



**Wally W. Watkins Elementary School**

**1301 Elm Drive**

**Wylie, TX 75098**

**972-429-2580**

Dear Watkins Parents,

Welcome! I am looking forward to an epic year of learning for our children, staff, and parents! At Wally Watkins, WE truly believe that if we continue to build relationships with all children, staff, and parents, then the learning that our children gain will be retained. Without the trusting and positive relationship between teacher and parent, the child's learning will be minimized. Your child spends at least 7 hours a day at school. At home they spend 1 hour (awake) before school starts and 5 hours awake when school is over (not included the daycare they may attend after school). For 7 hours a day, your child is with a fantastic group of staff that care deeply for your child. Thank you for trusting us to build those positive and trusting relationships with your child and you. WE also believe that each child has a special gift and it is our job to discover through learning and positive relationships what gifts your child possess. When the children greet me each morning using eye contact, a hug or hand shake, and a smile, I know they have the gift of respect, trust, and a relationship with me. They are ready to learn and want to be here! WE also believe that inspiring your child to be an epic learner is of utmost importance! WE want your child to leave school daily feeling it has been a worthwhile day of learning. Each child's internal light should shine daily. Excitement, Hope and Confidence as well as the desire to make an Effort in their journey of learning is our vision! WE expect each child that attends Watkins to be successful. With your help, trust, positive relationship, and belief in your child and our staff, all of us can make this vision become a reality! Let's make this school year EPIC! Here are some tips that may make your journey a little more comfortable.

With Love for Learning and Wranglers,

Jennifer Speicher,

Principal

# Table of Contents

Arrival .....	4
Attendance .....	4
Cafeteria .....	5
Car Riders .....	5
College Thursday .....	6
Communication .....	6
Take Home Folders	
Peachjar	
Parent Access	
Criminal Background Check .....	7
Dismissal .....	7
Grading .....	7
Grading Practices	
Minimum Grade Requirements	
Procedures for Reteach/Retest	
Make up Work	
Homework	
Parties .....	9
School Spirit Day .....	9

Snacks .....10

Visiting the Campus .....10

## Arrival

In the mornings when the children arrive at school (7am is the earliest they are allowed in the building), children attending Kindergarten will go to the cafeteria and wait for their teacher to pick them up. Fourth grade children will go to the library and wait for their teacher and grades 1-3 will go to the gym. They may eat breakfast in the morning in the cafeteria. Breakfast is served until 7:20am.

Kindergarten parents: We understand your child may feel more comfortable with you walking them to class. This is allowed for the FIRST Week of school only. After we return from Labor Day vacation, the children are expected to walk in a line with their teacher to class. Thank you in advance for helping your child grow and become more independent. Please let us know if your child has a handicapping condition and needs accommodations for walking to class with their grade level independently. If you need to talk with the teacher please send a note, email or leave a voicemail message to your child's teacher. The morning is not the best time to talk with the teacher while they are greeting children and helping them prepare for a day of learning. Thanks for your understanding.

## Attendance

The instructional day begins on all elementary campuses in Wylie ISD at 7:30am. Students must be in attendance in order to be counted present for the day.

Therefore, if a child is not in their seat at 7:32am, they are considered tardy. Students that are tardy 3 or more times during a grading period are not eligible for perfect attendance recognition. Please note that checking a student out from school before 2:40 is counted as a tardy.

\*All children attending qualify for bus transportation.

All children are required by law to attend 90% of the school year. Therefore, if they are absent 18 or more days of the school year, your child will be retained. The Watkins Attendance Committee will meet every 9 weeks to review excessive absences and tardiness. WE will invite you to attend this committee meeting.

Upon returning to school after an absence, please write a note with your child's full (first and last) name, the reason for absence and the dates he/she was absent. Emailed notes will not be accepted. After 3 days, the absence will be unexcused if a note has not been received. If your child is absent more than 5 consecutive days due to an illness a doctor's note will be required.

Wylie ISD will use the following process to notify parent's noncompliance of attendance.

#### Absences:

- 5 absences occur – Skyward to generate letter
- 8 absences occur – Skyward to generate letter
- 10 absences occur – File with court for Out of Compliance
- 12 absences occur - Skyward to generate letter

#### Tardies:

- 6 tardies – Skyward to generate letter (counts as 2 absences)
- 9 tardies – Skyward to generate letter (counts as 3 absences)
- 12 tardies - File with court – (counts as 4 absences)

## Cafeteria

You child will have an account set up for them in Wylie ISD Cafeteria plan. Through Parent Access you can deposit money into their account if you want them to purchase lunch and/or breakfast. You may also send a check to school to be placed in their account. If you write a check please write their student ID on the check. Your child will not be permitted to “charge” on his lunch account. If there is not any money on their account to purchase lunch/breakfast, he will be given a cheese sandwich and white milk as well as charged \$1.50. If you have any questions or concerns regarding your child’s lunch account, please contact Sonya Dunlap at 972-429-2580.

