

R. F. Hartman Elementary School
Where we ALL are “The Heart of Hartman”

Staff members at Hartman Elementary are excited about having your child in our school and sharing this important time in his or her life! With a solid partnership between home, school, and community, we know that we can meet Hartman’s goal in providing the highest quality educational experience possible for all students. Our goal at Hartman Elementary supports our district’s mission statement: *The Wylie Independent School District, in partnership with parents and the community, will provide ALL students a world-class academic education which will prepare them to lead successful and productive lives in the 21st century.*

R. F. Hartman Elementary
Mission Statement

The faculty and staff of R.F. Hartman will provide the highest quality educational experience possible for all students, as well as empower them to enjoy the process of learning, believe in their ability to achieve, and encourage the students to become positive contributors to our community.

We pledge, to you, that we will strive hard to ensure that your child has an opportunity in which to grow academically, socially, and emotionally. We encourage you to visit Hartman often and be a part of the exciting experiences that will unfold as we work together to be the “Heart of Hartman”. You may email me at jennifer.speicher@wylieisd.net or leave me a voice mail message at (972) 429-3485.

Jennifer Speicher
Principal

R.F. Hartman Elementary School An Engaged Learning Community

What is an Engaged Learning Community?

It is a place to learn for ALL members of the Hartman Community (children, parents, staff and community.) All members work together to create a positive learning environment where children can be successful through engaged teaching and learning strategies which are based on current research related to learning.

Why an Engaged Learning Community?

- *Learning should be fun*
- *Each child will retain and retrieve knowledge and skills more effectively*
- *All children are motivated to learn*
- *Respect for each child's learning needs*

What is the Staff's role?

- *Know each child and their special needs*
- *Know each child's learning style*
- *Design effective learning opportunities*
- *Model positive behaviors and attitudes*
- *Have positive expectations of children which lead to high achievement*
- *Work with parents as partners*
- *Grow professionally*

What is the Parent's Role?

- *Attend fall conferences and other scheduled conferences*
- *Get to know your child's learning strengths*
- *Check Thursday folder every week, review and remove items in it, sign the back and return necessary items*
- *Read the Hartman Express Newsletter*
- *Read with your child*
- *Be a partner in the Learning Community of R.F. Hartman*
- *Send your child to school on time every day*

What is the Child's Role?

Each child must be committed to the following:

- *Come to school every day on time*
- *Actively participate in class*
- *Take responsibility for all their actions and decisions*
- *Read every night*

What is the Office Staff's Role?

- *Greet all learning community members in a welcoming manner*
- *Address general questions and concerns*
- *Assist students and instructional staff*
- *Monitor safety and security of learning facility*
- *Deliver messages to students and staff*

Visitors

We welcome you to Hartman and encourage you to visit often! To ensure the safety of our students, ***ALL VISITORS MUST SHOW THEIR PICTURE ID AND MUST BE LISTED ON THE STUDENT'S ENROLLMENT FORM.*** Please wear your visitor's sticker when on campus so that students and staff members know you have checked in through the office.

When parents or special guests visit for lunch, there are octagon shaped tables designated for the parent/guest and child to sit and eat. **Inviting friends to sit with the child and guest is NOT permitted.**

If a parent wishes to visit a classroom to observe his/her child, the parent must complete the district's Classroom Observation Request Form. This observation must be pre-approved by both the principal and the teacher since visitors in the classroom are disruptive to many students. The classroom visit should be limited to no more than one hour and to one observation per semester per teacher.

Arrival/Departures

For safety and security reasons, all children must be dropped off at the main entrance, **NOT IN THE PARKING LOT.** Children in grades PreK – 2 will then go to the cafeteria and children in grades 3 – 4 will then go to the gym where they will be supervised at 7:00 am.

Morning Cafeteria/Gym Expectations

- Children arriving at school before 7:25 am are expected to wait in the cafeteria. (PreK – 2) or the gym (3 – 4 grades).
- **The food line will close at 7:20 am** so that there is time to eat and get to class on time.
- **Please do not send children to school earlier than 7:00 am if they are not attending detention or Top Cats. (There is NO adult supervision before 7:00 am.)**

Dismissal Expectations

The responsibility for your child upon dismissal from school is yours. **Arrange for your children to be picked up promptly or instruct him/her to walk home. If your child is not picked up by 3:00 pm, you will have to come into the office to sign them out. If your child is picked up late, three or more times per six weeks, you will be required to meet with the attendance committee. If you have a change in the way your child goes home, please send a note with your child to be given to the office. If you *MUST* make the change at the last minute, you must let us know NO LATER than 1:45 pm.**

<u>Dismissal</u>	<u>Status</u>	<u>Grade</u>	<u>Exit</u>
2:30 pm	Day Care	K-4	Cafeteria/Gym
2:30 pm	Walkers	K-4	400 Hall East Door
2:30 pm	Riders/Car Pool	K-4	Main Entrance
2:30 pm	Bus Students	K-4	200 Hall Bus Loop

Parent Phone Calls

Learning is the top priority at Hartman. For this reason, teachers will not be interrupted during the school day to answer a phone call. Phone messages will be directed into the teacher's voicemail, and teachers will respond during their conference times.

Students will be called from class for telephone calls *ONLY* in case of emergencies. The use of the telephone by students for outgoing calls is restricted to *EMERGENCIES ONLY*. **Phone messages will be delivered to students at 10:00am and 2:00 pm.**

Attendance

Students are expected to be in school on a regular basis to receive instruction using the Texas Essential Knowledge and Skills (TEKS) as required by the Texas Education Agency.

The school day begins on elementary campuses at 7:30 am. Students must be in attendance in order to be counted present for the day. Therefore, if a child is not in their seat at 7:30 am, they are considered tardy. Students that are tardy three or

more times in a six weeks are not eligible for perfect attendance. Texas Education Code 28.0211 includes tardies. The R.F. Hartman tardy policy states the following:

- **3 tardies-Teacher phone call**
- **6 tardies – Letter to parents from Administrator**
- **9 tardies – Meeting with Attendance Committee**
- **12 tardies – Filing with Court System**

A note will be sent home with your child each time he or she is tardy. The count of tardies will start over at the end of the semester.

