

# School HOURS

Monday - Friday  
7:30 AM - 3:00 PM

## HOLIDAYS

9/6-Labor Day  
9/16-Fall Holiday  
11/22-11/26-Thanksgiving Break  
12/20- 12/31- Winter Break  
1/17-MLK Day  
2/21- President's Day  
3/14-3/18- Spring Break  
3/28- Chavez Huerta Day  
4/15-Spring Holiday  
5/30- Memorial Day

## School Visitations

Due to the HISD safety restrictions in accordance with the guidance from the CDC guidelines, Wainwright will limit campus visits until further notice. Parents will receive updated information as safety procedures are modified on campus.

**Playground:** For safety reasons, visitors will not be allowed on the playground during the school day.

**Classroom Observations:** Classroom observations must be coordinated through the principal's office and scheduled in advance. Observations are for extenuating circumstances and must be approved by the principal. Visit will be limited to 15 minutes.

## Volunteers

Please become a Wainwright volunteer! Please visit the front desk to learn about opportunities to volunteer throughout the year! All volunteers in HISD schools must be cleared through the Volunteers in Public Schools (VIPS) program. Registering with the VIPS program can be done either online through the Parents tab on the HISD homepage ([www.houstonisd.org](http://www.houstonisd.org)) or on-campus with our office staff. All background checks and clearance take approximately 3 weeks to complete.

## Code of Conduct

The HISD Student Handbook/Code of Conduct will be available online through the district website ([www.houstonisd.org](http://www.houstonisd.org)). You will be required to sign the acknowledgement form once a year. You are asked to become thoroughly familiar with this important document and use it as a reference as questions arise. Please make special note of policies detailed under "Student Responsibilities."

## Emergency School Closings

**For information on school closings, local TV news coverage (NBC, CBS, ABC, FOX) will indicate "All HISD schools." Additionally FM/AM radio stations and [www.houstonisd.org](http://www.houstonisd.org) will carry latest school closings. In the event of Wainwright-specific emergency closing, parents will receive an automated call out, as well as a posting to school website under "Breaking News."**

## WAINWRIGHT ELEMENTARY

MARCIE COLEMON

5330 MILWEE STREET, HOUSTON, TX 77092

PHONE: (713)613-2550

[HTTP://WWW.HOUSTONISD.ORG/DOMAIN/21520](http://www.houstonisd.org/domain/21520)

## Attendance

**ATTENDANCE:** Attendance is taken at 9:30 AM. Students who leave school prior to roll time are marked absent for an entire day. Please send a note upon your child's return to school. Only absences due to illness, death in the family, hazardous road conditions making travel impossible, participation in official school activities, and other unusual circumstances recognized by the principal will be excused. Parents will receive letters about excessive tardies and/or absences that could result in a court warning or fines. Additionally, excessive absences could affect the scholar's magnet transfer.

**TARDIES:** Scholars are considered tardy at 7:45 AM. Tardy slips will be issued from the office beginning at 7:45 AM. Excessive tardies adversely affect the scholar's magnet transfer as well.

**EARLY DEPARTURE:** If you need to pick up your child prior to dismissal time, please send a note in the morning stating the time and the reason the child needs to leave. The person picking up the student must show their driver's license. Due to concerns for safety during dismissal, students will not be released for early pick up after 2:20 unless it is an emergency.



**School Mascot:**

Eagle

**School Colors**

Royal blue, white, gold

**Marcie Coleman** - Principal  
**Adeola Adegabi** - Teacher Specialist  
**Janet Rodarte** - Teacher Specialist  
**Mary Thurman** - Secretary  
**Debra Harris** - Nurse  
**Sandra Cloud** - Registrar

We are here to help!

## STUDENT DRESS CODE

Appropriate student dress and grooming are important factors in the safe and orderly operation of schools. The Eagle uniform for Wainwright is:

**Top:** solid navy, green, or white-collar shirt; College/University shirts on Monday (Jeans are permitted); Wainwright spirit shirt Fridays only (Jeans are permitted).

**Bottom:** khaki pants, shorts, or skirts. Blue denim jeans are allowed on Mondays and Fridays with college/spirit shirt.

In addition, consider the following dress code guidelines when preparing for the school day:

- Shorts, skirts, and dresses must be mid-thigh length or longer. Bike shorts or tights should be worn underneath skirts.
- Students should wear shoes that allow for safe play during recess and PE class. Cleats or shoes with wheels are not permitted. Students must wear shoes with a closed toe.
- Hats, scarves, and other head coverings are prohibited unless for religious reasons.

