

Wortham Oaks Elementary School 2020-2021

Notice of Nondiscrimination

“Judson Independent School District does not discriminate on the basis of race, religion, color, national origin, sex, disability or age in providing education services, activities, and programs, including vocational programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; Section 504 of the Rehabilitation Act of 1973, as amended.”

Parent Handbook Addendum

**This Addendum pertains to when
students return face-to-face learning.**

August 2020



Dear Parents/Guardians,

Welcome to a new and exciting year at Wortham Oaks Elementary! It is our desire to provide the best possible educational experience for all our students.

Campus staff members are eager to develop a strong working relationship with you. Please feel free to make appointments with teachers for individual conferences. Conferences are held during teachers' conference periods, between 7:00 AM and 7:20 AM, or between 3:00 PM and 3:20 PM. Please give the teacher at least 24 hours' notice. Conferences may be arranged by calling the school office. Additional information will be provided during the first weeks of school.

We invite your assistance in making 2020-2021 the best ever! If you are interested in volunteering at Wortham Oaks or serving on the PTO Board or the Site-Based Decision-Making Committee, please contact the school office at 210-945-5750.

Again, we welcome you and your child(ren) to the Wortham Oaks family. Through our combined efforts, the Wortham Oaks Wildcats will claw their way to the very top! Wortham Oaks is the Best School in the Universe!

Sincerely,

Yvonne I. Muñoz

Principal

Alma Neira
Assistant Principal

Kirsten Hume
Counselor

Jossi Clark
Secretary

Wortham Oaks Elementary Mission & Vision Statement

“When educating the minds of our youth, we must not forget to educate their hearts.”
-Dalai Lama

Miscellaneous Information

Bicycles

For safety reasons, students who ride bicycles to and from school should wear helmets. It is the responsibility of the parent to see that the student knows and obeys safety rules. Bicycles should be parked properly at the bicycle rack and locked with a chain and a good lock. The school assumes no responsibility for the student's bicycle. Skateboards and roller blades are not allowed at school.

Possession and Use of Personal Telecommunication Devices For safety purposes, the district permits students to possess personal mobile telephones and other computing devices; however, these devices must remain turned off and in backpacks once on campus.

The use of mobile telephones or any device capable of capturing images is strictly prohibited in restroom areas while at school or at a school-related or school-sponsored event.

If a student uses a telecommunications device during the school day, the device will be confiscated. The parent may pick up the confiscated telecommunications device from the Wortham Oaks administration for a fee of \$15.

Confiscated telecommunications devices that are not retrieved by the student or the student's parents will be disposed of at the end of the school year.

Possession and Use of Other Personal Electronic Devices

Except as described below, students are not permitted to possess or use personal electronic devices such as MP3 players, video or audio recorders, DVD players, cameras, games, e-readers, or other electronic devices at school. Without such permission, teachers will collect the items and give them to the Wortham Oaks office. Parents will be contacted to pick up the items.

Breakfast and Lunch Program

To ensure that all of our students are well prepared for academic success JISD is excited to implement “Breakfast in the Classroom”. We will continue our morning recess routine which also shows to have rewarding benefits for classroom learning. We encourage every student to participate in breakfast before recess to ensure that they have the nutrition needed to succeed in the classroom.

- Meal prices for 2020 - 2021 are: breakfast **free** (for all students), student lunch \$2.00. A la-carte items (milk, juice, tea, cookies) available upon request for additional cost. Visitor lunch and breakfast available for \$3.75.
- Breakfast is served from 6:50 to 7:20 AM daily.

- The student lunch times are determined according to the school schedule.
- Children may bring their lunch or purchase lunch. Milk is included in the purchase price of a lunch.
- Milk and juice are available for students bringing lunches, see Child Nutrition webpage for pricing information.
- Menus can be viewed on the Judson webpage <https://judsonisd.nutrislice.com/menu/>
- Each student has a cafeteria account. Funds may be deposited in that account any school day between 6:50 AM and 12:30 PM or online (www.mypaymentsplus.com/). Students will be notified when their accounts are down to \$2.50.
- If a student does not have money in his or her account, (s)he will be served a sandwich, fruit, and milk.
- **If your child has specific food allergies, please contact the Judson Child Nutrition Department at 210-945-6720 to make arrangements for a special diet.**
- Parents are welcome to come and eat lunch with their children *except* on state assessment days (STAAR/TELPAS). On these days Wortham Oaks will be a closed campus.

