

J.B. Wilmeth Elementary



**Parent and Student Handbook
2018 - 2019**

Welcome to Wilmeth Elementary!

2018-19 marks Wilmeth's 13th year!! Enclosed in the Wilmeth Parent and Student Handbook you will find needed information to help you and your Longhorn feel confident about procedures, processes and The Wilmeth Way. We are glad that you are part of the Longhorn family.

Each week the grade level teams will keep you informed of current events and news, so be sure to look for emails, newsletters, and websites. Our PTO publishes information and events on the Wilmeth PTO Facebook page. The Wilmeth Facebook page also provides pertinent district and school information and happenings. Look for information about how to get involved at Wilmeth and the exciting programs offered. We have a great staff and a wonderful PTO & Watch DOGs program! You will want to get involved. If you have not already done so, please sign up for our Constant Contact newsletter from Mrs. Ellis. You can subscribe on the Wilmeth webpage <https://www.schools.mckinneyisd.net/wilmeth/> .

Again, we are so excited about this year and want you to have a wonderful experience...



Kristin Ellis
Principal

Cari Owens
Assistant Principal

Welcome to Wilmeth Elementary!! Whether you are a new Longhorn or an experienced Longhorn, we are so excited you are a part of Team Wilmeth! Our number one priority everyday is the safety and security of our Longhorns. The following handbook contains information for parents and students. Some of this repeats the district handbook and policy to emphasize important information for parents to know.

Arrival and Dismissal Procedures

Longhorn Safety Patrol student helpers begin assisting students out of cars in the front and back carpool lines starting at 7:30.

Traffic Procedures at a Glance:

- All students will need to enter and exit cars through the car door closest to the curbside. Please take this into account when putting in your car seats and boosters. Teachers have been directed, for safety, not to walk around the cars with children.
- We ask that you do not get out of your car or park in the carpool lane as this is unsafe for our students and can break the flow of the traffic.
- Use car pool lines only- parking lots are closed to parent drop offs at arrival time and pickups at dismissal time. Exceptions include but are not limited to: parent business inside the building, dropping/picking up student at times other than arrival and dismissal, handicapped parking needs, or daycare buses. The back parking lot is for staff parking only.
- Always pull up as far as possible and use signs as a guide.
- Dismissal number card needs to be in plain view for the teacher to read as you approach in the carpool line each day.
- Walkers must always use the nearest crosswalks and never cross streets, parking lots, or carpool line traffic.
- Remember, cell phone usage in school zones or on school property during arrival and dismissal is not permitted for safety reasons.
- Dogs are not permitted on school property during arrival and dismissal times.

Drop off and pick up suggestions for Front Lot: neighborhoods of Brightwood, The Heritage, Thornberry Ridge, Wren Creek, WyndSOR Grove, Stratford Manor, Shiloh, and LaCima Haven.

Drop off and pick up suggestions in Back Lot: Verona, Virginia Hills, LaCima Meadows, LaCima Manor, Walnut Grove, Virginia Parklands, and Virginia Ridge, Greenhaven Apartments. Only the driveway closest to the school is for loading and unloading needs.

Morning arrival begins at 7:30 a.m.:

- For safety and security reasons, never drop your child unattended on campus.
- The building opens at 7:15 a.m. each day (please use front entrance before 7:30 a.m.). Students should remain inside vehicles until doors open at 7:15 a.m. Students arriving at 7:15 a.m. will meet a staff member on duty in the cafeteria.
- Breakfast is available for purchase in the cafeteria from 7:30 a.m. - 7:50 a.m. daily. Students will either go to breakfast or to their grade level hallway each morning at 7:30 a.m.
- Students will go into classrooms at the 7:50 a.m. bell and be in their seats at the 8:00 a.m. bell. Tardy passes will be given in the office if a student is not seated at 8:00 a.m. Students arriving after 8:00 a.m. must be escorted into the building and checked-in with the front office.
- Students may be walked to class by parent(s) the first week of school.