Under Section 25.0951 of the Texas Education Code, if a student fails to attend school without excuse on 10 or more days or parts of days within a 6-month period in the same school year, the school district must file a complaint against the student or the student’s parent or both, or refer the student to the juvenile court for conduct indicating a need for supervision.

When a student fails to attend school without excuse on 3 or more days or parts of days within a 4-week period, the school district may file a complaint against the student or the student’s parent, or both, or refer the student to the juvenile court for conduct indicating a need for supervision. (Tex. Educ. Code §25.0951).

The offense of “failure to attend school” is punishable by a fine not to exceed \$500.00. In addition to the fine, court costs are charged as authorized by law.

Excused absences include religious holidays and doctor’s appointments accompanied by a note. Other absences may be excused if prior approval from the principal is obtained.

Parent request for special reasons not covered by the state or local statute must be approved by the campus Principal prior to the absence. Make-up arrangements must be made with the teacher or teachers involved. Students should not be removed from school early to attend activities such as dancing, music, or sports related activities, etc. Doctor and dental appointments should be scheduled after school if possible. Students who have been absent for any reason are expected to make up work they missed within the time given by the teacher. Failure to make up work may result in academic penalties. A campus attendance committee will review student’s absences periodically. Parents will be notified of excessive and/or unexcused absences.

Immunization Requirements

TEXAS IMMUNIZATION LAW (Title 25. Health Services, Chapter 97 TAC §§ 97.61-97.77) These immunizations are required of all students entering, attending, enrolled, and/or transferring to child-care facilities, public schools, private schools, nonpublic school, or parochial schools.

At Hartman Elementary, your child (K-4th) should have the following:

Diphtheria/Tetanus/Pertussis (DTP/DT/TD)

☛ Five (5) doses (with the last dose given after the fourth birthday)

Polio

☛ Four (4) doses-with last dose given after 4th birthday

Measles/Mumps/Ruebella (MMR)

☛ Two (2) doses-1st dose given after 1st birthday

Hepatitis B

☛ Three (3) doses

Varicella (Chickenpox)

☛ Two (2) doses- with the first given after 1st birthday

☛ If your child has had the disease, you will need to fill out a Chickenpox Verification Form

Hepatitis A

☛ Two (2) doses-1st dose given after 1st birthday

Pre-K children also need 2 Hepatitis A and Pncumococcal vaccine series.

Pre-K and Kindergarten students may not attend school unless they have received their immunizations. Children in first grade and older are allowed 30 days to receive records from the school previously attended.

Exemptions

The law allows (a) physicians to write a statement stating that the vaccine(s) required is medically contraindicated or poses a significant risk to the health and well-being of the child or any member of the child's household, and (b) parents/guardians to choose an exemption from immunization requirements for reasons of conscience, including a religious belief. Schools and child-care facilities should maintain an up to-date list of students with exemptions, so they can be excluded from attending school if an outbreak occurs. **Instructions for the affidavit to be signed by parents/guardians choosing the exemption for reasons of conscience, including a religious belief can be found at www.ImmunizeTexas.com.**

For children needing medical exemptions, a written statement by the physician should be submitted to the school or child-care facility.

Provisional Enrollment

All immunizations should be completed by the first date of attendance. The law requires that students be fully vaccinated against the specified diseases. A student may be enrolled provisionally if the student has an immunization record that indicates the student has received at least one dose of each specified age-appropriate vaccine required by this rule. To remain enrolled, the student must complete the required subsequent doses in each vaccine series on schedule and as rapidly as is medically feasible and provide acceptable evidence of vaccination to the school. A school nurse or school administrator shall review the immunization status of a provisionally enrolled student every 30 days to ensure continued compliance in completing the required doses of vaccination. If, at the end of the 30- day period, a student has not received a subsequent dose of vaccine, the student is not in compliance and the school shall exclude the student from school attendance until the required dose is administered.

Documentation

Since many types of personal immunization records are in use, any document will be acceptable provided a physician or public health personnel have validated it. The month, day, and year that the vaccination was received must be recorded on all school immunization records created or updated after September 1, 1991.

Medication

For the safety of all children, all medication will be stored in the school clinic. Students who must take medication during school hours may do so under the following conditions.

1. All medication must be in the appropriate prescription bottle having the prescription label bearing the child's name.
2. All medications must be accompanied by a written request from the parent or guardian **stating the name of the medication and the time it is to be given.**

Non-prescription medication may be dispensed under the same conditions not to exceed five consecutive school days without a doctor's written statement.

Medication brought to school by a student that does not meet the above criteria for dispensation will not be sent home with the student nor will it be administered to the student. It will be held in the clinic for an adult to pick up or the parent/guardian can let the school know that the student has permission to bring the medication home in a stapled paper bag. If this medication is not picked up within three weeks, it will be discarded.

When your child is ill

All of us in the Wylie ISD want to make sure your child is kept healthy and safe during their time in school. For this reason, the school district has a full-time school nurse on each campus to care for your child's health care needs. We also want to make our schools a healthy place to study, so policies have been made to keep

EVERYONE healthy. Your child should not be sent to school if they have the following problems:

1. A temperature of 100 or above. Your child should be fever-free (without fever reducer) for 24 hours before returning to school
2. Vomiting, especially during the middle of the night. Your child should rest for 24 hours before returning to school.
3. Diarrhea (Your child must be diarrhea free for 24 hours before returning to school).
4. Undetermined rash over any part of the body
5. Pain and/or swelling at the angle of the jaw
6. Round scaly patches on the scalp
7. Red, draining eyes with pus formation and/or crust
8. Intense itching
9. Open, draining wounds
10. Signs of jaundice
11. Delinquent immunizations

You must notify the school if your child is sick. Children who are ill three (3) days in a row must bring a doctor's note before returning to school. If you are not sure what to do, call the school nurse. She can help you make a decision and provide general health information.