Texas Public School Nutrition Policy

The nutrition policy was developed by the Texas Department of Agriculture with a committee of parents, health professionals, school administrators, and members of the food industry. These guidelines were created to promote a healthier environment throughout the entire school.

- Parents may provide **FMNV** items for their child **ONLY**.
- Parents may send cupcakes, cookies, or doughnuts purchased at a store for their child's class on the student's birthday. The treat will be sent to the classrooms after their grade-level lunch time.

School Celebrations

Only three celebrations will be held during the school year - Harvest Celebration (October), Winter Holiday Celebration (December), and end of school celebrations. Classroom teachers are responsible for organizing these celebrations with the assistance of parent volunteers. Parents may be asked to make donations for these events, such as paper goods, baked goods, chips, ice, or drinks. FMNV may not be given during meal times in the areas where school meals are being served or consumed. Celebrations are for the students enrolled in the classroom. Siblings of students may NOT attend classroom parties or end of year parties. Parents may not attend birthday celebrations. We will sing and share a treat.

Checks

All checks sent to the school must have a driver's license number or social security number noted. NSF checks returned to school will be charged a \$30.00 fee.

Change of Address and Telephone Number

It is crucial that the Wortham Oaks office has updated phone numbers and addresses. Parents need to use Parent Self Serve to update phone numbers for alert calls as well as

notifying the school office of any changes in address or telephone numbers. It is also important to have all business numbers including extensions. The school needs to be able to reach a parent at all times. If a parent is to be out of town, even for a day, a note should be sent to the office with emergency instructions.

Leaving School Early

No child will be allowed to leave school with anyone not known to the school and not listed on the child's emergency card. All people checking out or picking up students will be required to show photo identification and to sign out the student from the office.

Parents picking up students before dismissal time must go through the office, and the office staff will call for the child. Parents are not allowed to go to the classroom or the playground to pick up students.

If you need to add or delete people authorized to pick up your child from school, please log into Parent Self Serve and make the necessary changes. Requests made by phone will not be honored since they cannot be verified with photo identification.

Students are not to be picked up from school between 2:25 PM and 2:45 PM without prior written approval from a Wortham Oaks administrator. (This policy is noted in the Judson ISD Handbook.) Teachers and students are working on important skills from bell to bell, and tardies and early departures add up to a significant loss of learning time.

Parent Teacher Organization (PTO)

Each parent is urged to become a member of the PTO and to volunteer their time and talents to the school in any way they can. The dues for the year are \$5.00 per adult. The chief purpose of the PTO is to provide a link between the home and the school. Mutual cooperation between parents and teachers is essential to the success of your child's school life.

Parent Volunteers

All parents are invited to volunteer in our school! **Volunteers at all Judson schools must have volunteer training and have a current police clearance before they are allowed to chaperone field trips or to volunteer in the school in any capacity.** Clearances are valid for one year and must be re-submitted once they have expired. All volunteer training is done online. For volunteer training go to the judsonisd.org home page. Under **Menu**, click on, **Families**, go to Stay Involved then click **Volunteering**. Complete the online training. Volunteers should call the school and check to make sure they have been cleared before coming to volunteer. Volunteers fall under the same guidelines as school visitors and must follow sign-in procedures.

Visiting the School

In order to provide a safe and secure environment for all of our students and staff, Wortham Oaks has implemented a conservative visitor policy. All visitors, parents, and volunteers are required to follow these guidelines.

- **Each time a visitor comes on campus, (s)he must sign in at the office, present a photo ID, and get a pass that will identify him/her as a visitor.** Visitors not wearing an appropriate sticker will be escorted to the office.