Afternoon dismissal begins at 3:00 p.m.:

- Please notify your child's teacher and the front office in writing before 2:30 p.m. if dismissal changes need to be made for your child.
- Dismissal number card needs to be in plain view for the teacher to read as you approach in the carpool line or walk up door each day.
- Students not picked up by 3:15 will be brought to the office. Parent(s) will need to come in to office to pick up after this time.
- Dismissal locations for walkers, bikers, and parents who walk up to pick up are as follows (doors' numbers appear at top of door on glass):
 - Kindergarten walkers and parent pick-ups will be released at 3:00 p.m. by a staff member at the Kinder door #4 (south side of building). Parents will need to use main crosswalk at La Cima and Bristol - please do not walk across the carpool line or parking lot.
 - 1st Grade walkers and parent pick-ups will be released at 3:00 p.m. by a staff member at the gym door #5 (south side of building).
 - 2nd Grade walkers and parent pick-ups will be released at 3:00 p.m. by a staff member at the gym door #5 (south side of building).
 - 3rd Grade walkers and parent pick-ups will be released at 3:00 p.m. by a staff member at door # 12 (north side of building towards back lot).
 - 4th Grade walkers and parent pick-ups will be released at 3:00 p.m. by a staff member at door #13 (north side of building towards front lot).
 - 5th Grade walkers and parent pick-ups will be released at 3:00 p.m. by a staff member at door #14 (front side of building).
 - Sibling pick-up before students exit to walk or bike home will be in designated spots in the building.
 - Front and back porch pick-ups will be for carpool, bus, and daycare riders only.
 - All walkers and bike riders must use the main crosswalks using the crossing guards.
 - Club 360 students will report to the cafeteria at 3:00 p.m.

Dismissal Number Cards

If you are picking up a student via car rider or parent walk-up, please make sure that you have a dismissal number card for the current year. Please display this dismissal card in an area of your vehicle where the number is visible to our staff. Parent walk-ups will need to show the dismissal number card at the grade level pick-up door. Please note that the Wilmeth staff will only release a child to a car or adult with a dismissal number card that has the correct number for that child.

Attendance

When a child is absent from school, parents are asked to provide a written form of documentation upon the student's return to school (can be emailed to Randi Olsen - rolsen@mckinneyisd.net).

Acceptable forms of documentation include:

- Parent note stating reason for absence (handwritten or email)
- Doctor/Dentist note
- Counselor/Therapist note

Absence notes must be provided to the registrar in the front office within 3 days of returning to school. MISD only allots for eight parent notes each school year.

If the student is absent two or more consecutive days, parents may obtain missed class assignments upon returning to school after an excused absence. It will be the student's responsibility to obtain the assignments missed from his/her teachers.

All students must attend 90% of school days each semester to receive credit for a class. Principal/designee/attendance committee will address extenuating circumstances in accordance with MISD and TEA guidelines TEC 21.035(b). Excessive absences do affect student learning and interrupt the sequence of student achievement. It would be helpful to schedule appointments for dentist, doctor, etc. after school hours, or if it is unavoidable, then after 9:15 a.m.

Students will receive an auto-generated letter in the mail after 3, 7, and 10 unexcused absences. Upon the 10th unexcused absence, the school is required, by law, to file truancy. We do everything we can to avoid this situation. Please call Mrs. Ellis or our Registrar, Mrs. Olsen, if you have any questions about attendance or truancy.

Tardiness

The building opens at 7:15 a.m., with students beginning their day in their classrooms at 8:00 a.m. Students not in their classroom by 8:00 a.m. will be counted as tardy. Students arriving after 8:00 a.m. must report to the office with an adult for a tardy slip prior to being admitted to class. If your student arrives after 9:15 a.m., they will be counted absent. *Those who arrive after 8:00 a.m. due to a medical appointment are not counted tardy if a doctor's note is provided.* We work hard to promote perfect attendance and students are recognized each semester for being here.

Compulsory Attendance

Texas law requires a child who is at least 6 years of age or who has not yet reached their 18th birthday to attend school, unless exempt by the Texas Education Code Section 25.086. Upon enrollment in pre-kindergarten or kindergarten, a child shall attend school each day. This is very important to the academic success of the student, as each absence limits exposure to the curriculum and support from the teaching staff. Students who are not in compliance with these attendance guidelines will be addressed by the school administration and/or MISD administration if needed. It is possible that grade level retention may result from excessive absences.

Visitors

We appreciate you in helping us maintain the highest level of safety and security at Wilmeth every day. Please be aware that we have strict security regarding the admittance of any guest entering the building. You must state your reason for the visit and show your government issued identification (driver's license, passport) before you enter the building. We are always happy to have parents or visitors in the school, but before volunteering or having lunch with your child, you must first sign in at the office and again show your government issued identification (driver's license, passport).