Emergency Medical Treatment

Parents must complete an Emergency Care form every year that includes a place for parental consent for school officials to obtain medical treatment for the student as provided by law. Parents shall also be asked to supply other information that could be required in case of an emergency. **Parents should update this information as often as necessary.**

Insurance

At the beginning of the school year, the district will make available to students and parents a low-cost student accident insurance program. Premiums and enrollment forms will be collected and sent to the insurance agency. ***The District shall not be responsible for costs of treating injuries or assume liability for any other costs associated with an injury.***

Conduct/Discipline Policy

Students at Hartman Elementary School are expected to conduct themselves in a manner that demonstrates respect for authority, respect for fellow students and self, and respect for property.

General School-Wide Expectations

In order to allow all students an opportunity to learn to their best ability, all students are expected to:

- Talk at the appropriate time and use a respectful “inside” voice.
- Follow adult directions, eyes on speaker, listen with ears, and keep body still.
- Keep hands, feet, and other objects to yourself.
- Turn in all work on time.
- Walk in the hallway quietly in the hallway keeping hands and feet to self in a straight line.
- Children are not permitted to bring toys or games to school unless it is a special day approved for the grade level. These things are distracting to learning and the school cannot be responsible for things that might be misplaced or stolen. We recognize that cell phones have become an important communication tool, however, these should be silenced and put up at all times during the instructional day. Any toys or games that are at school, or cell phones which ring or are visible during the instructional day will be taken up and given to the principal. Only **parents** will be permitted to pick up the toy, game or cell phone. (i.e.-trading cards, cars, Game Boys, IPODS, and stuffed animals)

In addition to the general expectations, students receive instruction in Cool Cat Character Skills, which are our core social skills including:

1. Following Instructions
2. Accepting Criticism or Consequence
3. Accepting “no” for an Answer
4. Greeting Others
5. Getting the Teacher’s Attention
6. Making a Request
7. Disagreeing Appropriately
8. Giving Criticism
9. Resisting Peer Pressure
10. Saying “I’m Sorry”
11. Talking with Others
12. Giving Compliments
13. Accepting Compliments
14. Volunteering
15. Reporting Other Student’s Behavior
16. Introducing Yourself

Student Expectations for Cafeteria/Lunchroom Behavior

- Students will keep hands, feet and other objects to themselves.
- Students will use an “inside voice” and raise their hands if they need assistance.

- When parents or special guests visit for lunch, there are octagon shaped tables designated for the parent/guest and child to sit and eat. **Inviting friends to sit with the child and guest is NOT permitted.**
- All students are expected to use appropriate table manners. These will be taught and/or reinforced by all R.F. Hartman Staff.
- All students are expected to clean up trash and food from their table.
- All students are expected to know their student ID number to purchase a lunch.

R. F. Hartman approaches discipline based in the philosophy of Jim and Charles Fay's 9 Essential Skills for the Love and Logic Classroom. Teachers communicate students' daily behavior through take home folders. This documentation is used to determine weekly citizenship grades.

When students are unable to follow school-wide expectations that result in disruption of learning, the student is given the opportunity to "recover" or move away from the current environment so that they can regain composure then return as soon as they are ready. Students generally begin with the least restrictive level, but students may begin their recovery at the most appropriate level as determined by the teacher based on the needs of the student at that time.

Level 1: "Recovery Time" Within the Classroom. The student may sit in a different seat or location in the classroom to regain their composure and return to the learning process.

Level 2: "Recovery Time" in Another Classroom. The student may go to another teacher's classroom temporarily to sit and recover. The student returns to their classroom when they can participate in learning without disrupting others.

Level 3: "Recovery Time" in the Office. The teacher may feel the student can best recover by visiting with the school counselor, assistant principal, or principal. This is not an office referral, but an opportunity for the student to regain control of behavior so that learning for all students can continue.

Level 4: Office Referral. If a student's behavior can not be corrected through opportunities for recovery, a student may receive an office referral resulting in a consequence determined by the principal or assistant principal. All office referrals are documented in the district student data management system, Skyward. School administrators make every attempt to contact parents when a student receives an office referral.

Level 5: In School Suspension (ISS). When a student's behavior is so disruptive to learning or results in harm to another student, a student may be placed into In-School Suspension as determined by the Principal or Assistant Principal. Parents will be contacted by a school administrator with the cause of ISS placement and the duration of time to serve.

Level 6: Out of School Suspension (OSS). If a student's behavior is such that they cannot follow the rules of In School Suspension, or are acting in a way that is dangerous to themselves or others, a student may be suspended from school for up to

three days at a time. Parents will receive a letter in writing outlining the reasons for suspension and the timeline for return.

Monday Morning Detention (6:45 am every Monday) will be held for students who have an unsatisfactory citizenship grade (below a 70) and/or who are assigned detention by the administrator. Detention is held on Monday mornings in the Room 210. Parents will be notified through a phone call from the classroom teacher or principal. Parents will be asked to sign and return the Detention Referral form that will come home with the child. **Transportation is the responsibility of the parent.**

Wylie ISD has a Discipline Management Plan that was developed by a committee of parents and educators. If you would like to review a copy of the entire WISD Discipline Management Plan, please refer to the *Student Code of Conduct* booklet.

Dress Code-See complete district policy at www.wylieisd.net

It is the philosophy of Wylie ISD that the public school system is responsible for the academic and life skills development of each child enrolled within its schools. To assure the accomplishment of this task, the learning environment must be maintained to encourage learning. The district's dress code is established to create a positive learning environment, teach grooming and hygiene, instill discipline, prevent disruption, avoid safety hazards, teach respect for authority and develop an awareness that there are occasions appropriate for formal and informal attire.