If your child brings their lunch to school, there will not be a way for them to warm up their food.

When visiting your child during lunch, please sign in at the office, get a visitors badge and wear it in the cafeteria. You may join your child at their assigned table.

There will be an assigned table in the cafeteria for those children allergic to peanut products. This is called our peanut free table.

## Car Riders

Please bring your child to school by 7:25am in order to ensure that they are in their seat ready to learn on time. You will drive down Elm Drive and enter the parking lot from Elm Drive by the marquee. Go down the long drive and pull up to the end of the driveway area in a single line. When the car stops, please let your child out and they are to enter the building. Please do not drop your child off in the parking lot. The line is long in the mornings so please plan to leave home with plenty of time to spare. I know you do not want your child to be counted tardy just because of the long “drop off” line.

After school you will use the same procedure. The car rider tag with your child's name and grade level must be visible. If it is not visible or you have someone other than you picking up your child, they too must have a car rider tag visible from their car windshield. If there is a car in the pickup line without a car rider tag, the child will not be released until the office verifies with the parent that it is permissible to pick up the child. If you park your car and walk to the front entry of the building, you will still need a car rider tag. You will wait for your child by the signs labeled K, 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>. PLEASE wait in the designated area for your child. It is overwhelming for the children to have a large group of adults waiting by the front doors to be released.

## College Shirt Thursday

Every Thursday, all children and staff wear a shirt that represents a college or university of their choice. The purpose of wearing a college shirt is to bring awareness that learning never ends and each child in Wylie ISD is expected to attend the college of their choice.

## Communication

There are several ways the school communicates with the Watkins families: email, phone messages, Parent Access, Facebook, notes home.

[www.wylieisd.net](http://www.wylieisd.net)

Facebook: Wally W. Watkins Elementary School  
Wally W. Watkins PTA

### Take Home Folders

Every Thursday we send home a folder filled with a multitude of notes, information and graded instructional papers. We also send home a communications log regarding your child's citizenship grade for the day. On days that have been challenging for your child, we ask that you sign it. Your signature indicates that you have seen your child's citizenship grade. **Please take out all papers sent home.**

### Peachjar

All flyers will be uploaded into Peachjar which can be accessed from the Watkins Elementary website.

### Parent Access

In order to register your child for school you must have a Parent Access account through Wylie ISD. Our office staff can register you for this account. Through Parent Access will

allow you to put money on their lunch accounts, check attendance, as well as check your child's grades for grade levels 2 – 4 only.

Please notify the office if your email address, telephone number, and/or address changes.

**Office:** 972-429-2580 Suzanne Wright ([Suzanne.wright@wylieisd.net](mailto:Suzanne.wright@wylieisd.net) and Patty Tetreault ([Patty.Tetreault@wylieisd.net](mailto:Patty.Tetreault@wylieisd.net))

**Nurse:** 972-429-2580 Barbara Beebe ([Barbara.Beebe@wylieisd.net](mailto:Barbara.Beebe@wylieisd.net))

**Counselor:** 972-429-2580 Dana S. Roberts (Dana [S.roberts@wylieisd.net](mailto:S.roberts@wylieisd.net))

**Assistant Principal:** 972-429-2580 Erin Perkins ([erin.perkins@wylieisd.net](mailto:erin.perkins@wylieisd.net))

**Principal:** 972-429-2580 Jennifer Speicher ([Jennifer.speicher@wylieisd.net](mailto:Jennifer.speicher@wylieisd.net))

**PTA President:** Valerie Delgado: ([fvdelgado@verizon.net](mailto:fvdelgado@verizon.net))

## Criminal Background Check

All parents, Grandparents, Aunts, Uncles, etc... are required by the State of Texas to complete a criminal background check before volunteering on any Wylie ISD campus. Please go to the Human Resources tab on the [www.wylieisd.net](http://www.wylieisd.net) and select "want to become a volunteer?" listed under HR documents. This form must be completed every school year and is required by the State of Texas.

## Dismissal

Bus dismissal and day care dismissal after school occur in the back of the building. If you need to pick up your child after school and they normally ride the bus home or go to day care, you will need to pick them up in the front with the car riding children. No one will be permitted to pick up or drop off their child in the back of the building.

### *Change in Plans For Dismissal*

There are days when plans change in the manner in which your child is picked up from school. If it should change, please contact the main office (972-429-2580) by 1:45 pm and notify them with the child's name, teachers name, and how they will be getting home. We will get the message to your child and their teacher. If the teacher or office is not notified by you, we will send them home as usual.