Lunch Visitors

We welcome lunch visitors at Wilmeth. Visitor tables are designated in the cafeteria for these occasions. Please note that ONLY approved visitors will be allowed to eat lunch with our Wilmeth students. *Only the child of the visiting parent/guardian or approved visitor may eat at the visitor table.* A student's parent/guardian is responsible for keeping the district informed on who is allowed to visit/pick up a student. Even if a visitor is a relative, godparent, etc., they will not be given access to a student unless they appear on the student enrollment form. If updates or changes need to be made to the approved student contact list, please contact Randi Olsen rolsen@mckinneyisd.net.

Your cooperation in this process is greatly appreciated. We do ask for lunch visitors to wait until the 3rd week of school to visit. This will ensure our staff time to set cafeteria expectations and routines with students.

Permission To Leave School

If it is necessary to leave school during school hours, parents (or designated adult) must come to the office to check out their child. For the safety of your child, identification will be required when checking out a student. **Only those persons whom the parent/guardian has listed on the registration form will be allowed to pick up the student.** If there is a decision of the court system which prohibits someone from picking up your child, school personnel will support this if a copy is provided for our use.

To ensure a smooth dismissal, please make every attempt to arrive prior to 2:30 p.m. Students will be called to the office when parents arrive for pickup – *please do not call the school to have the students waiting.* We make every effort to maximize student learning.

Building Security

The doors to the school building will be unlocked at 7:15 a.m. **Please do not drop any student off prior to the doors unlocking to ensure the safety of the student.** School personnel will begin their duty of monitoring the arrival of students at that time. The doors will remain unlocked until 8:00 a.m. Parents and visitors wishing to enter the building must do so through the front door. Please ring the bell and the office will inquire about the person's identity and reason for entry. The office staff will determine whether entry will be given based on the information they receive, and will unlock the doors accordingly. **Please do not allow any other unauthorized persons to enter with you, as the office staff has not determined their identity and purpose for entry.** Your cooperation with this will assist with the safety of all students and staff in the building.

School Parking

Parent cooperation with school parking is extremely important to ensure the safety of our students. The parking lot in the front is available for parents and visitors to park during the day-see guidelines for parking during arrival and dismissal on page 2 . The back parking lot is designated for staff parking only. Parents should not park in this lot, as there is no doorbell to alert the office of your presence.

Student Discipline

The MISD student handbook containing policies and regulations on the rights and responsibilities of students, as well as the MISD Student Code of Conduct is available online to all students, parents, teachers, and administrators at the beginning of the school year. It shall also be provided to new professional employees, newly enrolled students, and any parent upon request. Changes during the year shall be published and distributed during the next semester, but no later than the beginning of the next school year.

It is in the student's best interest that school and parents work together in relationship to his/her schooling. To ensure that a quality educational program is available to all, students will be expected to conduct themselves in an appropriate manner. Students will be held accountable for their own behavior and will be rewarded appropriately. Parents will be contacted as deemed necessary by school officials. See Wilmeth's Guidelines for Success expectations in the section below.

Students are informed the first day of school of conduct expectations. Students perform better academically and socially when expectations are clearly defined and they have an understanding of what is and isn't acceptable. Non-instructional items such as toys, pocket knives, handheld games, candy, etc. will be taken up and only returned to parents. Weapons, either real or look-alike, are expressly forbidden and could result in a significant consequence as per the MISD Student Code of Conduct. Questions concerning these may be addressed to the office.

Positive Behavioral Intervention & Supports

Positive Behavior Interventions and Supports (PBIS) is a proactive approach to establishing the behavioral supports and social culture needed for all students in a school to achieve social, emotional and academic success. Attention is focused on creating and sustaining primary (school-wide), secondary (classroom), and tertiary (individual) systems of support that improve lifestyle results (personal, health, social, family, work, recreation) for all youth by making targeted misbehavior less effective, efficient, and relevant, and desired behavior more functional.

At Wilmeth, PBIS has been implemented over the past two years and we continue to fine tune and collaborate on structures that put kids first! In using staff and student survey data, the staff has collaborated on and created the Guidelines for Success expectations in order to create school-wide expectations and a common language. These Guidelines for Success are taught and re-visited throughout the school year with students through community circles, guidance lessons, on announcements, Longhorn Live (Rally), and in the classroom. The expectations are displayed in classrooms and throughout the building as well. Check the Wilmeth newsletter for more information about the exciting opportunities students have through PBIS at Wilmeth.