- **Visitors must dress appropriately when visiting the campus for any function.**
- **Visitors may not enter the school through side or back doors.**
- **Parents/visitors are not allowed on the playground during recess time.**

Visits to classrooms during instructional time are permitted only with the approval of the principal/designee and teacher. The duration or frequency of visits must not interfere with the delivery of instruction or disrupt the normal school environment. Visits to other areas are also subject to approval by the principal/designee, and visitors are required to report to the main office to sign in and receive authorization prior to entering these areas. At the conclusion of the visit, visitors must return to the main office and sign out. All visitors to Wortham Oaks must provide either a driver's license, or other form of identification (Military ID) for a visitor's pass while on campus. IDs will be returned once they have been scanned by the front office personnel.

Transportation

Bus route information is available on the Judson website, www.judsonisd.org.

Bell Schedule

7:20 First Bell - Teachers are at designated areas, helping students line up. Teachers escort students to class.

7:30 Tardy Bell - All students and teachers are in class beginning routines. Students arriving after this bell must report to the office for a tardy slip.

2:45 Dismissal Bell - K-6th grade students who are picked up by parents are dismissed through the front of the school. Students who ride the buses exit the cafeteria with teacher supervision. Students who walk home should exit the building through a designated backdoor and walk to the cross walk.

Before and After School

Students who are in the building before 7:20 AM need to go straight to their POD as early as 6:50 to have breakfast in the classroom, then morning recess. We do not have staff on duty until 6:50. Therefore you may not drop off your child before 6:50.

Aside from club meetings, choir, and tutoring, students who are at school after 2:45 PM should be enrolled in the Adventure Club program, the only supervised activity occurring on campus after school hours. Specific information concerning the Adventure Club is available through the Judson Adult & Community Education Department (210-619-0429).

Absences and Tardies

Students arriving after 7:30 AM are considered tardy and must check in through the office where they will receive a tardy slip. Continued tardiness will be brought to the attention of the parents and documented in Parent Self Serve. The following steps will be followed for students tardy to school each semester.

3rd tardy Students with perfect attendance and three or more tardies will not be recognized at the honor assemblies

5th tardy After school detention assigned; student's ability to participate in extra-curricular activities, such as choir and Safety Patrol, may be affected

***Tardies for after school detention will start being counted the second week of school.*

Attendance notes can be sent to the office or e-mailed to woeattendance@judsonisd.org. Please send or e-mail a parent note or medical excuse for any absence upon return. Students who are absent three consecutive days must have an excuse from a physician. After 10 absences medical documentation must be provided for any subsequent absences. Students who are not present 90% of the school year will not be promoted to the next grade level. Please refer to the district student handbook for specific information on policies regarding absences and tardies.

Withdrawal of Students

The school must be notified at least three days before a student is withdrawn. Classes will not be interrupted for the purpose of withdrawing students.

Awards

Students who have been on the honor roll for all four grading periods will receive a certificate at the end of the year. There is no honor roll for PK and K, since students in those grades receive developmental report cards. Students in grades 1-6 will earn the "A" (90-100), "A-B"(80-100) honor roll at the end of each grading period if they have an 80 or above in all academic areas that are numerically graded and no Ns or Us in other academic areas or in their conduct.

Students with perfect attendance all year will receive a certificate at the end of the year. Students with excessive tardies, 3 or more are ineligible for an attendance certificate.

Educational Field Trips

Throughout the year, classes will take educational field trips organized by the teachers. Parents wishing to accompany students as chaperones on a field trip must complete appropriate paperwork, complete volunteer training, and be cleared. Parents are not allowed on school buses for field trips and must take their own vehicles. Admission and/or parking fees cannot be paid by the school. Non-school-age children are not allowed on field trips. Students who are suspended or assigned to ISS on the day of a field trip are ineligible to participate.

Homework

Homework is an important component of learning and improves student progress. Parents are not expected to introduce new skills but are encouraged to supervise practice work or unfinished assignments at home. Students who do not complete work in class are often required to finish it at home. Outside reading, research, scientific experiments, and use of community resources are encouraged. A copy of the homework policy for each grade level will be provided to each student. All students are asked to read nightly and to practice math facts.

Textbooks

The state furnishes textbooks and expects schools and students to take proper care of them. All books issued to students must be covered at all times. Covers are available from teachers. Paper sacks cut to fit also make excellent book covers. Many textbooks are consumable books that do not require students to cover.