1. The length of any shorts, skirts or dresses may be no shorter than **three** inches as measured from the top of the knee. Any slits in garments are subject to the same limitations.
2. All clothing (shirts, blouses, and dresses) is required to have sleeves.
3. Clothing that is too tight and considered to be immodest is not to be worn. Low-cut necklines and/or midriffs will not be permitted.
4. Tongue rings, multiple earrings that are disruptive to the classroom environment, and other visible body piercing are not allowed.
5. Tattoos and body art are not to be visible.
6. Clothing that is excessively loose, "baggy", and/or rests below the natural waistline is not permitted.
7. **Flip Flops are not to be worn on P.E. days.**

The principal will address clothing and/or hair (color other than brown, black, blonde, natural red, etc. are not acceptable) that is disruptive to the learning environment. Clothing which refers to pictures, emblems or writings that are lewd, offensive, vulgar, obscene or that advertise or depict tobacco products, alcoholic beverages, drugs or any substance are not allowed. Spandex, bicycle or finished exercise shorts will not be permitted.

Drills: Fire

Students, teachers and other district employees shall participate in drills of emergency procedures. When the alarm is sounded, students must follow the direction of teachers quickly, quietly, and in an orderly manner.

Emergency School Closing Information

School will be closed because of inclement weather only when absolutely necessary because of hazardous road conditions. Texas Education Agency's policy that all school days missed will have to be made up through a revised school calendar if possible.

In an effort to create a minimum amount of confusion, the following procedures should be followed:

When school is closed, the radio stations should make the announcement at least one and a half-hour prior to the beginning of school day (earlier if possible). If the announcement has not been heard at least one hour prior to the school day, it can be assumed that school will be open.

<u>Station</u>	<u>Dial Location</u>	<u>City</u>
WBAP	820	Dallas-Ft. Worth
KRLD	1080	Dallas

In addition, Wylie ISD has acquired technology that allows automated calling to students' homes when schools are closed due to inclement weather. It is important to keep up to date contact information on file to receive these calls.

Grading Policy

A uniform grading system is used in the elementary schools. The following marks will be used on report cards for grades 2-4:

A – 90-100	F – below 69
B – 80-89	S – Satisfactory
C – 70-79	N – Needs Improvement

The school shall determine student achievement using a numerical score on a scale of 0-100. Numerical scores shall be established for the subjects of language arts, mathematics, science, and social studies. S or N will determine art, music, physical education, and health. Technology Application is not a "graded" class.

Letter grades shall also be used for Kindergarten and 1st grade, with the following grade explanations:

Kindergarten and First Grade

M – Mastered

D – Developing

C-Area of Concern

Report Cards

Report cards will be sent home the Thursday following the end of each six weeks.

Report cards must be signed by the parent and returned to the school within five days. Parents may have access to their child's grade through the internet. To open a Parent Access account, please visit our school registrar.

Progress Reports

Progress Reports will be sent home the Thursday following the end of the three weeks. Progress Reports will be completed on all students during each six weeks.

Progress Reports must be signed by a parent and returned to school within five days.

Progress Reports for PK and Kindergarten students will begin after the 1st six weeks report card.

Late Work

Class work turned in after the day it is due will be marked down as follows:

- 2nd Grade-5 points off
- 3rd Grade-10 points off
- 4th Grade-10 points off

Homework

Homework will not be graded. It is to be used as a tool for practice on what was taught in the classroom. It will be checked for completion. Long term projects assigned for completion at home will be graded.

“Top Cats” – Homework assistance

Students may attend morning assistance in room 202, Tuesday - Friday from 6:45 am -7:20 am. Students must have a note signed by a parent to participate and enter the building before 7:00 am.

Hartman Cool Cat Club (2nd through 4th Grades)

The goal of the Cool Cat Club is to focus on individual improvement for the whole child in academics, citizenship, attendance, and community service. This is an opportunity for each student to set goals and celebrate when those goals are achieved, while also recognizing that once goals are achieved, one maintain and improve upon those standards.

Criteria for initial membership:

- The student must have all academic grades above 85
- The student must have all non-numeric grades of “S”

- The student must have no more than 2 excused absences and no unexcused absences (3 tardies counts as an absence for award purposes)
- The student must participate in 30 minutes of volunteer service while at school

Students who meet the criteria for initial membership will be recognized at a ceremony each six weeks and receive a lanyard from that can be worn at school each Friday.

Criteria for continued recognition:

- The student must have no academic grades go down and at least one academic grade go up. (Exception: Straight As)
- The student must have all non-numeric grades of “S”
- The student must have no more than 2 excused absences and no unexcused absences (3 tardies counts as an absence for award purposes)
- The student must participate in 30 minutes of volunteer service while at school

Students who meet criteria for continued recognition will be recognized at a ceremony each six weeks and receive a cat paw pin to be added to their lanyard. These students will continue to be eligible to participate in special activities throughout the year.

Students have the opportunity to be recognized five times during the year (lanyard and 4 pins). At the end of the year, Hartman will have a Cool Cat Reception recognizing all students who are members.

Student Services

Wylie Independent School District and Hartman Elementary School provide a variety of programs to meet the educational needs of all students. All programs are integrated effectively into the school day and curriculum to provide a continuity of services. Some of the programs include:

Counseling: Our school counselor, Dr. Earl Myers, is an important part of the everyday life of the school. The counselor meets with each class numerous times throughout the year for “Classroom Guidance” time, which may include such topics as study skills, peer pressure and various social situation adjustments. Parents are welcome to use the counselor as a resource as well, for he is familiar with community resources and child growth and development.

ELL (English Language Learners): Limited English speaking students are provided the opportunity to develop English language skills through listening, speaking, reading and writing exercises. Hartman’s campus leader is Amy Taylor.

Alpha Phonics: Designed for students identified as dyslexic. Its emphasis is on intense phonetic analysis of written language. Students are identified for placement through a screening and testing process. Hartman's dyslexia therapist is Jennie Campbell.

SMART Lab (Students and Mentors Achieving Results Together): This program is targeted towards second through fourth grade students based on district assessments to work with community mentors on reading and math fluency. Hartman's SMART Lab Facilitator is Sue McGlothlin.