The Wilmeth Way

	Hallways	Cafeteria	Playground	Restrooms	Classroom	Dismissal
P Prepared	*stay to the right *hands to yourself *ready to go	*lunch, drink, & money *walk in straight line	*know the rules *bring equipment	*know expectations- go, flush, wash *clean hands	*have materials *arrive on time	*arrive on time *packed up & ready to go
R Respect	*silent transitions *attentive listening	*use your restaurant manners *eat only your own food	*taking turns *use equipment appropriately	*respect privacy *keep area clean	*attentive listening *follow directions	*attentive listening *be aware of surrounding
I Integrity	*Do the right thing	*soft voices *clean up your mess	*good sportsmanship *including others	*use resources wisely *be trustworthy	*encouraging others *positive attitude	*be trustworthy exiting the building
D Determined	*walk with a purpose	*finish your healthy choices *silent transitions in and out of cafe	*take care of yourself *positive attitude towards others	*be efficient with time *silent transitions in and out	*put learning first *perseverance	*leave with a purpose
E Effort	*face forward *walk in straight line	*stay seated *silent through the lunch line	*listen for whistle *play safely *be alert	*clean up and report messes	*100% participation *quality work	*staying in assigned area with an adult

We believe in the importance of building character and promoting social and emotional growth in our students. At Wilmeth, we focus specifically on the MISD adopted Six Pillars of Character. These six character traits are: Trustworthiness, Respect, Responsibility, Fairness, Caring, and Citizenship. In conjunction with our Guidelines for Success, these six character traits help us build upon a culture of kindness and positive school culture.

Cell Phones

We understand that many parents wish their child to carry cell phones for safety reasons. Your child may bring a cell phone to school, but it must be turned off and put away before entering the building. If there is a need for you and your child to communicate during the school day, office phones are available. Students will be given one warning by a teacher if a phone is out or used. Teachers may use their discretion in allowing students to use cell phones for instructional purposes. Student expectations will be established. If a student's phone is a distraction to learning, it will be given to administration and the next course of action will be determined.

Hallway Conduct

Conduct in the hallways is to be quiet and orderly so as not to disturb other classes that are in session or meetings being held in offices and conference rooms. The Guidelines for Success (page 7) address hallway expectations for all students. All students are expected to demonstrate these behaviors at all times when they leave their classrooms.

Restroom Behavior

Quiet, orderly conduct is required in the restrooms at all times. If a restroom is full, students are asked to wait quietly in the hallway until the restroom is clear. The Guidelines for Success (page 7) address restroom expectations for all students.

Recess

Here in Texas, the weather is constantly changing from cold to warm. It's difficult to know what to expect unless you are watching the weather daily. McKinney ISD supports the time given for students to attend recess, regardless of the weather. Our expectation is for all students to attend recess everyday as long as the weather conditions permit.

According to the American Academy of Pediatrics, it was discovered that recess was much more important than originally thought in years past. "We came to the realization that it really affects social, emotional and cognitive development in a much deeper way than we'd expected. It helps children practice conflict resolution if we allow them unstructured play, and it lets them come back to class more ready to learn and less fidgety."

Based on the above information, all students will go outside to recess every day as long as we are within the MISD recess weather guidelines. If your child has a reason not to participate in recess or you feel they do not need to run, they may sit outside in the shade during recess. Unfortunately, we do not have the staff to supervise students inside the building during recess. We hope you will continue to support this part of the day for all of our Wilmeth students. The Guidelines for Success (page 7) address playground expectations for all students.

Classroom Snacks and Beverages

The Wilmeth Elementary School Health Advisory Council strongly recommends that students consume only plain water throughout the school day. For children and adolescents, water should be the principal source of hydration. Water not only keeps children healthy, but also will help them perform better in school. Dehydration leads to a reduction in both mental and physical performance. These results can be evident in the classroom.

The Wilmeth School Health Advisory Council also strongly recommends a nutrient-rich, healthy snack. Snacks in the classroom should be a hand-held, easy-to-eat snack. Fruits should be peeled at home and sent to school in an easy-to-open container without liquid. Please consult with your classroom teacher regarding the need for peanut/tree-nut free snacks in your child's classroom.