Reimbursement for lost or damaged textbooks or library books is required. Book cards must be cleared before a report card can be issued at the end of the year or upon withdrawal. A student will be issued another textbook only after payment has been received for the lost book.

Parent - Teacher Conferences

Parent-teacher conferences are essential for student success. Information regarding scheduling conference times at the end of the first grading period will be sent home with students after school begins. In addition, parents are urged to have frequent conferences with their children's teachers concerning progress. Parent conferences take place from 6:50 AM - 7:20 AM, after school (2:55 PM), or during the teacher's conference period. Please give teachers at least 24 hours notice before conferences since adequate preparation is necessary if a conference is to be of value. Parents and other visitors always are required to check in at the office and receive a visitor's pass. Parents will **not** be allowed to interrupt instructional time to meet with the teacher.

Parents of students should drop students off at school and not walk them to class, unpack their backpacks, etc. This helps students develop independence.

Physical Education (PE)

Participation in physical education is a state requirement. Students attend three or four days of PE per week. Students should come to school on PE days wearing appropriate rubber-soled shoes and clothing for exercising, running, and participating in class. The PE staff will contact parents of students who are repeatedly inappropriately attired.

Students who are ill or injured and are unable to participate in PE must bring a written excuse. If students are unable to participate for more than three days, a written doctor's excuse is required. These students will receive an alternate assignment from the PE coach. Students unable to participate may not participate in physical activities during recess.

Discipline

After School Detention

After school detention will be held every Wednesday from 2:55 PM to 4:00 PM. Teachers will escort students to detention. Students will be dismissed through the front door at 4:00 PM. Parents are to pick up their children promptly at 4:00 PM. Students may be assigned to detention for misbehavior, for tardies, or for missing and/or late work. Parents will be notified at least 24 hours before a child is to serve detention.

Saturday School

Saturday School will be held from 9:00 – 11:00 AM. Students can be assigned Saturday School due to an office referral, a classroom/school grounds infraction, or excessive tardies. A parent or guardian must attend with the student on the assigned date. **Only a campus administrator can assign Saturday School**

District-Wide Rules

A [*JISD Student Handbook and Code of Conduct*](#) is provided to each student. It contains policies and regulations developed to assure that each child is provided a safe and orderly learning environment. Please acknowledge that you have received a digital copy of the *JISD Student Handbook and Code of Conduct in Google Form*.

Grade Level/Class Rules/Homework Policy

Each grade level sends home a copy of their discipline plan and homework policy in the first day of school packets. **Parents are required to acknowledge that they have received these documents by signing the bottom portion and returning them to the teacher.** These will be filed in students' individual classroom folders maintained by each teacher.

In-School Suspension (ISS)

An administrator will assign a student to ISS when the student's behavior is inappropriate. Teachers will supply the student with the day's assignments so that the student does not fall behind academically. Students assigned to ISS are ineligible to participate in any school activities during their ISS assignment.

School-Wide Rules

The following school-wide rules are in effect at all times and apply to everyone:

1. Students are to exhibit appropriate behavior at all times and in all places.
2. Students are to learn and allow others to learn.
3. Students are to be respectful, courteous, and kind.
4. Students are to use playground equipment safely.
5. Unless involved in a supervised activity, students should leave the school grounds immediately after dismissal.

Out-of-School Suspension

An administrator may suspend a student out-of-school for serious misbehavior. Some, but not all, offenses include: fighting, assault, serious disruptive behavior, or drug or weapon offenses. Students suspended from school are not eligible to participate in any school activities during the suspension period and are prohibited from being on the school property during the period of suspension. Students who come on the campus during a time when they are suspended from school will be considered to be criminally trespassing. Out-of-school suspension is considered an absence, an excused absence, but an absence nonetheless.

Dress Code

Parents will be notified to bring appropriate clothing for students who are not dressed according to the JISD dress code.

2020-2021 DRESS CODE PHILOSOPHY

It is our professional belief that school performance and future success are enhanced by appropriate dress and grooming. Parents and guardians are strongly urged to work closely with the school to ensure their child's adherence to high standards of dress and grooming expected in the Judson Independent School District. Parents are strongly urged to enforce moderate hair styles and high standards of dress for their students. Parents will be serving the welfare of our students and helping us as educators by emphasizing standards of neatness, cleanliness, safety, and decency in dress and grooming.

