

Wharton K-8 Dual Language Academy

Houston Independent School District

Elementary Handbook

2022-2023



Jennifer Day, Principal

jday@houstonisd.org

**900 West Gray Street
Houston, Texas 77019**

713.535.3771

[Visit our Homepage](#)

Welcome to Wharton Dual Language Magnet Elementary Program!

We look forward to working with you this year.

In preparation for the new academic year, let this handbook serve as a ready reference for questions you may have.

Mission Statement:

Wharton Dual Language Academy's mission is to empower our students to become respectful, life-long, bilingual and biliterate inquirers who celebrate diversity as responsible citizens of the world.

Nuestra Misión:

La misión de Wharton Dual Language Academy es empoderar a nuestros/as estudiantes para que sean indagadores/as bilingües y bialfabetizados/as respetuosos/as de por vida y que se conviertan en personas que celebren la diversidad como ciudadanos responsables del mundo.



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WDLA Leadership and Office Staff

Jennifer Day

jday@houstonisd.org

Principal

Syreeta Lazarus

syreeta.lazarus@houstonisd.org

Magnet, Intervention, LPAC Coordinator

Ana Silva

ana.silva@houstonisd.org

IB, GT, SEL Coordinator

Ruben Gomez

ruben.gomez@houstonisd.org

Title I, 504 Chair, Testing Coordinator

Leslie Hancock

lhancock@houstonisd.org

After School Coordinator

Dana Bethancourt

dana.bethancourt@houstonisd.org

Nurse

Barbara Banks

barbara.banks@houstonisd.org

Wrap-around Specialist

Carol Martinez

carol.martinez@houstonisd.org

Administrative Assistant

Bobbilyn Lyons

bobbilyn.lyons@houstonisd.org

Social Worker

Mary Murillo

mary.murillo@houstonisd.org

Clerk, Volunteer Coordinator

Nancy Figueroa

nancy.figueroa@houstonisd.org

gabriela.martinez@houstonisd.org

Clerk

Clerk

Gabriela Martinez



HISD 2022 - 2023 Academic Calendar

2022-2023 Academic Calendar Houston Independent School District

July 2022							August 2022							September 2022						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2		1	2	3	4	5	6					1	2	3
3	4	5	6	7	8	9	7	8	9	10	11	12	13	4	5	6	7	8	9	10
10	11	12	13	14	15	16	14	15	16	17	18	19	20	11	12	13	14	15	16	17
17	18	19	20	21	22	23	21	22	23	24	25	26	27	18	19	20	21	22	23	24
24	25	26	27	28	29	30	28	29	30	31				25	26	27	28	29	30	
31																				

October 2022							November 2022							December 2022							
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2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10	
9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17	
16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24	
23	24	25	26	27	28	29	27	28	29	30				25	26	27	28	29	30	31	
30	31																				

January 2023							February 2023							March 2023						
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8	9	10	11	12	13	14	5	6	7	8	9	10	11	5	6	7	8	9	10	11
15	16	17	18	19	20	21	12	13	14	15	16	17	18	12	13	14	15	16	17	18
22	23	24	25	26	27	28	19	20	21	22	23	24	25	19	20	21	22	23	24	25
29	30	31					26	27	28					26	27	28	29	30	31	

April 2023							May 2023							June 2023							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
						1			1	2	3	4	5	6					1	2	3
2	3	4	5	6	7	8	7	8	9	10	11	12	13	4	5	6	7	8	9	10	
9	10	11	12	13	14	15	14	15	16	17	18	19	20	11	12	13	14	15	16	17	
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23	24	25	26	27	28	29	28	29	30	31				25	26	27	28	29	30		
30																					