The American Academy of Pediatrics guidelines note:

- Energy drinks should never be consumed by children or adolescents. The stimulants they contain pose potential health risks.
- Children and adolescents should avoid and restrict routine consumption of high-carbohydrate sports drinks, which can increase the risk for obesity and dental erosion.

Community Responsibilities

Each member of the school community must fulfill certain responsibilities if a positive learning environment is to be achieved. A cooperative relationship among student, parent/legal guardian and educator requires that:

Parents/Legal Guardians should:

- Ensure their child's compliance with school attendance requirements and promptly report and explain absences and tardies to the school.
- Assist their child in being properly attired, following the MISD dress code as outlined in the Student Code of Conduct handbook.
- Take an active interest in the overall school program.
- Communicate regularly with the school concerning their child's conduct and progress.
- Discuss report cards and work assignments with their child.
- Bring to the attention of school authorities any problem or condition which affects their child.
- Maintain up-to-date home, work, and emergency telephone numbers at the school.
- Cooperate with school administrators and teachers in their efforts to achieve and maintain a quality school system.
- Keep lines of communication open with their child's teacher(s).
- Assist students in adhering to the guidelines described in the MISD Student Code of Conduct.

Students should:

- Attend all classes daily and on time.
- Be prepared for each class with appropriate materials and assignments.
- Be properly attired.
- Exhibit an attitude of respect towards individuals and property and conduct themselves in a responsible manner.
- Refrain from making profane, insulting, threatening or inflammatory remarks, engaging in disruptive conduct and cheating.
- Follow the Guidelines for Success.
- Refrain from violations of the Student Code of Conduct.

Birthdays

Birthdays are milestones in the life of a child, and we celebrate this day with your child's teacher and friends. We go to great lengths to make sure each child is on announcements for his or her birthday, and each child is given a birthday pencil. Each classroom teacher has a special way to celebrate birthdays (i.e. wearing a crown, being the teacher's helper, or sitting in the teacher's chair) so your child feels important on this day. Please feel free to come and eat lunch with your child on his/her birthday; however, bringing cupcakes or other edible treats to share with classmates is no longer permitted in McKinney ISD as stated by district policy. At Wilmeth, we want our focus to be on the child's health and wellness as healthy, stronger bodies result in stronger minds.

Birthday Parties

Part of the "The Wilmeth Way" is to show mutual respect and always be kind. We ask that birthday parties be scheduled off campus and after school hours. Individual birthday parties are not permitted during the school day. Unless each student, or all students of one gender in the class are invited, the school does not permit bringing party invitations to school for distribution. Our policy at Wilmeth is designed to take into consideration each student's feelings.

Pride In Our School

Our goal is to keep Wilmeth Elementary School looking clean and organized each and every day. We ask students to remember that Wilmeth is their school, and the students are the most important people involved in keeping the building and playground areas well maintained and neat.

Change of Address/Telephone Numbers

If you move or change your telephone number or parents change their work telephone number(s), please let the office know in writing as soon as possible. It is important that office records are up-to-date so we can call parents if students get sick at school or have an emergency. If you move outside the Wilmeth or MISD zone, your child will not be allowed to remain at Wilmeth unless you have obtained permission from the appropriate central office staff. Please see our Registrar, Mrs. Olsen, concerning this type of move.

Parent Conferences

It is always good educational practice and sometimes a necessity that parents and teachers confer in regard to progress of a student. Parents are urged to confer with the teacher during his/her conference period so that the teacher may be with the students during class time. Please call the school at 469-302-7400 to leave a message for the teacher.

At the end of the first marking period, each teacher will hold parent conferences to discuss student progress.

Parent/Teacher Partnership Agreement

- Communicating concerns to your child's teacher and vice versa
- Open and honest communication in a respectful manner
- Partnerships as parents and teachers
- Decisions made that are best for the student's success

Promotion and Retention

In making decisions on placement, all phases of a student's development shall be taken into account with major emphasis being placed on academic achievement. Parents are asked to monitor daily work/folders closely and to keep in contact with the teacher. For further details about promotion and retention, please contact the principal.

School Telephone Usage

Students must have permission to use the telephone from the secretary, principal, and/or note from the teacher. Students will not be allowed to use the phone to set up social engagements after school. Please support the school policy regarding the telephone usage by discussing this at home with your child, and making all after school arrangements prior to the school day. Students may use the telephone to contact someone on their approved contact list or parents may leave a message for students only in an emergency.