If a student comes to school out of uniform, parents may be called to provide alternate clothing.

## Change of Address

Please contact the front office to keep address and phone numbers up date throughout the year. Please make changes via Connect, parent letter, or by completing a new form in the main office.

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## Arrival & Departure

**ARRIVAL:** The earliest arrival for scholars is 7:15 AM. Scholars who arrive before 7:30 AM should report directly to the cafeteria. There is no supervision for scholars who arrive on campus before 7:15 AM.

**HISD BUS RIDERS:** A scholar may not ride any bus other than the assigned bus. Scholars are expected to follow appropriate safety and conduct rules to remain eligible for transportation services.

**SCHOLAR DROP-OFF:** The front of the school is the designated bus zone. Parents can park in the parking lot across the street from the school or along the streets adjacent to the school. If parking in the neighborhood, be cautious to avoid blocking driveways, and walk your scholar to the main building.

**SCHOLAR PICK-UP:** Safety is our priority! To ensure scholar safety, all parents must provide a valid form of identification or the yellow dismissal tag in order to pick up scholars. Please ensure that all contacts are updated in HISD Connect. Parents have two options to pick up scholars at dismissal.

- **Circle Drive Eagle Pickup-** Parents can pick up scholars in the circle drive with the yellow dismissal tag or a valid form of identification.
- **Eagle Gate Pickup-** Parents can park in the parking lot across the street or along the neighborhood streets adjacent to the school to access the Eagle Gate Pickup. All parents must provide the yellow pickup tag or a valid form of identification in order to pick up scholars at the Eagle Gate Pickup.

**TRANSPORTATION CHANGES:** Please submit all changes to the mode of transportation by sending a note with the date, necessary changes, and a parent/guardian signature.



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## BIRTHDAYS

- Birthdays are acknowledged in the classroom during the school day. Summer birthdays will be acknowledged in May.
- In-class birthday parties will not be permitted on campus.
- Due to imposed health regulations, cupcakes, cakes, cookies, favors, etc., for birthdays or special occasions, are not permitted during the school day.
- Due to the HISD and CDC guidelines, the delivery of gifts such as flowers, balloons, etc. are not permitted.



**Forgotten Items:** If you are dropping off forgotten items, you may leave them at the front desk. We will ensure they are delivered to your child.

**Personal Items:** To prevent distractions in our educational setting, we ask that students refrain from bringing personal items to school. Personal items can be defined as, but not limited to: toys, radios, trading cards, sports equipment, iPods, cameras, make up, stuffed animals.

**Cell phones** must be turned off for the duration of the school day.

**Buying & Selling Items:** Students are not permitted to buy or sell any items at school except for school-sponsored activities and events.



## Let's Work Together!

- Read notices and newsletters from school.
- Limit TV and encourage reading.
- Read with your child 15 minutes a day.
- Help your child with homework.
- Set a regular bedtime.



## Medication Policy

- HISD Board of Education Policy does not permit any school personnel to administer medication of any kind (including aspirin). The nurse, however, can dispense medication under certain conditions.
- All medicine, including cough drops and medicated lip balm, must be brought to the clinic in the original container by the parent/guardian. Except in the case of diabetes and asthma, students cannot carry medication.
- Non-prescription medication will be given to students when necessary only upon receiving a written request with specific instructions from the parent/guardian.
- Prescription medication must be in the original container, properly labeled with the child's name, name of medication, and directions for time and dosage. Medication must be prescribed by a medical professional licensed to practice in the state of Texas.
- When the period for administering the medication has expired, the parent or other adult must retrieve the medication from school as students may not transport medicine to or from school.



## HOMEWORK

Meaningful homework is a way for children to practice what they learned in school. The amount and type of assignments will vary based on the subject and/or grade level. Enrichment activities such as research papers and science projects can also fall within the realm of homework. Please partner with the school to ensure that your child completes his/her homework every night.

## Food & Nutrition Guidelines

To encourage good health, the Texas Department of Agriculture prohibits foods of minimal nutritional value (FMNV) to be served during the school day. However, a parent may provide food or beverages for his/her own child's consumption only. The exceptions to this policy are three designated party days determined by the principal.

