



Welcome to Felty Elementary

231 Park Place Blvd.
Waxahachie, TX 75165
Phone: 972-923-4616
Fax: 972-923-9394

Principal: Brittany Griffith
Assistant Principal: Ashley Gabbard



IMPORTANT CONTACTS

Receptionist – Emma Sapp
esapp@wisd.org

- Answer Phone and Door
- Receptionist
- Monthly b-day list
- Work Orders
- Marquee
- Relatrix
- Student of the Month
- Monthly Calendar
- LifeTouch Pictures
- Family Access
- Substitute Coordinator
- Volunteer Hours
- Yearbook

PEIMS Clerk – Ashley Whitehurst
awhitehurst@wisd.org

- Attendance
- Report Cards
- Enrollment / Withdrawal
- PEIMS
- TREx
- Attendance Verification
- Family Access
- Maintain Student Records
- Work orders

Secretary – Becky Lowry
blowry@wisd.org

- Purchase Orders
- Work Orders
- Relatrix
- PTO Receipts
- Extra Duty Timesheets
- Field Trip Contact
- Student/Staff/Class Pictures

- Substitute Coordinator
- PIE Coordinator
- Social Media
- Volunteer Hours

Nurse – Caitlin Pratz
cpratz@wisd.org

Counselor – Vickie Holmes
vholmes@wisd.org

Security Officer – Milton Cobb
micobb@wisd.org

Transportation
972-923-4632

Child Nutrition
972-923-4630

WISD Administration Building
972-923-4631

STAFF

Kindergarten

KA – Deddra Edwards
KB – Brittani Kasey
KC – Edie Hamill
KE – Amanda Daughtry

1st Grade

1A – Amy Hollingsworth
1B – Brianna Cox
1C – Mercedes Franks
1D – Rachel Edwards

2nd Grade

2A – Amie Whiting
2B – Shannon Moses
2C – Shannon Goretska
2D – Tiffany Walker
2E – Gina Freels

3rd Grade

3A – Jacey Davis
3B – Melissa Tovar
3C – Kristen Turner
3D – Kaitlyn Grimes
3E – Lauren Castleberry

4th Grade

4A – Elizabeth Shurtleff
4B – Erin Stutes
4C – Whitney Pearl
4D – Jamie Brewer
4E – Nikki Keller

5th Grade

5A – Niki Boyken
5B – Jansen Davis
5C – Victoria Banda
5D – Braydn Roesler
5E – Ashley Huber

Specials

Kim Brown – Art
Sandra Seals – Computer
Trey Cook – Music
Rick Bruce – PE
Cara Sikes – PE Aide

Library

Nicole Shafferman – Librarian

Paraprofessionals

Gaby Alvarez
Calli Keener

Speech

Tracey Seymour

Dyslexia

Stephanie Rodriguez
Portia Wood

Reading Intervention

Kareece McKie

Diagnostician

Kaley Morrow

Special Education

Andrea Flippin – SLE

Mary Schueler – Life Skills

Christina Upchurch – 4-5 Resource

Cassandra McAnallen – K-3 Resource

Special Education Paraprofessionals

Calli Verdin – CM

Tracey Walworth – CM

Elizabeth Jordan – SLE

Kimberly Coiner – SLE

Giovan Carrillo - SLE

Carol Hall – LS

Katie McGhee – LS

Jocelyn Tovar - LS

Campus Sub - Alejandra Bustamente

Custodial

Maria Monge – Head Custodian (a.m.)

Alyssa Mendoza – Custodian (p.m.)

Maria Duarte – Custodian (p.m.)

Francisca Cadena - Custodian (p.m.)