Withdrawal From School

Parents who wish to withdraw students from school should notify the school office in advance of the date of withdrawal, as there are several things that need to be done before a student is cleared:

- The student must check in all textbooks.
- The student should be cleared in the library and the cafeteria.
- The student must pay any outstanding charges, fines, etc.
- Parent or guardian should check out the student.
- The parent should be given signed withdrawal paperwork from the registrar to aid entry to the next school.

McKinney ISD Internet Acceptable Use Policy

Internet access is available to qualified students, teachers, and staff in MISD. MISD provides Internet access to promote educational excellence in MISD schools by facilitating resource sharing, innovation, and communication. MISD firmly believes that the valuable information and interaction available on the Internet far outweighs the possibility that users may procure material that is not consistent with the education goals of MISD. Controlling all materials on the Internet is impossible. Sites accessible via the Internet may contain material that is illegal, defamatory, inaccurate or controversial. With global access to computers and people, a risk exists that students may access material that may not be of educational value in a school setting. Internet users, like traditional library users, are responsible for their actions in accessing available resources. Access to the Internet provided by MISD is a privilege, not a right.

Care of School Property

Parents or guardians shall be responsible for damage to the school building, furniture, grounds, textbooks, technology or other property of the school. Any damage should be reported to the office.

Cafeteria

Breakfast and lunch are available on a daily basis. All students who purchase meals in the cafeteria will use their school ID number to purchase meals. An account will be created for each student. Funds will be deposited into each individual's account. As meals are purchased and the students pass through the lunch line, the amount of the purchase will be deducted from the account.

We strongly recommend that parents deposit funds into the meal account on a weekly, monthly, or yearly basis. All checks and cash turned into the cafeteria will be applied to the student's account. Money can also be deposited online through the MISD website or they can go directly to www.myschoolbucks.com. Cash purchases are discouraged, as the students may lose or forget their money. For free or reduced price meals, an application must be filed and approved. Application forms are available upon registration, from the school office, or online at www.mckinneyisd.schoollunchapp.com, All information requested on the forms must be given and that information will be held in confidence. The forms are then sent to the MISD food service office for approval. Parents will be notified directly of the results of eligibility.

2018-19 Breakfast/Lunch Prices

	Breakfast	Reduced Breakfast	Lunch	Reduced Lunch
Elementary	\$1.20	\$0.30	\$2.65	\$0.40
Adult	\$2.00	--	\$3.75	--

Lunch is designed to be a social but orderly time. Students are asked to conduct themselves as they would at home during a family meal with company. The Guidelines for Success (page 7) address cafeteria expectations for all students.

Textbooks

Textbooks are the property of Wilmeth Elementary School and may be issued to individual students. Students will be held responsible for books damaged or lost. Lost books are to be paid for in full. Damaged books must be paid for in accordance with the nature of the damages. If a textbook balance remains at the end of the school year, then the school reserves the right to withhold the final report card until payment is received.

Library Fines

The normal student circulation period is 14 calendar days, after which time books are considered overdue. The library routinely issues overdue notes, but no fines are assessed for overdue books. If a book is not returned within 44 calendar days, it will be considered lost and a fine will be assessed until the items are returned.

Fines for lost or damaged books are determined and implemented in accordance with established library policies. Students who accrue fines of over \$50 or which involve at least 3 books, they will no longer be able to participate in normal circulation procedure until the fine issues are resolved. Students and parents/guardians are informed about alternate library access for the duration of the fine resolution period.

Bus Riders

Approved school district bus rules and regulations are given to all students. Parents are advised to review appropriate bus conduct with their child. As soon as school is dismissed, bus riders go to the designated area and wait to be sent to the bus area by the teacher on duty. Any problems should be reported to Pete Chancellor at Durham Bus Services. Questions about bus numbers and schedules can be obtained from Durham Bus Services at 972-542-8316.

Lost and Found Items

All lost and found items (outside the classroom) are to be turned in at the front office and will be placed in the Lost and Found box. Please check with the office for details. Items will be donated to a charitable organization periodically throughout the year as they accumulate, so don't forget to check the box. Before being donated, a reminder will be given in the weekly newsletter.

Emergency Drills

Fire, tornado, reverse evacuations, and lockdown drills will be held throughout the school year. The homeroom teacher will give special instructions as to the manner of behavior and proper procedure for all of these drills.