Key <div style="display: flex; justify-content: space-between; margin-bottom: 5px;"> <div style="width: 20px; height: 10px; background-color: #cccccc; border: 1px solid black;"></div> Holidays </div> <div style="display: flex; justify-content: space-between; margin-bottom: 5px;"> <div style="width: 20px; height: 10px; background-color: #e0e0e0; border: 1px solid black;"></div> Teacher Preparation Days (no students) </div> <div style="display: flex; justify-content: space-between;"> <div style="width: 20px; height: 10px; border: 1px solid black; border-radius: 50%;"></div> Teacher Service Days (no students) </div>	Holidays September 5, 2022 October 5, 2022 November 21-25, 2022 December 22-January 4, 2023 December 22-January 6, 2023 January 16, 2023 March 13-17, 2023 March 31, 2023 April 7, 2023 April 21, 2023 May 29, 2023	Labor Day Fall Holiday Thanksgiving Break Winter Break for Teachers Winter Break for Students MLK Day Spring Break Chavez-Huerta Day Spring Holiday Spring Holiday Memorial Day
School Day Start and End Times 7:30-3:00 Elementary School 8:30-4:00 K-8 and Middle School 8:30-4:10 High School	Significant Dates August 8, 2022 Teachers report to work August 22, 2022 First day of school December 21, 2022 Last day of first semester January 9, 2023 First day of second semester May 31, 2023 Last day of school for students June 1, 2023 Last day for teachers	Grading Periods Aug. 22-Sept. 30 Oct. 3- Nov. 4 Nov. 7-Dec. 21 Jan. 9-Feb. 24 Feb. 27-Apr. 14 Apr. 17-May 31
Report Card Dates October 7, 2022 November 11, 2022 January 13, 2023 March 3, 2023 April 20, 2023 May 31, 2023 (ES, K-8, MS) June 7, 2023 (HS)		

Last Updated 02/15/22



Wharton K-8 Dual Language Academy Positive Actions

In the HALLWAYS, Wharton students and educators are...

Caring by showing consideration while in the learning zone.

Thinkers by using hallway wait-time to apply thinking skills critically & creatively.

Principled by respecting school property and the work displayed by other students.

Communicators by listening and using “inside voices” while talking with peers.

In SPECIAL CLASSES, Wharton students are...

Communicators collaborate with each other to achieve their learning goals.

Caring individuals who show compassion and respect for others by showing good sportsmanship in both winning and losing and by encouraging others.

Balanced by participating fully in a variety of activities such as technology, art, science, math and reading and making connections between them.

Risk-Takers by participating in new and challenging activities.

In the CAFETERIA, Wharton students are...

Communicators by using inside voices when talking to classmates.

Principled by waiting their turn in line when entering and exiting the cafeteria.

Open-minded by understanding and respecting what all students eat during lunch (vegetarians and foods from different cultures.)

Caring by leaving the cafeteria cleaner than they found it.

During ASSEMBLIES, Wharton students and educators are...

Knowledgeable about the content of the program.

Open-minded by accepting new ideas and concepts.

Caring by being respectful and quiet.

Reflective about the learning and the purpose of the program assembly.

On the PLAYGROUND, Wharton students are...

Caring by showing respect toward the needs and feelings of others.

Principled by being honest, demonstrating a sense of fairness, and taking responsibility for their own actions.

Open-minded by embracing games and customs of others.

Communicators by expressing rules of games effectively in more than one language.

In the RESTROOM, Wharton students are...

Principled by rejoining their class quickly and quietly.

Caring by leaving the restroom cleaner than they found it.

Communicators by being quiet in the restroom and hallway.

Thinkers by using restroom wait-time to apply thinking skills critically & creatively.

At ARRIVAL and DISMISSAL, Wharton students and educators are...

Caring by showing respect for each other during dismissal.

Communicating by listening attentively for their name to be called.

Reflective by reviewing today’s learning through an exit ticket activity before leaving the classroom.

Knowledgeable about after school procedures and flexible with changes.



Campus Hours, Drop-Off, and Dismissal

Campus Hours

Regular school hours: 8:30 a.m. to 4:00 p.m.

Campus Supervision

Assigned teachers and staff supervise the arrival of students and the timely dispersal of students at dismissal. Teachers and staff have the authority to redirect or correct any student at any time at Wharton. Students who are not enrolled in the After School Program and have not been picked up by 4:05 p.m. will be taken by a campus administrator/staff member inside the building. For student safety, parents will be required to come inside to the office and sign out students for late pick-up.

Carpool Procedures

The safety of our students is always our first priority. The regulations listed below are designed to offer the necessary protection for all members of our community. It is critical for the safety of all that these procedures and the directions given by school personnel are followed at all times, without exception.

Failure to abide by these rules and procedures endangers your students and others.

- Observe campus traffic regulations, including refraining from using cell phones while driving within the school zone.
- Maintain a safe, slow speed at all times in the driveway.
- Do not park in any areas designated as fire lanes by order of the Fire Marshall.
- Always follow the direction of staff members.
- At no time should you leave your car unattended while it is in the carpool lane.