Cafeteria

Lori Williams – Child Nutrition Manager

Estella Rodriguez– Child Nutrition

Tila Janes – Child Nutrition

Amy Fields – Child Nutrition

Charity England - Child Nutrition

SCHOOL HOURS

7:10 a.m. Doors open
7:40 a.m. Tardy bell rings
3:10 p.m. Dismissal

ARRIVAL

K-5th: Drop off 7:10-7:40

Welcome Felty families! We are looking forward to a successful year! Here are the procedures for arrival:

1. Student drop-off will be in the front and back driveways.
2. Please have students ready to exit the vehicle to ensure a smooth transition for our line.
3. Please do not exit your vehicle at any time in order to assist us in maintaining the flow of traffic.
4. Bus and daycare services will utilize the front driveway.
5. 7:10 AM doors open (There is no staff supervision prior to 7:10 AM.)

Upon entering the building, students will go to the gym. Any students needing to eat breakfast will go to the cafeteria.

7:33 a.m. First bell

7:40 a.m. Tardy bell

DISMISSAL

K-5th: Dismissal 3:10

Students will be separated in zones throughout the building.
Daycare and buses will pick students up in the front driveway.
Single-rider parents will pick students up in the back driveway.
Kindergarten and Family rider parents will pick students up in the front driveway.

- Have your car tag visible in the windshield for easy calling/ identification.
- Stay in your vehicle for safety purposes.

You will be asked to park and provide identification if no card is present. For student safety, we will **not** release a student to a family without a dismissal card or ID. Your student's safety is our priority!

Walkers and Bike Riders:

Walkers will be divided into walkers Left (East) and walkers Right (West).
Bike riders will be dismissed near the bike rack.

For your child's safety, we ask that parents not park and pick up along the walking route.

LUNCH TIMES

Kindergarten – 10:30-11:00

1st Grade – 10:45 – 11:15

2nd Grade – 11:10-11:40

3rd Grade – 11:25 – 11:55

4th Grade – 11:45 – 12:15

5th Grade – 12:00 – 12:30

BREAKFAST/LUNCH

Breakfast is served daily from 7:10 am-7:38 am.

The cost of breakfast is \$2.50 per student with an adult tray being \$3.50.

The cost of lunch is \$3.25 per student with an adult tray being \$5.00.

You may deposit money in your child's meal account daily, weekly, or monthly through mySchoolBucks.com (on the WISD web page)

Parents may check in with Mrs. Sapp in the front office. Please have your ID ready. To enter our campus, you must register on the Waxahachie ISD Partners In Education website (https://waxahachie.ezcommunicator.net/edu/waxahachie/login_form.aspx?app=0)

Please send your student's lunch with them to school. Dropping off their lunch during the school day is disruptive to their classroom learning.

Any parties or celebrations are not allowed during lunch.

Parents may provide PREPACKAGED snacks with an ingredient list for their child's birthday. Please check with your child's teacher for appropriate snack options. You may drop snacks off at the office **before** noon on the pre-arranged date. The teacher will decide when distribution will be made so that it does not interrupt their instructional time.

Invitations to individual birthday parties are not allowed to be distributed at school.

Floral arrangements, balloons, cookie grams, etc., will **not** be delivered to the student at school. Deliveries (such as Uber Eats or Door Dash) to students are not permitted at any time of the day.

VISITORS

If you plan to visit Felty Elementary, please make sure that you have a valid ID with you. You must check in through the front office and receive a badge. The badge must be worn at all times while on campus. Before you leave, please make sure that you turn in the badge to the front office.

If you plan to volunteer, please make sure that you sign up through the Partners In Education (P.I.E.) volunteer system. The link to register is on the Waxahachie I.S.D. website under "Families" and then "Volunteer Registration" or directly with this link.

https://waxahachie.ezcommunicator.net/edu/waxahachie/login_form.aspx?app=0

ATTENDANCE

We are excited to welcome you to Felty Elementary for the 2023-2024 school year. As we begin the school year, we wanted to remind you of several attendance policies. All of the attendance guidelines can be found in the Waxahachie ISD Student Handbook as well. Good attendance is important for many reasons. Your child receives the maximum benefit of education by being in school every day, and numerous studies show a strong link between academic performance and consistent attendance.

