS:

Parents will receive two tags with their student(s)'s assigned **dismissal number**. One copy should go in the main vehicle that picks up your student(s). The other copy may be used in a second vehicle that may also pick up your student(s). Parents shall enter the single car pick-up lane in the front (small) parking lot, making sure to display their **dismissal number** tag in the front windshield. As cars enter the lane, the number(s) will be reported to staff members in the gym. Your student(s) will be waiting for you in the pick-up zone by the time you pull around. Staff members will assist with loading. After loading, parents may enter the left lane to exit the parking lot.

*****Parents/vehicles not displaying a DISMISSAL NUMBER will be asked to park in the adjacent lot and enter the front office for student check-out and ID verification.**

*****Please do NOT leave unattended vehicles in the pick up lanes during dismissal times. (PK AM 11:00-11:20 am , PK PM and Kinder-5th 2:45-3:15 pm)**

*****Students will NOT be allowed to wait for parents outside of the building. All car riders will be required to wait in the gym for parent pickup.**

*****Parents and daycare providers who arrive late (after 3:30 pm) will need to sign their student(s) out in the front office.**

All students leaving campus by **BUS or DAYCARE VAN** will use the following procedures. Staff members will escort all bus and daycare riders to the cafeteria. Upon entering the cafeteria, students will report to their assigned lines and be seated. As each bus arrives, students will be escorted and loaded in a single-file line. Buses and daycare vans will begin leaving campus at 3:05 pm.

*****Parents wishing to pick up a student who has already been dismissed from the classroom as a bus or daycare van rider must get a dismissal pass from the front office.**

All students leaving campus by **WALKING or RIDING BIKES** will use the following procedures. Staff members will escort all walkers and bike riders to the yellow commons area. Upon entering the area, students will report to their assigned line and be seated. At 3:05, they will be escorted off campus and across the adjacent streets if needed. Student walker/bike riders will be escorted across the bridge and released. *Any student walkers/bike riders who ignore staff directives and present a safety hazard to themselves, other students or school staff will be required to be parent pickup.*

*****In the event of rain, walkers/bike riders will be held at school until the rain clears or someone arrives to pick them up. DISMISSAL NUMBERS will need to be displayed in the vehicle's windshield.**

*****Williamson Elementary students are not allowed to wait at the Cobb 6th grade campus for older brothers or sisters to dismiss without a parent.**

*****Parents are asked to keep their student(s)' dismissal routine as consistent as possible. Students and teachers will NOT be allowed to change a dismissal routine without a written note from a parent/guardian. In the event of an unplanned change, please contact the front office by 2:00 pm.**

Bus Transportation

Riding a school bus is a privilege extended to students by the school district. A behavioral expectation contract will be sent home with bus students the first week of school. The contract should be read, signed by students and parents, and returned to school. For the safety of the students, all riders must observe proper behavior while on the bus AND at the bus stop. Failure to comply with bus rules will result in temporary or permanent removal from the bus. Bus routes are posted on the school's webpage and are available in the front office.

*****Transportation will only be provided based on the student(s)' home address.**

Visitors

For the safety and security of guests and students, visitors are required to check in at the front office and present a valid driver's license or ID. Your ID/license will be scanned through our V-Soft system. Visitors will not be able to visit the classrooms.

Cafeteria Expectations

Parents are NOT ALLOWED to eat lunch with students on this year.

Students are required to follow the cafeteria expectations and the cafeteria monitors directions.

Our cafeteria is our dining room. Proper behavior is expected. SJW has implemented a school wide cafeteria behavior plan. Classes are recognized for following these cafeteria expectations:

In the serving line students will:

- enter the cafeteria in an orderly way.
- use quiet voices when standing in line.
- respond respectfully to adults in the serving line.
- get appropriate items for lunch before they leave the serving line area. (napkin, fork/spoon, straw, milk, snack, ketchup, mustard, etc.)

In the cafeteria students will:

- walk to designated table and sit down.
- use quiet voices when talking in the cafeteria.
- stay in their seats and raise their hands to get help.
- use good manners and eat only what is on their plate. (Touching another student's food is not permitted. No sharing.)
- keep hands, feet, and objects to themselves.
- make sure their eating space is clean for the next class.
- dump their trays one at a time one side at a time.
- walk to the designated area and wait to be picked up by their teacher.
- exit the cafeteria quietly.

Everyone will treat others with dignity and respect.

Nurse's Office/Emergency Information

There is a full-time nurse on duty during regular school hours every day. If a student becomes sick or injured, he/she will be sent to the nurse. If, after observation, the illness or injury appears to worsen, reasonable effort will be made to contact parents. Parents may be requested to come and pick up their child at that time. If minor injury or illness occurs near dismissal time, students will be held in the nurse's office until the bell rings and their transportation arrives. Students with severe illness or injury will NOT be dismissed by bus.

*****The school nurse is authorized to dispense prescription medications ONLY to students. Parents of students requiring prescription medications at school must visit with the school nurse and sign the authorization forms.**

New emergency information cards are to be filled out each school year. During the school year if any changes are made in employment, telephone numbers, or alternate contacts, please call the front office at 832-386-4000 so that the emergency card can be updated. It is important that the emergency cards are completed entirely.