McKinney ISD Medicines Policy

MISD has a no tolerance policy for students in possession of medication of any kind, including herbal supplements and vitamins. All medications are to be stored in the nurse's office. Prescribed inhalers may be carried by students with asthma, provided written authorization from that parent or guardian is given to the school nurse, and a written statement from the student's physician or licensed health care provider is required. A form specifically for this purpose is available online and in the Wilmeth clinic.

All medications, including inhalers, must have the student's prescription label on the medicine. Failure to store medication in the clinic or follow above mentioned inhaler procedure might result in serious disciplinary action. The nurse is unable to administer prescription medication that is not prescribed for the student. All medications (including cough drops) must be stored in the school clinic in the original container clearly labeled with the student's name.

All prescription and non-prescription medications taken during the school day must be accompanied by the MISD Medication Form signed by the parent. Any prescription medication given over 10 days must have a doctor's signature.

Nurse

A professional registered nurse is located in every McKinney ISD clinic. The professional school nurse has the educational background, experience, critical thinking, and competencies to provide preventative health, health assessment, and referral services to students. The school nurse educates and informs campus staff about appropriate medical needs and incidents to send to the clinic for nursing assessment. A parent/guardian will not be called for each clinic visit.

A parent/guardian will be notified by a phone call, or clinic information sheet of the following types of injuries or illnesses:

- Head injury - potential for delayed repercussions/possible concussions
- Vomiting, diarrhea, and/or fever greater than 100.0 degrees-potential for a contagious condition/illness.
- Ineffective medical treatment requiring parental follow-up
- Life threatening occurrences
- Orthopedic injuries that are not relieved with rest and ice
- Any injury/illness deemed necessary by the nurse
- Undetermined rash over any part of the body accompanied by a fever.

If students experience vomiting, diarrhea, and/or fever greater than 100.0 degrees; or an undiagnosed rash may not remain in the classroom. A parent/guardian will need to pick up the student.

The following over the counter medications are kept in the clinic with standing physician orders: antifungal cream, Caladryl Clear, calamine, first aid cream, mentholated rub, moisture eye drops, saline solution and petroleum jelly.

Group Counseling

At Wilmeth we believe that all children can benefit from positive interactions with peers that cultivate social and emotional growth. Group counseling is a great way to achieve this. There are multiple reasons why a student may be chosen to be in a counseling group. A student might be having difficulty at school or with a change that has happened at home and group counseling can provide an atmosphere where a student can express their thoughts and feelings and explore options for growth with other children that may be experiencing or have experienced the same types of difficulties. Another reason a student may be chosen for a counseling group is if they are showing strong leadership and would be a great role model for a group. Teachers can nominate students based on the needs and strengths they see in their grade level. Parents will be notified if their child has the opportunity to participate in a group and parents can always contact the counselor if they feel their child would benefit from participating in group counseling.

Counselor

Guidance services are provided at each campus. If you feel your child needs to see the counselor for any school-related reason, please notify the office. Guidance lessons focused on The Six Pillars of Character are completed with each class throughout the year by our counselor.

Special Education

Special Education Services are provided as directed by federal law and MISD policy. If your child has been or is receiving any type of Special Education Services, please be certain that the school is aware of them and can continue providing for your child's individual needs. Office personnel will be glad to direct any questions you might have in this area to the person most qualified to answer them.

ESL and Bilingual Services

English as a Second Language and Bilingual services are provided as prescribed by federal and state law and MISD policy. If your child needs instruction in a language other than English, notify the office and they will direct you to the person who can help you with information about these programs. Students will be tested for entrance into the ESL/Bilingual program based on the parent information on the Home Language Survey which is filled out during registration. Wilmeth has an ESL teacher in each grade level; however, students needing a Spanish Bilingual classroom will be enrolled at another MISD school.

Gifted and Talented Program

A program for gifted and talented students meeting specific criteria for admittance is provided. Specifics on the ALPHA program can be obtained on the MISD website.

Volunteering

Becoming a volunteer with the McKinney Independent School District is as easy as a click of the mouse on your computer. Potential volunteers can register to become a volunteer by simply completing the MISD online volunteer application. Volunteers are needed in the district for a variety of reasons. Once the application is processed and the criminal background check is complete, you will receive an e-mail notification regarding your application from the MISD Human Resources department.

