



**WORTHAM OAKS ELEMENTARY SCHOOL**

*Home of the Wildcats*



# Parent Handbook Addendum

2022-2023

## 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.*



**\*\*\*\*Please sign and return this page to your student's teacher\*\*\***  
**Your signature below indicates that you have received and read this document.**

**Student Name** \_\_\_\_\_ **Grade** \_\_\_\_\_ **Teacher** \_\_\_\_\_

**Parent/Guardian Signature** \_\_\_\_\_



August 2022

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 and looking forward to developing 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 to 7:20 AM, or between 3:00 PM to 3:20 PM and may be arranged by calling the school office. We ask that you please give the teacher at least 24 hours' notice. Additional information will be provided during the first weeks of school.

We encourage your assistance in making 2022-2023 the best ever! If you are interested in volunteering at Wortham Oaks, 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. Wortham Oaks is the Best School in the Universe! Through our combined efforts, the Wortham Oaks Wildcats will claw their way to the very top!

Sincerely,

***Alma L. Neira***

Principal

Laura Garza  
Assistant Principal

Kirsten Hume  
Counselor

Jossi Clark  
Secretary

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## 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 all safety rules. Bicycles should be parked properly at the bicycle rack and locked with a good chain and 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. Should you need to reach your child during school hours, please contact the front office at 210-945-5750.

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 to ensure that they have the nutrition needed to succeed in the classroom.*

- Meal prices for 2022 - 2023 are: *JISD will continue to provide free breakfast for the upcoming 2022-2023 school year at all of our campuses.*
- Even though breakfast will be free of charge, lunch applications are still a requirement. Please fill them out online at <https://www.nlappscloud.com/>
- Breakfast is served from 6:50 to 7:20 AM daily.
- Student lunch times are determined according to the school schedule.

- Children may bring their 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: <https://judsonisd.nutrislice.com/menu/wortham-oaks>
- 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 (<https://www.mypaymentsplus.com>).
- **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, drinks, etc. 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 Family Access 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 Family Access 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 2:00 PM and 2:55 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 build a positive rapport and provide a connection 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 and encouraged 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](http://judsonisd.org) home page. At the top of the red banner click on, **Families**, on the right hand side click on **Stay Involved** then click **Volunteering**. Upon completing the online training, volunteers should call the school to verify 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](http://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 tardy check-in.

**2:55 Dismissal Bell** - K-6<sup>th</sup> 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 crosswalk.

### **Before and After School**

1st- 6th grade students who are in the building before 7:20 AM need to go straight to their morning recess area as early as 6:50, breakfast will follow after morning recess. PreK-Kinder students will go straight to their classroom upon arrival. 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 2:55 PM should be enrolled in the Adventure Club program, the only supervised activity occurring on campus after school hours. Specific information concerning Adventure Club should be directed towards Mrs. Jossi Clark our school secretary (210) 945-5750.

### **Dismissal Options**

Car Rider- There are two separate areas for car riders. Pre-K, Kinder, ECSE, Life Skills, and their siblings will be picked up by the cafeteria. 1st- 6th grade will be picked up in front of the school. If your student(s) is in 1st-3rd grade, you will use the inside vehicle lane. 4th-6th will use the outside lane. If your child is a car rider you must have your car tag hanging from your rearview mirror. If you do not have your car tag, you will be asked for identification and we will have to verify with the front office. This may take some time and may require you to park in the parking lot until we verify. We will send students to the office at 3:15 if they haven't been picked up. *\*First week of school car pick up may take*

*longer than expected. Please be patient on the first couple of days until we get a clear routine in place. We highly encourage this method of dismissal.*

**Walkers-** We have a large number of walkers at Wortham Oaks and they are dismissed from two separate areas. Students that live in The Meadows subdivision will be dismissed from the front of the school. Students from all other subdivisions will be dismissed from the cafeteria. **Teachers will only escort 1st-6th students to the end of the school sidewalk.** Younger students (Pre-K, and Kinder) get handed over to a parent or caregiver by the basketball courts next to the gym. ***If you are a parent of a PreK-Kinder student, walk over to the basketball courts with your ID in hand by 2:55pm.*** It might take a few minutes to verify that you are in fact, allowed to pick up the child. PreK-Kinder students will be walked back to the office if the parent is not there. If you have chosen for your 1st-6th grade child to walk home, we will assume that you have talked about safety and appropriate behavior. If your child needs to cross the street, advise them to wait for the cross guards signal. \*Please be advised that the community pool parking lot has been closed off by the HOA in the past. This is not a Wortham Oaks designated place for pick up.



