

Wilemon STEAM Academy

The Future Is Bright At Wilemon!

- **Beginning of School Day and Tardies**

Our building opens each instructional day at **7:10a.m.** and **classes begin at 7:40 a.m.** Students who arrive prior to 7:30 will wait with their grade level in the gym under adult supervision. **Any student arriving after 7:40 a.m. is counted tardy for the day.** Guidelines regarding tardies for the 2023-24 school year are outlined in the Elementary Handbook (available online @ www.wisd.org). Please do not drop children off before 7:10 a.m., as they will not be supervised.

- **End of School Day and Dismissal Plan**

School ends at 3:10 p.m. each day. If you are using the car pick-up line, please be sure to have your student pick-up card visible for personnel on duty. This is for your child's protection. **We ask that you do not enter the building during dismissal time.** Since the safety and security of all learners and their leaders are our first priority, our dismissal procedures allow us the opportunity to end the day in a safe, organized manner. It is important that your child has a regular going-home routine each day. Car riders, daycare riders, bicycle riders, and walkers are designated to wait in specific areas of the building for safe dismissal; your child will know where to report. **Please have your pick-up card visible every day, as staff on duty verify the card and call for your child.** If you lose your card or require an extra card, replacements can be printed in the office. *****It is preferable that changes to your child's usual afternoon transportation be made in writing/SeeSaw/email to the classroom teacher and only when absolutely necessary. If you need to pick up your child before school ends, or make changes to pick up, please be sure to call the school front office (972-923-4780) before 2:00 pm. If you need to pick up your child early, please do so by 2:40 pm;*** this is for your child's safety. Our car line for pick-up will move quickly when everyone follows procedure, and works safely and effectively in the long run for students and parents. We will utilize both lanes for family and single student car pickup. All students will be housed inside for dismissal. [Car Dismissal Map 2023-24](#)

- **Absences**

Texas has a **Compulsory Attendance** law and schools are required to report certain attendance violations. A complaint against a parent may be filed in the appropriate court if the student is absent 10 or more days or parts of days within a 6 month period (*TEC Section 25.093*) (*TEC Section 25.087*). Upon return to school, students will submit a written note signed by the parent listing the full name of the student, teacher's name, grade, date of absence, reason for the absence, and parent contact information. This can also be submitted via email to danimoore@wisd.org. **Notes must be received within three days of the student's return to school. Parent notes will not be accepted for more than 5 days/absences.** Attendance laws make allowances for absences caused by extenuating circumstances; please contact the attendance office for more details. Texas also has the **Attendance for Credit** laws stating a student must be in class 90% of the scheduled school days in order to be promoted to the next grade level (*TEC Section 25.092*). Per Wilemon lottery guidelines, students who have 10 or more absences within the school year may be required to return to their zoned campus after campus administrator review.

Compulsory Attendance: Section 25.092 of the Texas Education Code contains the provision of the law commonly referred to as "the 90 percent rule" which states that students in grades K-12 must attend class for 90 percent of the time it is offered to receive credit or a final grade. The 90 percent rule applies to all absences, including excused absences. A student who is in attendance for at least 75 percent, but less than 90 percent, may be given credit or a final grade if the student completes a plan approved by the principal that provides for the student to meet the instructional requirements of the class.

Truancy: A complaint against a parent may be filed in the appropriate court if the student has unexcused absences 10 or more days or parts of days within a 6 month period (*TEC Section 25.093*) (*TEC Section 25.087*). Upon return to school, students will submit a written note signed by the parent listing the full name of student,

teacher's name, grade, date of absence, reason for the absence, and parent contact information. This can also be submitted via email to danimoore@wisd.org. Notes must be received within three days of the student's return to school. Parent notes will not be accepted for more than 5 days/absences. Attendance laws make allowances for absences caused by extenuating circumstances; please contact the attendance office for more details.

Perfect Attendance: We are excited about our attendance recognitions this year! Perfect attendance drawings will be held each semester and students with perfect attendance will be eligible for prizes! Classrooms with perfect attendance will be able to choose from a variety of class prizes (ex: bubble party, pizza, lunch with the principal). Also, the grade level with the highest attendance percentage every six weeks will earn a grade level celebration!