Only the people designated on the emergency card will be allowed to pick children up from school.

Parent Teacher Conference

Parent-Teacher conferences are encouraged and are *virtual only*. If the teacher feels a conference is necessary, the school will contact the parent. If, for any reason, a parent wishes to have a conference with the teacher, the parent should contact the teacher. All attempts will be made to conduct conferences during the teacher(s) regularly scheduled planning periods Monday, Thursday, or Friday. We normally reserve Tuesdays and Wednesdays for team planning.

When parents have concerns or issues to discuss, they are encouraged to discuss the issue with the classroom teacher first. If the situation is not resolved, parents may address the issue with campus administration. Teachers, members of the administration, and parents share common goals of creating the best learning experiences for students.

Closing of School/Shelter in Place

During the school year, the district may see the need to cancel classes because of weather conditions or other unforeseen reasons. If circumstances force the closing of school, all local radio and television stations will carry the announcement. Our district also will utilize an automated phone “call out.” Because the system will call the main contact number listed for the student, it is imperative that you notify school personnel of phone number changes as they occur.

Students need to know where they should go in case of an early dismissal. After school care is closed whenever school is cancelled for an unscheduled reason. Past experience has shown that a large number of students are not informed by parents where they are to go in case of an emergency closing. Phone lines become overloaded, parents cannot call in, and students cannot call out. The time it takes to make contact delays the time that buses could be on the road and could endanger the lives of the students and drivers alike. Parents need to make the decision before their children begin the first day of class each fall, and allow our phone lines to remain clear for emergency calls. Please have a plan with your student(s).

In the event of an emergency, the school may be ordered to “shelter in place”. In this situation, the school will lockdown and no one will be allowed to enter or exit the building until the order is lifted. During this time, the students will be supervised and secure.

Field Trips

There will be NO Field Trips for the 2020-2021 school year.

School Celebrations/Parties

There will be two (2) “official” classroom parties per year – A Valentine’s Day party and a Christmas party.

Due to state guidelines for student nutrition, Williamson will not be able to offer or serve any food item considered to be a “Food of Minimal Nutritional Value” at any time during the school day (with the exception of our two classroom parties). Parents are **NOT** allowed to send items to share with the class for their child’s birthday. ***Please do not send balloon bouquets to the school.***

Personal Items

Students shall not bring toys, trading cards, athletic items, electronic equipment (including cell phones), or any non-essential personal items onto school property. Williamson Elementary is not responsible for lost or stolen items. Our cell phone policy is “not seen/not heard.” Cell phones that are visible or heard ringing will be confiscated and held until a parent/guardian picks them up. State testing guidelines (STAAR) strictly prohibit cell phones to be present during testing.

Homework

Every student at Williamson Elementary will have assignments to work on at home Mondays-Thursdays. Homework will be designed to reinforce skills that have been taught at school and will not contain any new skills or learning. Homework may be in the form of worksheets, workbooks, or supplemental readers. Although a teacher may not assign homework each night, time should be spent reading, studying math facts, or reviewing for tests. Please check your child’s homework each night. Students will not be given textbooks to take home each evening.

Weekly Folders/Grades/Conduct

Williamson Elementary will communicate electronically weekly grade and conduct reports for each student. These email will be sent on **TUESDAY** of each week.

Tutorials

Williamson will provide after-school tutorials for students in need of assistance. Tutorials are scheduled to begin in mid-November. Students are selected for participation based on academic need (report card grades, district assessments, etc.). Please make sure that you are on time to pick up your students from tutorials.

Grading/Report Cards

Grades and attendance are reported to parents every nine weeks to show student progress.

Grades indicate skill in a subject. The following grading system is used in

1st-5th grade:

100-90: “A”

89-80: “B”

79-70: “C”

69 or Below: “F”

Parents may view their child's grades at any time on-line. Notification letters about this service will be sent home with each student. A copy of the district's Elementary Grading Handbook can also be found online.

Progress reports are issued to all students at the middle of each nine-week grading period. These are designed to help parents monitor their child's progress before official grades are assigned. Progress reports will be sent home in the student(s) weekly folders.

Honor Roll

Outstanding academic work is recognized through an honor roll system. Students are selected for honor roll for each grading period. To be placed on the honor roll, students in grades 1st-5th must demonstrate the following:

Distinguished Honor Roll:

All A's on the report card and E or S in conduct

Academic Honor Roll:

All A's and B's on the report card and E or S in conduct

Attendance Awards

At the end of each school year, Williamson Elementary is proud to recognize students who have made the outstanding effort to attend school each day.

School Counselor

Williamson Elementary School has a full-time counselor available to address the needs and concerns of our students, teachers, and/or parents. The counselor works to facilitate each student's success by supporting and consulting with teachers and administration, by collaborating and communicating with parents and families, by providing appropriate individual and group counseling, by providing classroom guidance, and by making appropriate contact and referrals to community service agencies. The counselor also works with the administration and teachers to plan and implement the standardized testing program.

We are **Winners!**

We are **In** charge of our future!

We are **Lifelong** learners!

We will **Lead** by example!

We have an "I can do it" attitude.

We are **A** community of productive citizens!

We are **Making** a difference!

We are **Striving** for excellence!

We are **On** task!

We will **Never** give up!

We are the Williamson Lions!