ADMINISTRATORS HAVE THE RESPONSIBILITY TO DETERMINE APPROPRIATENESS OF ATTIRE AND GROOMING EXPECTATIONS FOR THE SCHOOL SETTING.

DRESS AND GROOMING

Dress and Grooming/Elementary/6th Grade

A student's appearance has much to do with the way the student feels about himself or herself.

Appearance also affects the way in which other students respond to them and has a great deal to do with student success and the learning atmosphere of the school. Because of this, Judson ISD has established a standardized dress code for students in grades Pre-K through 6th grade.

Tops:

- Any shirt with a finished neckline.
- T-shirts that are not deemed offensive.

Bottoms:

- Pants, slacks, jeans, capris, skirts, dresses and walking shorts (Capri pants are defined as those pants that start at the waistline with length extending to and between the calf and ankle).
- Pants must fit at the waist and be properly hemmed or cuffed at or below the ankle, but not dragging the ground.
- Walking shorts, skirts, dresses and shorts must be knee length or longer.
- Leggings may be worn with an appropriate top that ends/fall no shorter than 3 inches above the knee.

Note:

Overalls, zip off pants, oversize clothing, exercise wear, and any other item the principal may deem inappropriate may not be worn. Additionally, the clothing must conform to the following dress code:

Outerwear:

- JISD school letter jackets are allowed.
- The hood of any clothing apparel is restricted to outdoor wear.
- No full length jackets/coats such as those commonly referred to as "trench" coats or "dusters" $\frac{3}{4}$ length (or less) jackets/coats are acceptable.
- May not be worn in any way that reflects gang affiliation, conceals contraband or creates a distraction as deemed inappropriate by school administration.

Hair:

- Must be neat, clean and well groomed.
- No type of head covering, cap or hat, hair rollers or long-handled combs may be worn

inside the building (except head scarves for religious purposes).

- Sideburns must be kept neatly trimmed and must not extend below ear level or flare at the bottom.
- Symbols and/or styles which are identified with gang membership, affiliation or representation shall not be allowed.
- Extreme hairstyles cannot be a distraction to the educational process.
- Notched eyebrows are prohibited.

Shoes:

- Students must wear shoes that are safe and appropriate for school (no house slippers, thongs, flip flops or shoes with skates/wheels).

Miscellaneous:

- New students enrolling in Judson ISD will be provided a grace period up to five (5) calendar days to comply with the dress code.
- Tattoos that are inappropriate or gang related must be covered at all times.
- Revealing or excessively tight garments (tops, stretch pants and leggings) are prohibited.
- Accessories with inappropriate decorations or advertisements are prohibited. This includes but is not limited to, any item that depicts the occult, sex, gang membership, death, suicide, violence, drugs or alcohol.

The Following Items are prohibited:

- Sunglasses and hairnets.
- Garments that have holes worn or torn in them.
- Halter tops, exposed midriffs, strapless and/or low cut tops that expose breasts or cleavage, exposed backs, spaghetti straps and see-through clothing are not permitted. (undergarments shall not be visible or exposed)
- Heavy chains, spiked jewelry, heavy chain necklaces or other inappropriate types of jewelry/items.
- Glitter, tattoos, and writing/drawing on the face or skin.
- Earrings may be worn in the ear only. Nose rings, lip rings, tongue piercing rings, or any other visible body piercings are prohibited.
- Grills
- Bandanas of any kind, color or pattern.
- Clothing that promote violence or reflect gang activity are prohibited. Clothing that is considered offensive, inflammatory or disruptive to the learning environment are prohibited.

This prohibition includes, but is not limited to, inappropriate advertising or statements that are offensive or inflammatory, alcoholic beverages, profanity, sex, tobacco, drugs, gangs, guns and other weapons, excessively violent or gory imagery, and the promotion of violence and death.

- Pajamas
- Revealing or excessively tight garments (tops, stretch pants, jeggings and yoga pants) are prohibited.