Gifted and Talented – WINGS: WISD's program for the gifted and talented serves identified students in Kindergarten through grade twelve. Students may be nominated by teachers, parents, or at the secondary level by themselves. Testing for 1st through 12th grades is done during the summer while all Kindergarten students are screened in the spring semester. Following a screening process using multiple criteria, students qualifying are eligible for the classes serving the gifted and talented. Diane Hite is Hartman's specialist.

Special Education: WISD provides a full range of special education programs for students residing in the attendance zone. Students, ages 3 through 21, with identified handicaps are eligible for special education services. The handicapping conditions are speech, learning disabled, other health impaired, orthopedically handicapped, mentally retarded, emotionally disturbed, and pregnant. Students who are identified as visually handicapped or auditorially handicapped are eligible for services from birth through 21. Evaluations for special education eligibility and determination of educational needs are available. The following programs are available to serve a child's special needs:

Speech Therapy – Special time for students who are between the ages of 3 and 21 who require direct language or articulation therapy with a Speech Pathologist.

Early Childhood Class – Special class for students who are between the ages of 3 and 6 years on September 1 and are handicapped.

Instructional Arrangements – Full continuum available for handicapped students; implemented as determined by the Special Education Admission, Review, and Dismissal Committee.

Occupational/Physical Therapy – Itinerant services available to students who are handicapped and have needs in these areas.

Regional Day School For The Deaf – Provides a wide range of services for students with auditory handicaps.

Visually Handicapped – Itinerant services available to students who have needs in this area.

If a child has a special learning need, a parent-teacher conference is strongly encouraged to discuss the possibility of expanded educational services. Please contact Jennifer Speicher, Hartman's Principal, for further information about any of

the services offered at Hartman Elementary. Hartman's campus leaders are Tina Gonzalez, Melanie Sims, and Dava Montgomery.

Lost And Found

Students are encouraged to respect the property of others. If they find money, clothing, lunch boxes, books etc., they should take them to their teacher and/or the office. Anyone, who has lost an item of personal property or money, must get permission from his teacher to go to the designated lost and found collection area. It may be necessary to check the collection area for several days. Parents are urged to look over the collection area for items belonging to their child. **It is also recommended that parents write the child's name in all clothing.**

Lunches

The cost of a student lunch is \$2.00 per day and \$1.25 for breakfast. Adult lunches are \$3.00 per day. Parents may view their child's lunch account, add money to the account, and view purchased items through Family Access on the internet. Please visit our school registrar to open a Parent Access account.

Students must have money to pay for their meals. Charging is not allowed. Students with Skyward Access are updated on their child's account. In addition, when the cafeteria manager finds that a student's account has gone over, parents will be contacted by phone. If the overdrawn amount reaches \$5.00, the student will be called to the office and discretely given a sack lunch for the day.

Any family that needs assistance in paying for student meals may complete a Free and Reduced application and return it to the school cafeteria. Parents wishing to block their child from purchasing items from the cafeteria without cash may do this by contacting our cafeteria manager at 972-429-3490.

Staff members at Hartman strongly encourage you to periodically join your student for lunch in our cafeteria.

- K – 11:50 am – 12:20am
- 1st – 12:15 pm – 12:45 pm
- 2nd – 11:00 am – 11:30 pm
- 3rd – 11:30 pm – 12:00 pm
- 4th – 12:45 pm – 1:15 pm

Parent Conferences

Parent/Teacher conferences are an integral part of the positive team effort to ensure a successful educational program for your student. **Two afternoon/evening dates have been scheduled for the purpose of parent conferences.** Parents are also urged to confer with the teacher during his/her conference period in regard to progress of a child so that the teacher may be with students during class time.

Parent Conference Nights: October 8, 2009 and April 8, 2009 4:00 p.m. – 7:00 p.m.

Daily Conference Times

- K – 7:45 am – 8:40 am
- 1st – 10:45 am – 11:40 am
- 2nd – 1:15 pm – 2:10 pm
- 3rd – 8:45 am – 9:40 am
- 4th – 9:45 am – 10:40 am

Parent Notices

Thursday Folders for 1st through 4th grade are sent home each Thursday with any notes from school, PTA, or teachers. Also included will be the student's class work from the previous week. The Thursday Folder is to be signed by the parent/guardian and returned to school on Friday morning. Please take out all notes and papers each week. ***A \$1.00 fee will be charged for lost folders and a replacement issued.***

Parties

The regularly scheduled parties will be held during school on the following dates: December 18, 2009, April 1, 2010 and June 3, 2010. Room parties other than the three listed above will be given ONLY with prior permission from the principal. PTA parents will contact you about assisting with parties. If there are no parents volunteering for a classroom, all parents in that classroom will be expected to assist and provide activities and snacks. **Birthday party invitations should be taken care of by the parents before or after school, not by the teachers.**

Pest Control Information

The District periodically applies pesticides inside buildings, in accordance with Section 595.8 of Title 22, Texas Administrative Code. Information regarding the application of pesticides is available from the Director of Maintenance at (972) 429-2320.

Property

School buildings are public property. Destroying or defacing public property is a violation of the law. Any student who defaces the property of the Wylie Public Schools shall be liable as provided by state law for such offenses.

PTA

R.F. Hartman Elementary's Parent-Teacher Association is a vital part of the school. The organization provides support for the instructional program through the

volunteer program, various committees and materials. Becoming involved in the PTA is a great way to let your child know that you care. Contact Tricia Johns, PTA President or Jennifer Speicher for more information at Hartman's main phone number, (972) 429-3480.

Membership and meetings information may be obtained by contacting the school office. Notice of PTA meetings and activities will be sent home with your child throughout the school year and posted in the Hartman Express and on the Hartman webpage at www.wylieisd.net.

Safety

The faculty and staff of R.F. Hartman consider the safety of children while at school a priority. For this reason, all visitors, must sign in and receive a visitor badge to wear when entering the building beyond the security doors, even before the school day begins.