**McKinney ISD maintains a secure database of all information obtained through the volunteer application. Private information gathered through the application process will not be released to individuals or organizations outside of the MISD Human Resource department or used for any other purpose than to determine if an individual shall be approved to volunteer with the district. Approved volunteers will be required to show a valid photo ID at the school campus upon arrival.*

If you do not have Internet access, please contact the administration office of your child's school. MISD schools have computers with Internet access available in all of the libraries where the volunteer application process can be completed. An approved volunteer application is required for any adult that is interested in working with the students and schools in such activities as tutoring and mentoring, field trips, being a homeroom parent, helping school staff with class parties and other events that involve interaction with students. McKinney ISD is dedicated to making sure that all students have the opportunity to learn and grow in a safe and secure environment. The volunteer application process is just one effort used by the school administration to help make our schools safe. The web address for volunteering is: <https://www.mckinneyisd.net/human-resources/employment/volunteer/>.

PLEASE ALLOW 2 WEEKS FOR THE APPLICATION TO BE PROCESSED.

If you have not heard if you have been approved, please contact MISD Human Resources at 469-302-4117. **DO NOT** contact staff members at schools regarding your volunteer application. Your application is a confidential matter for you. Once you are approved, you will be able to volunteer in the district throughout the school year.

PLEASE NOTE: Volunteers MUST register EVERY year they choose to volunteer. The approval is only good for the current academic year and will expire at the end of the school year.

Thank you for your interest in volunteering at McKinney ISD schools and for helping us make the school a safe place for our children.

Field Trips

To enrich and extend curriculum objectives, students will go on various field trips during the year. Parents will be notified prior to any field trip. A permission slip signed by parents will be required before each field trip. Siblings of Wilmeth students are not to be included in field trips, and parents wishing to chaperone must take that into consideration. All chaperones must be cleared through the MISD Volunteer Background Check prior to their participation. Please take care of this important step as soon as possible, preferably at the beginning of the school year, to ensure proper processing and approval prior to your child's class trip. If a parent wishes to transport his/her child to or from a field trip, a form must be completed and returned to the school office by 3:00 p.m. on the day prior to the field trip.

Dress Code

On PE days, students **MUST** wear appropriate tennis shoes to ensure their safety. The following modes of dress or grooming are prohibited:

- Clothing, including t-shirts, which display sex, violence, drugs, tobacco, death, gang or hate slogans or pictures
- Short shorts, skirts (must be at least fingertip length)
- Pants, shorts, and skirts worn below the waist ("sagging" garments are not acceptable)
- Pajamas
- Underwear as outerwear, exposed underwear. Appropriate undergarments are to be worn at all times
- Exposed midriff or cleavage
- Trench coats and dusters
- See-through shirts (e.g. thin or mesh)
- Spaghetti straps, tank tops, basketball jersey (unless worn over an appropriate garment, such as an acceptable t-shirt)
- Oversized, or overly long baggy jeans (pants with pant legs that totally cover or hide the shoes are inappropriate)
- Leggings without appropriate clothing which extends and covers the hips
- House shoes, slippers, bare feet
- Chains on clothing or wallets, or as necklaces
- Any inappropriately worn or mode of clothing that is disruptive (e.g. tops or pants that are too tight)
- No "Heelies" at school (can wear the shoe, but no wheels)

GROOMING:

- Non-natural colored hair (green, blue, purple, orange, cherry red, etc.)
- Hats, caps, sunglasses
- Hairstyles that are distracting, disruptive, or unsafe (head and facial)
- Bandanas, hair nets, skull caps
- Body piercing jewelry (other than jewelry in the ears)
- Jewelry – swastikas, pentagram, spoons, drug related items
- Heavy or spiked jewelry (e.g. dog collars, heavy chains)
- Writing on body (body paint)
- Tattoos with provocative, profane, or offensive pictures or writing

Acknowledgement of Receipt of the Parent and Student Handbook

Please review the Wilmeth Parent and Student Handbook at
<https://www.schools.mckinneyisd.net/wilmeth/> (under the Parent Resources Tab).

Make sure that all policies and procedures within this handbook have been read carefully. Students are responsible for knowing the contents of the handbook, so please take time to discuss any areas which need specific attention with your child. Parents and students need to sign and return this form to school by August 28, 2018. Please complete one form for each child enrolled at Wilmeth.

Date: _____

Student Name: (please print) _____

Student Signature: _____

Parent Name: (please print) _____

Parent Signature: _____

Teacher Name: _____

Grade Level: _____

Please return this page to Wilmeth Elementary.