- **Behavior:** Wilemon uses the Positive Behavior Interventions and Supports (PBIS) System to encourage students to make positive choices. We use the LEADS (Leads with Integrity, Embrace a Growth Mindset, Always Be Safe, Determine to Serve, Synergize) system. Students admitted who receive 3 or more office referrals within the school year may be required to return to their zoned campus after campus administrator review.
- **Car Safety**
For the safety of your child and others, we ask that as you wait in line for car drop-off and car pick-up. **As a reminder, cell phone usage in school zones is prohibited by state law.** Please also be mindful of using appropriate speed while dropping off and picking up. Car riders must use the car pick-up lines at all times. This is for everyone's safety. We appreciate your cooperation!
- **Walkers and Bike Riders**
Walkers and biker riders will line up in the building with staff for dismissal. Students will be released by grade level and escorted to the front for release to walk or ride their bikes home. Please be sure to review bike safety, as well as safety reminders for walking if your child is going home alone. If you are walking with your student, please be sure to be present at 3:10 p.m. Otherwise, the student will need to walk home on their own or be a car rider.
- **Parents Walking Students to Classrooms**
All parents may walk their students to class on the first day of school only. Kindergarten parents may walk their students to class for the first two days of school only. We will celebrate Kindergarten Independence Day on Friday, August 15th, through wearing red/white/blue.
- **Required Student Forms**
You will find several forms to be completed; please submit these forms to school as soon as possible. ***In the event you change addresses, jobs, or phone numbers during the school year, please notify the school office so current information is always on file for emergencies.*** Should you have any questions about these materials, please call the school office at 972-923-4780.
- **Breakfast/Lunch**
Breakfast is served from 7:10 a.m. until 7:30 a.m. Student breakfast is \$2.50 and student lunch is \$3.25. Lunch is \$5.00 for parents. Please make sure your child arrives early if breakfast is desired. You may deposit money in your child's meal account daily, weekly, or monthly through MySchoolBucks (on WISD web page); please see the cafeteria staff for assistance with the MySchoolBucks Program. A monthly menu selection is posted online to provide meal-planning options. Students may only have lunch with someone on their emergency contact list at a separate table. We welcome visitors at lunchtime! We have limited seating available, therefore guests will not be released to the seating area until the students' lunch time begins.
- **Visiting**
We highly encourage and welcome parents and community members to visit Wilemon throughout the year! For the continued safety and security of everyone during the instructional day, you may park in the large side parking lot and use the main front entrance. All other doors will be locked during school hours. You will enter the main office where you will check-in, and present a valid ID to scan through Relatrix and/or the RaptorWare Program, and receive a stickered badge to wear while on campus. ****Please complete the required background check form**

located [here](#) and online in order to visit campus, volunteer in classrooms or attend school-sponsored field trips as an official chaperone. As you leave our campus, please exit through the front office and return your badge.

- **Campus Security**

We are committed to providing a safe, calm atmosphere and learning environment for all learners and classroom leaders. We routinely practice our Emergency Operations Crisis Plan, so do not be alarmed if your child talks about Evacuation, Lockdown, or Shelter drills. If you happen to be on campus during a drill (or actual event), you will be expected to follow the instructions given. Achieving the highest safety standard possible is critical to daily success.

- **Communication**

Good communication and collaboration build trust amongst all of us. At Wilemon, we strive to be the BEST each school day at making a positive impact in the lives of our learners, helping each child realize his/her potential, and providing meaningful, engaging learning experiences. Classroom teachers use the SeeSaw app to keep you informed. We also regularly post updates on our Facebook and Twitter pages.

On behalf of the entire staff at Wilemon STEAM Academy, we welcome you to our innovative campus! We strongly encourage you to join our fabulous PTO (Parent Teacher Organization). Your active involvement in our learning community is one of our most valuable resources. Please join us in our campus enthusiasm and great expectations for the 2023-2024 school year because ***The Future Is Bright At Wilemon!***

Your Partners in Education,

Kate Authier, Principal

Jessica Nelson, Assistant Principal