Please join staff members in pointing out the dangers of accepting rides with strangers. Parents of students who walk to school should point out any dangerous intersections and give special attention to the safest route for the student to travel to and from school. ***Students must cross at crosswalks and designated areas only.***

The crossing guards are on duty from 7:00 - 7:45 am and 2:30 - 3:15 pm at the corner of Kirby and Birmingham Streets, and Ballard Street and Stone Road.

Parent cooperation with school parking is extremely important to ensure safety of all students. Please use designated parking spaces if you need to come into the school building. **STUDENTS MAY NOT BE DROPPED OFF IN THE PARKING AREA. IF YOU CHOOSE TO ESCORT YOUR CHILD INTO THE BUILDING, YOU MUST PARK IN A DESIGNATED PARKING SPACE.**

Bicycle riders should follow all safety rules and use designated roadways. Bike riders ***MUST WALK*** their bikes when they arrive on school grounds. Bike racks are located on the Birmingham Street side of the building between the wings.

Student Council

The Hartman Student Council is designed to promote and teach leadership skills to students on our campus. They are also the voice of the student body. The council meets every other Thursday from 2:45pm-3:15pm in the library. They discuss ways we can help people in the community and on our campus. They participate in one service projects per six weeks. Student Council members also bring any concerns from their classmates to our meetings to be discussed.

The Hartman Student Council has members from grades 2-4. Each class has one classroom representative. The person chosen as the representative is elected by the

students in their class. Students are nominated by other students who they feel demonstrate good character traits and will be good at bringing information from the council meetings back to the class. The class then votes to determine their representative.

Student Council Officers are students who will be elected from fourth grade. The officers are President, Vice President, Secretary, Treasurer, and Historian. These positions are also elected positions.

Safety Patrol

Safety Patrol officers are 4th grade students who monitor the halls and the front of the school before and after school each day to help ensure the safety of the students here at Hartman. They are on duty from 7:00am -7:30am each morning, and from 2:30pm-2:45pm each afternoon. Six 4th grade students are chosen to be an officer for a two week period of time. It is an honor and a priveledge to be a Safety Patrol officer. The student must demonstrate good character traits at all times to be asked to participate in this program.

Student Appeals

The Wylie Independent School District does not discriminate on the basis of race, religion, color, national origin, sex or disability in providing educational services. Dr. Cole McClendon has been designated to coordinate with the nondiscrimination requirements of Title IX of the Education Amendments of 1972, as amended, and to coordinate compliance with the nondiscrimination requirements of Section 504 of the Rehabilitation Act of 1973.

WISD does not discriminate on the basis of disability by denying access to the benefits of district services, programs, or activities. To request information about the applicability of the Title II of the Americans Disabilities Act (ADA), interested persons should contact Dr. Cole McClendon at (972) 429-3006.

Sex Offender Notification

The district will maintain a direct link to the Texas Department of Public Safety Crime Records Service that, pursuant to Chapter 62 of the Texas Code of Criminal Procedure, furnishes public notice for certain sex offenders.

Furthermore, the district will also publish the location of the DPS website in ALL of the student handbooks (<http://records.txdps.state.tx.us/>). The superintendent of schools will work to ensure that information about sex offender notification guidelines is disseminated to parents and other interested patrons.

Title I Parent Partnership

It is the goal of Wylie ISD to “develop strong partnerships with the home.” Parents and schools working as partners increase student achievement and develop positive attitudes about self and school.

The key factor in the home-school partnership is the relationship between the teacher and the parent. Teachers are professionals who manage a variety of instructional resources. Parents are an essential resource in the learning process of their children. Organizational support from the school board, district administrators, and building principals enables teachers to effectively develop the partnership.

The partnership between home and school will be supported by:

1. The development of an infrastructure to continually assess, plan and implement strategies that build the partnership.
 - A. A campus committee of parents, teachers, and administrators to guide overall program efforts and serve as home-school partnership network.
 - B. Coordination of activities through the staff development system in areas of teacher inservice, assessment of teaching strengths, and communication with parents toward creation of the best possible learning experiences for each child.
2. Self-study of parental involvement practices by teams of parents, teacher and the administrator in each school using the following seven basic principles considered essential to home-school partnerships.
 - A. Every aspect of the school climate is open, helpful and friendly.
 - B. Communications with parent (whether about school policies and programs or about their own children) are frequent, clear and two-way.
 - C. Parents are treated as collaborators in the educational process, with a strong complementary role to play in their children’s school learning and behavior.
 - D. Parents are encouraged, both formally and informally, to comment on school policies and to share in the decision making.
 - E. The principal or other school administrators actively express and promote the philosophy
of partnership with all families.
 - F. The school encourages volunteer participation from parents and the community at large.
 - G. The school recognizes its responsibility to forge a partnership with all families in the school. Not simply those most easily available.
3. Resources will be provided to principals, teachers and parent by the Title I program.

Wylie ISD, its School Board, and staff will provide leadership in the development of clear avenues of parental involvement. Full realization of the partnership will be achieved through the on-going commitment and active participation by both home and school.

Title IX Public Notice

Sexual Harassment: Students must not engage in unwanted and unwelcome verbal or physical conduct of a sexual nature directed toward another student or a district employee. This prohibition applies whether the conduct is word, gesture, or any other sexual conduct, including requests for sexual favors. All students are expected to treat other students and district employees with courtesy and respect; to avoid any behaviors known to be offensive; and to stop these behaviors when asked to stop. For information about your rights and grievance procedures, contact the Title IX Coordinator: Dr. Cole McClendon at (972) 429-3006.

Student Records

The Wylie Independent School District maintains general education records required by law. A student's school records are private and are protected from the unauthorized inspection or use. A cumulative record is maintained for each student from the time the student enters the district until the student withdraws or graduates. This record moves with the student from school to school.

By law, both parents, whether married, separated, or divorced, have access to the records of a student who is a minor or a dependent for tax purposes, as do students who are 18 years of age or older. A parent whose rights have been legally terminated will be denied access to the records if the school is given a copy of the court order terminating these rights.