Texas has a compulsory attendance law because attendance is so critical for the quality of your child's education. Section 25.092 of the Texas Education Code contains 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.

EXEMPTIONS TO COMPULSORY ATTENDANCE (90% Rule):

State law allows exemptions to the compulsory attendance requirements for several types of absences if the student makes up all work. These include the following activities and events:

- Religious holy days
- Required court appearances
- Activities related to obtaining United States citizenship;
- Documented health-care appointments for the student, including absences for recognized services for students diagnosed with autism spectrum disorders, if the student comes/returns to school on the same day as the appointment.
- For students in conservatorship (custody) of the state,
 1. An activity required under a court-ordered service plan; or
 2. Any other court-ordered activity provided it is not practicable to schedule the student's participation in the activity outside of school hours.

FAILURE TO COMPLY WITH COMPULSORY ATTENDANCE:

School employees must investigate and report violations of the state compulsory attendance law. A student who is absent without permission from school; from any class; from required special programs, such as additional special instruction, (termed "accelerated instruction" by the state); or from required tutorials will be considered in violation of the compulsory attendance law and subject to disciplinary action, including a principal plan to help meet instructional requirements for the grade level.

TRUANCY

When a student between ages 6 and 19 incurs **unexcused** absences **for three or more days or parts of days within a four-week period**, the school will send a notice to the student's parent, as required by law, to remind the parent that it is the parent's duty to monitor his or her child's attendance and to require the student to come to school. The notice will also inform the parent that the district will initiate truancy prevention measures and request a conference between school administrators and the parent. These measures may include a behavior improvement plan, school-based community service, or referrals to either in-school or out-of-school counseling or other social services. Any other measures considered appropriate by the district will also be initiated. A complaint against the parent may be filed in court if the

student is absent from school for **ten or more days or parts of days within a six-month period** in the same school year. **Unexcused absences** include but are not limited to, vacations during scheduled school days and oversleeping.

NOTES AFTER AN ABSENCE:

When a student must be absent from school, the student upon returning to school must bring a note, either from the doctor or the parent that describes the reason for the absence. Notes must be received **within three days of the student's return** to school. ***Parent notes will be accepted for 5 days/absences.*** Extenuating circumstances will be considered.

PARENT NOTE GUIDELINES:

All notes must be turned in to the campus attendance clerk – Mrs. Whitehurst and contain the following information:

- Date
- Student first and last name
- Dates of absence
- Reason for absence
- Parent signature

DOCTOR'S NOTE AFTER AN ABSENCE FOR ILLNESS:

A student who is absent for more than three (3) consecutive days because of a personal illness must bring a statement from a doctor or health clinic verifying the illness or condition that caused the student's extended absence from school. Otherwise, the student's absence may be considered unexcused and, if so, would be considered to be in violation of compulsory attendance laws.

Should the student develop a questionable pattern of absences, the principal or attendance committee may require a statement from a doctor or health clinic verifying the illness or condition that caused the student's absence from school to determine whether the absence or absences will be excused or unexcused.

TARDINESS/EARLY CHECKOUT:

Texas Education Code 25.085 requires a child to attend school each school day for the entire period the program of instruction is provided. Promptness is important to reduce interruption of the learning process. It is the responsibility of the parent/guardian to get the child to school on time. Parents should escort students into the building if arriving after 7:40 am. When a student is tardy or checks out early from school, he/she is actually absent from a portion of the instructional day. *For every 10 tardies, 1 lunch detention will be served.* **Note:** Should the student develop a questionable pattern of tardies to school or early checkout, the principal or attendance committee may convene to review whether the child's amount of lost instruction meets all state requirements for promotion and attendance.

If you have any questions concerning attendance, please feel free to contact Mrs. Whitehurst in our front office at 972.923.4616. Thank you for your help concerning your child's attendance. We look forward to a great year.