## Grading

In WISD, grades assess student learning and mastery of the Texas Essential Knowledge and Skills. These grades reflect student mastery of grade level content at an independent level through a combination of daily assignments and classroom activities as well as test grades. Grades are intended to communicate academic progress to parents and timely feedback to students. It is the goal of WISD to prepare students for a successful life beyond high school by providing instruction that promotes college and career readiness.

WISD board policy governing grades can be found at: <http://pol.tasb.org/home/index/316>

Texas Education Code governing grades can be found at:

<http://www.statutes.legis.state.tx.us/Index.aspx>

Wylie ISD will have four nine week grading periods. During each grading period your child will receive 2 progress report as well as a report card. The report card and progress report will be printed and sent home. It will be posted on Family Access, part of the Wylie ISD software package. You will need a login and password for your account. Contact Patty Tetreault, Attendance Secretary, and she will help you set up an account. Children with cognitive, medical, and/or emotional difficulties that cause academic success to be a struggle may need special assistance. Please contact our school Counselor, Dana S. Roberts, or the Principal, Mrs. Speicher, for assistance.

Children in Kindergarten and First grade will receive a Performance based report card using D= Developing, SD=Still Developing on target, SD-= Still Developing below target and ND= Not Developing. Children in grades 2 -4 will use traditional grading scale A= 100%-90%, B=89%-80%, C= 79%- 70% and below 70% will be failing. Advanced Academic classes in grades 2 – 4 will be the same but their daily lessons will extend the Student Expectations taught.

#### *Grading Practices*

Grades will be entered in to Skyward weekly. Graded papers will be sent home at least once a week to inform parents of their student's progress.

#### *Minimum number of grades at grades 2 – 4*

10-15 grades per subject per nine weeks (except the 1st nine week which will have 8-12 grades)

#### *Late Work Procedures*

WISD strives to develop responsible and accountable students who turn in high quality work on time. However, grades are intended to show mastery of the TEKS. As a result, penalties for late work shall not be reflected in the academic grade.

Penalties for late work will be reflected in citizenship grades. Repeated patterns of late work warrant further intervention or consequences. Campus administration may

require additional work time of students who have late work. Campus administration may also further clarify late work penalties.

### **Procedures For Reteach/Retest**

Occasions arise when a student has not done his/her best work.

If a student scores below 70% on an assignment/test scored as either a daily grade or a major grade, he or she may be given the opportunity to attend tutorials to receive additional instruction. Upon completion of tutorials, the student may be given an alternative assignment and/or allowed to re-do the original assignment to demonstrate mastery. The grade on the alternative assignment/re-do will be scored out of 100%. Both the original grade and the grade on the alternative assignment/re-do will be recorded in the gradebook. Campus administration may also further clarify reteach/retest guidelines.

### **Make Up Work**

For every school day absent, the student has one school day for completion of missed assignments. Administrators have the discretion to modify this guideline in circumstances where students are absent due to an extended illness. When a student returns from an absence, the teacher will provide make-up assignments as appropriate. Make-up assignments are not provided in advance.

### **Homework**

Homework will not be taken for separate number grades, but will be used for reinforcement of skills. Teachers have the discretion to assign one cumulative grade per subject over the nine weeks period for homework.

## **Parties**

The PTA sponsors 2 parties a year (Valentine's Day and Christmas). The Valentine party is held from 1:30pm - 2:30pm. The Christmas party will be from 11am – 12pm. Parents are expected to contribute \$10 that will assist the PTA and the Party Committee in purchasing the food, drinks and supplies for the parties. If you are unable to make the \$10 contribution, please let your child's room representative know. The \$10 contribution will cover both parties. If there are remaining funds after both parties have occurred, an end of year treat will be purchased for all students.

## **School Spirit Day- Friday**

Every Friday all children and staff (parents can too especially if they are attending Wrangler Round Up which is held every other Friday) are expected to wear their school spirit shirt which the PTA has graciously provided for them. This expectation is to demonstrate school pride!

## Snacks

Snacks during instruction are allowed as long as they are healthy. Chips, cookies, candy, gum are not considered healthy choices for snacks. Fruit, crackers, cheese, vegetables, etc... are considered healthy snacks. If your child brings an unhealthy snack to school, his teacher has the authority to remove it from your child. Many of our children have food allergies. **Please do not send peanut products to school.** There are many classrooms that are considered a “peanut free” classroom. WE even have a “peanut free” breakfast and lunch table. Your child is allowed to have a water bottle at school to drink throughout the day. Please make sure that you send **water that is clear** and NOT colored from flavoring.

## Visiting the Campus

All visitors in our school must check in to the building through the office. Please be prepared to show your driver’s license. We will scan it. You will have to wear your visitor badge that is printed for you in the office whenever you are in the building. There will be no exceptions to this protocol.