The principal is custodian of all records for currently enrolled students at the assigned school, and for students who have withdrawn or graduated. Records may be reviewed during regular school hours. The record custodian or designee will respond to reasonable requests for explanation and interpretation of the records.

Parents of a minor, or a student who is a dependent for tax purposes, the student (if 18 or older), and school officials with legitimate educational interest are the only persons who have general access to a student's records. "School officials with legitimate educational interest" include any employees, agents, Trustees of the district, or cooperatives of which the district is a member, or of facilities with which the district is a member, or facilities with which the district contacts for placement of handicapped students, as well as their attorneys and consultants, who are (1) working with the student; (2) considering disciplinary or academic actions, the student's case, or a handicapped student's individual education plan; (3) compiling statistical data; or (4) investigating or evaluating programs.

Certain information about district students is considered directory information. **This information will be released to anyone who follows procedures for requesting it, unless the parent/guardian has signed and returned the form enclosed with this handbook objecting to the release of any or all directory information about this child.** The principal must receive this objection within ten (10) school days after the issuance of this notice. Directory information includes: a student's name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, awards received in school, and most recent previous school attended.

The district's complete policy regarding student records is available from the principal's or superintendent's office. The address of the principal's office is R. F. Hartman Elementary, 510 S. Birmingham, P.O. Box 490, Wylie, TX. 75098. The phone number is (972) 429-3480.

Texas Public School Food and Nutrition Policy

- Elementary Schools may not serve or provide access for students to foods of minimal nutritional value (FMNV) on school premises. The following is a list of foods with minimal nutritional value: carbonated beverages, popsicles, ice cream, chewing gum, hard candy and candy coated popcorn. There are three times during the school year that this nutritional policy may be exempt. Hartman Elementary will observe exemption from this policy during: Christmas parties, spring parties, and an end of year parties.
- Elementary schools may not serve "competitive foods" from outside of the school campus.
- "Birthday treats" may be brought in after 2:00pm to the classroom. Some suggestions might be pencils, stickers, party favors and muffins, etc.
- Parents are not permitted to provide meals from any restaurant for **any child** other than their own.
- Parents may provide FMNV or candy items for their children's lunch that is sent from home.
- Snacks permitted on elementary school campuses that meet the requirements of the Texas Public School Nutritional Policy are:
 - Chocolate
 - Nuts
 - Popcorn (non candy coated)
 - Cereal
- Pizza parties in the classroom are in violation of the Texas Public Schools Nutritional Policy.

Any questions or concerns regarding the Texas Public Schools Nutrition Policy may be directed to:

- Jennifer Speicher, Principal-(972) 429-3485
- Theresa Johnson, Director of Child Nutrition-(972) 429-2334

Field Trips

The purpose of a field trip experience is to enhance your child's social, emotional and academic skills. They are part of the learning process.

Children in K-4th grade may participate in at least one field trip a year.

Children are required to ride the bus to and from the field trip. Parents volunteering must provide their own transportation. The child may not travel with the parent in a personal vehicle.

A written letter by the parent, addressed to the principal, must be sent to school for approval before the child can be excused from participating in the field trip.

Volunteering

Volunteers are an important part of the campus. Volunteers provide service and support for both students and teachers. Hartman is committed to the partnership between parents and the school community.

- All campus volunteers must complete a criminal background check and successfully pass the background check before volunteering on any Wylie ISD campus. **This form should be completed 1-2 weeks prior to the day of volunteer service. In addition, this form must be completed each year prior to the volunteer working on the campus.**
- Volunteers may be assigned in the same classroom as his/her child. However, this type of assignment must be approved by both the campus principal and the classroom teacher.
- Campus volunteer activities include the following: material preparation, assisting on field trips, and assistance for classroom and/or campus celebrations/special events.
- Volunteer activities/assignments may **not include** duties which compromise the privacy of student academic records, student data, or information regarding services to students. Additionally, volunteer activities which take place in the main office may not include any activity where student or parent information is compromised. The Family Rights and Privacy Act (FERPA) requires procedures that protect the privacy of the students' educational records, services to the student, and parent/family information.
- **If any concerns arise regarding volunteers, the principal will make the final determination as to whether the volunteer assignment continues or whether the volunteer assignment on campus is limited.**
- **All volunteers must attend a training session provided by the campus and sign a confidentially statement prior to serving as a volunteer.**

Parents/community members who wish to volunteer should not be confused with a request to visit a classroom for observation purposes. If a parent requests a visit to the classroom to observe his/her child, this observation must be pre-approved by both the principal and the teacher since visitors in the classroom are disruptive to many students. The classroom visit should be limited to no more than one hour and to one observation per semester per teacher.

District and State Assessment

Curriculum Based Assessments (CBAs)

The district has developed curriculum based assessments designed to help teachers determine how well students have learned and can apply the things that have learned in the curriculum. These skills are based on the Texas Essential Knowledge and Skills (TEKS) and driven by the district's curriculum. These assessments assist teachers in determining which skills students have mastered or continue to need assistance. CBAs are given every three weeks for Math and Science, every nine weeks in ELA, and every 4 weeks in Social Studies.

Texas Assessment of Knowledge and Skills (TAKS)

The Texas Assessment of Knowledge and Skills will be given to all third and fourth graders on the following dates:

- March 3, 2010 – Reading (3rd grade) and Writing (4th grade)
- April 27, 2010 – Math (3rd & 4th grade)
- April 28, 2010 – Reading retest (3rd grade) and Reading (4th grade)
- May 26 & 27, 2010 – District reading and math retest (4th grade)

Cognitive Abilities Test (COGAT)

3rd Grade: November 2-6, 2009

TELPAS (ELL students)

2nd, 3rd & 4th Grades: March 8-April 9, 2010

Texas Primary Reading Inventory (TPRI) and mCLASS Math

K-3rd Grade: 1st Six Weeks, 4th Six Weeks and 6th Six Weeks

Dyslexia Screening:

1st Grade: May 2010

2nd Grade: May 2010

Hartman Elementary School

Guidelines and Student Code of Conduct Affidavit

I _____ and my student, _____
have received, read, and understand the Wylie Independent School District's Student
Code of Conduct and Hartman Elementary School Guidelines. I am aware of the
policies and procedures of Hartman Elementary listed in the attached document.