**Adventure Club-** Students in Adventure Club are supervised by Adventure Club staff from 2:55-6:00 pm. **Adventure Club dismisses from the cafeteria no earlier than 3:20.** If you arrive before 3:20 please park in the parking lot to wait. Before 3:20, regular dismissal is still going on.

### **Absences and Tardies**

Students arriving after 7:30 AM are considered tardy and must check in through the office where their tardy will be recorded. Continued tardiness will be brought to the attention of the parents and documented in Family Access. The following steps will be followed for students tardy to school each semester.

- 3<sup>rd</sup> tardy** Students with perfect attendance and three or more tardies will not be recognized at the honor assemblies
- 5<sup>th</sup> tardy** After school detention assigned; student's ability to participate in extracurricular activities, such as choir and Safety Patrol, may be affected

***\*\*Tardies for after school detention will not be counted the first week of school.***

Attendance notes can be sent to the office or e-mailed to [bortiz@judsonisd.org](mailto:bortiz@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 in grades 2 - 6 who have been on the honor roll for all four grading periods will receive a certificate and be recognized at the end of the year. PK, K, and 1st students receive developmental report cards thus there are no honor roll certificates. Students in grades 2-6 will earn the "A" (90-100) or "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 cannot have 'N's or 'U's in other academic areas and/or in their conduct.

Students with perfect attendance all year will receive a certificate and be recognized 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 may 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 therefore are responsible for their own transportation. 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 however 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 highly 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, 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 copy of the [Student Handbook and Code of Conduct](#) is provided to each student that contains policies and regulations developed to assure that each child is provided a safe and orderly learning environment.

### **Grade Level/Class Rules/Homework Policy**

Each grade level will send home a copy of their discipline plan and homework policy in their 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.

## **2022-2023 DRESS CODE PHILOSOPHY**

**Dress and Grooming (All Grade Levels)** 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. New students enrolling with Judson ISD will be provided a grace period up to five (5) calendar days to comply with the dress code. The Judson ISD Student Code of Conduct Review Committee believes that the responsibility for a student's dress and grooming rests primarily with the student and their parents or guardians and that appropriate dress and grooming contribute to a productive learning environment. Therefore, we expect students to give proper attention to personal cleanliness and to wear clothes that are suitable for the school activities in which they participate. School-directed changes to a student's attire or grooming should be the least restrictive and disruptive to the student's school day. Any actions in enforcing the school dress code should minimize the potential loss of educational time. Administration and enforcement of the dress code shall be gender-neutral and consistent. We feel that the classroom teacher and the campus administration establish the acceptable norms of the classroom and campus attire. They may require students to remove or change items that impede the student's and/or others' learning process.

### **Minimum Attire Standards**

- Student attire and grooming must permit the student to participate in all learning activities without posing a risk to the health or safety of any student or school district personnel. All student attire must not disrupt the learning environment for the student or others.
- Students must wear clothing including a shirt with pants or skirt, or the equivalent (for example, dresses, skirts, leggings, or shorts) and shoes.
- Bottoms must be always below the mid-thigh. Holes in clothing from the knees up and to the armpits may not show skin.
- Tops may be sleeveless and must have a strap, and at no time may any part of a student's midriff or chest be exposed.
- All clothing must cover the chest, back, torso, stomach, midriff, and lower extremities from armpit to armpit to mid-thigh.
- Undergarments must be worn, and clothing must cover all undergarments. No underwear or undergarments may be visible at any time. Clothing may not be see-through.
- Clothing must be suitable for all scheduled learning activities, including physical education, science labs, specialized career and technical education classes, field trips, and other activities where unique hazards or specialized attire or safety gear are required. Bare feet are not permitted at any time.
- Attire and/or grooming depicting or advocating violence, weapons, criminal activity, gang-related activity (including clothes, accessories, or colors identified as gang-affiliated), use of tobacco, alcohol or drugs, pornography, foul or obscene

language, hate speech, or clothing that could be considered dangerous or that could be used as a weapon are prohibited. Campus administration will make this decision.

- Student hairstyles must be groomed appropriately and may not be offensive in nature.
- Hoodies and caps may be worn so long as they are not offensive or cause a distraction to the learning environment. School personnel have the right to require students to remove these items.

This policy applies to all JISD schools. Schools may not enact more restrictive or less restrictive dress and grooming codes. To maximize instructional time, students will be afforded the opportunity to correct dress code violations. However, if the violation is not corrected, the student refuses to correct the violation, or the student repeatedly violates the student dress code, other administrative actions may ensue. Medical conditions may qualify for an exception from certain dress and grooming policies. However, any exceptions must receive prior approval by the campus administration and be supported by documentation from a physician.