Parent Signature

Date

Student Signature

Date

If you have any questions regarding the Student Code of Conduct or the Guidelines
of Hartman Elementary School, please feel free to call the school office for
clarification. Return this document signed by the parent and student to your teacher.

Thank you,

Jennifer Speicher
Principal

Attendance Policy Affidavit of Awareness and Compliance

I have received, read, and understand the Wylie ISD attendance policy and will abide by the rules and regulations contained therein.

Student's Printed Name

Date

Student's Signature

Parent's Signature

Date

APPENDIX II
ACKNOWLEDGMENT FORM

My child and I have received a copy of the R.F. Hartman Student Handbook
Amendment #_____ dated _____.

Print name of student: _____

Signature of student: _____

Signature of parent: _____

Date: _____



WYLIE INDEPENDENT SCHOOL DISTRICT
Criminal History Check
VOLUNTEER

The Wylie Independent School District is authorized by state law to obtain criminal history record information on individuals in a volunteer capacity (Texas Education Code §22.083).

All fields must be completed.

Please print.

Name _____

_____ Last First Middle
Initial

Social Security Number _____ Date of Birth _____

Driver's License Number _____ State _____

Sex: Male Female Ethnicity: Black White
 Hispanic

Other: _____

I understand that the information I am providing about age, sex, and ethnicity will not be used to determine eligibility for employment, but will be used *solely* for the purpose of obtaining criminal history record information. I hereby certify that all information provided in this authorization is complete and accurate.

Signature

Date



Classroom Observation Request Form

Section A – This section to be completed by the person requesting a classroom observation

1. Date _____
2. Campus Name _____
3. Parent/Guardian completing the request _____
4. Child's name _____
5. Name of the teacher requested for classroom observation _____
6. State the reason for the classroom observation request _____

Due to the FERPA regulations, please be aware that questions, comments and talking to students during observations are not allowed.

Signature of person requesting the observation and date

Section B - This section to be completed by the campus Principal

If request is denied, contact the parent and inform him/her the request has been denied.

If the request is approved, complete section below, and contact the parent regarding the approved observation date. Complete the information below for the campus records and for the parent.

Upon approval of the observation request, the principal and classroom teacher will both sign the form.

Date and time approved for the observation _____

Teacher signature _____

Principal signature _____

Original copy retained by the Principal

Copy provided to the person requesting an observation



WYLIE INDEPENDENT SCHOOL DISTRICT

Please complete the following information if you would like to have access to your child's grades, attendance and student information in WISD's Family Access internet based website. You will receive a password and login upon receipt of this information. Parents and/or guardians of the same student(s) can share the same login and password. Family Access is a free service.

Parent Name _____

Phone # _____ *Email* _____

Parent Name

Phone # _____ *Email* _____

Please list names of all your children in Wylie ISD and their campus.

_____ *Campus* _____

_____ *Campus* _____

_____ *Campus* _____

Parent Signature _____ *Date* _____

Please return this form to your child's Campus in person. You will need your driver's license for identification. Thank you.

Wylie ISD

Family Educational Rights and Privacy Act (FERPA) Signature Form

STUDENT DIRECTORY INFORMATION-LEGISLATIVE UPDATE [Sec.26013]

Wylie ISD provides to the parent of each district student at the beginning of each school year or on enrollment of the student after the beginning of a school year the following information:

- (1) written explanation of the provisions of the Family Educational Rights and Privacy Act of 1874(20 U.S.C).
- (2) written notice of the right of the parent to object to the release of directory information about the student under the Family Educational Rights and Privacy Act of 1974 (20U.S.C. Sec. 1232g).

NOTICE

According to the Texas Public Information Act, certain information about district students is considered directory information and will be released to any individual or organization that follows the procedures for requesting information unless the parent or guardian objects in writing. If you do not want Wylie ISD to disclose directory information from your child's education records without your prior written consent, you must notify the district in writing by the end of the first 10 days of instruction.

Wylie ISD has designated the following information as directory information:

- Student's name, address, telephone number, and date and place of birth
- Photograph, participation in officially recognized activities and sports, and weight and height of athletic teams
- Dates of attendance, grade level, enrollment status, honors and awards received in school, and most recent school attended previously

A parent is allowed to record his/her objection to the release of all directory information or more specific category of directory information.

Release for Third Parties

I object to the release of directory information by WISD to any requestor in accordance with the Texas Public Information Act. *Example: If you do not check this box, your student's directory information will be released to vendors or others who may be soliciting products or services.*

Release for School-Sponsored Purposes

I object to the release of directory information by WISD for district publications and positive publicity (Yearbook, newsletters, district website, awards, honors, PTA, booster clubs, local newspaper, etc.). *Example: If you check this box, your student's name would not appear in the district newsletter or local newspaper if he or she won an award. NOTE: If you check this box, your student will not be included in the yearbook.*

Secondary Students (Grades 7-12) Only

Federal law requires districts receiving assistance under the Elementary and Secondary Education Act of 1965(20 U.S.C. Sec. 6301 et seq.) to provide a military recruiter or an institution of higher education, on request, with the name, address, and telephone number of a secondary student unless the parent has advised the district that the parent does not want the student's information disclosed without the parent's prior written consent.

I object to the release of directory information to an institute of higher learning with the name, address, and telephone number of my secondary student.

I object to the release of directory information to a military recruiter with the name, address, and telephone number of my secondary student.

Parent Signature _____ Date _____

Student Name _____ Grade _____

Campus _____

IF THIS FORM IS NOT RETURNED TO THE CAMPUS, ALL DIRECTORY INFORMATION WILL BE SUBJECT TO RELEASE. A NEW FORM IS REQUIRED ANNUALLY.