Arrival/Morning Procedure

Morning Drop-Off (8:15 - 8:30 AM) Procedures

The campus does not open until 8:20 AM. **ALL STUDENTS** arriving between 7:15 AM – 8:15 AM must be enrolled in the morning care program. No student supervision occurs before 7:15 AM. Students who ride the bus are dropped off in the morning using the school bus unloading zone on Columbus Street.

Late Arrival

All students arriving after 8:40 a.m. must check in at the front desk to receive a tardy pass to give to their teacher.

Dismissal/Afternoon Procedure

Afternoon Dismissal (3:50 - 4:05PM) Procedures

WDLA staff have been assigned a dismissal area (blue, red, green, yellow zone) to support a safe departure for all students. A dismissal team member will begin calling names promptly at 3:50 PM and will end at 4:05 PM. Students who have not been picked up by 4:05 p.m. will be taken by a campus administrator/staff member inside the building. For student safety, parents will be required to come inside to the office and sign out students for late pick-up.



Attendance

IB learners set goals and plan strategies to achieve those personal goals. One of our campus climate goals is to create an environment that encourages students to come to school every day. Because consistent attendance maximizes a student's opportunity for learning, Wharton's attendance goal is 98%. Consistent attendance is the responsibility of the parent and not the child. Monitoring attendance is a team effort.

Absences

COMPULSORY SCHOOL ATTENDANCE LAWS

This section is to inform PARENTS OR PERSONS STANDING IN PARENTAL RELATION TO CHILDREN of SENATE BILL 2398 as passed by the Texas Legislature effective September 1, 2015. The law states that if a student is absent from school three (3) days or parts of days in a four week-period without parental consent or is absent without an excuse for ten (10) or more days or parts of a day in a six month period:

- THE STUDENT'S PARENT OR GUARDIAN IS SUBJECT TO PROSECUTION UNDER TEXAS EDUCATION Code 25.093
- THE STUDENT IS SUBJECT TO PROSECUTION UNDER TEXAS CODE 25.095

It is your duty to monitor your child's attendance, require your child to attend school, and request or attend a conference with a school official to discuss absences. Parents or legal guardians are subject to prosecution under Texas Education Code 25.093 (b) for failure to require their child to attend school.

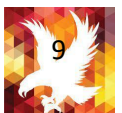
Written excuse for student absences

- Enrollment of pre-kindergarten and kindergarten aged children is not compulsory by law; but, if enrolled, the law requires consistent attendance.
- All students must attend at least 90% of the required days in order to be promoted (state law).
- Excused absences must be documented in writing by the parent within 3 days of absence Upon their return, all absent students are required to present a written excuse from a parent/guardian or doctor. The written excuse should be turned into the teacher or attendance clerk upon return from the time of the absence. Excusable absences are: personal illness, sickness or death in the immediate family, quarantine, inclement weather as determined by HISD, participation in school activities as approved by the principal, and emergencies or unusual circumstances recognized by the principal.
- Excessive absences are referred to administration, after the teacher has attempted to communicate with the families.
- After communicating with families, teachers may refer students to school Wraparound Specialist or Social Worker for assistance.
- If a student fails to attend school without an excuse, the district shall file a complaint with the Harris County Justice of the Peace Courts against the student's parent or legal guardian, the student, or both. The student may also be referred to a juvenile court.

Tardiness

Students who arrive after 8:40 AM are considered tardy. All tardy students must present the teacher with a tardy slip issued by the office. An announcement will be made if tardy students are being excused that day due to bus transportation, severe weather, etc. Teachers will call parents after the third tardy to inquire about the reasons for tardy. Parents of students with excessive tardies will be asked to meet first with the homeroom teacher and then, if needed, school officials to address the need for on-time school attendance.

Upon entering a School Choice program, a transfer is approved for enrollment. In the case of magnet programs



including our dual language magnet program, a thematic Entrance Agreement is signed by parent and student. If a student is having difficulties in either the magnet or program choice, the student transfer may be in jeopardy of non-renewal. Please refer to the HISD Magnet Entrance Agreement that all magnet students must have signed upon registration.

Authorized Student Departure During Instructional Day

- Parents requesting to remove their child from school (i.e. doctor's appointment, etc.) must sign her/him out of school.
- Students will not be released after 3:00 pm.
- A valid form of identification is required each time a child is released.
- Students may not be released to anyone during school hours without permission from the office.
- Parents are strongly discouraged to pick up their students before regular dismissal time.
- Parents must inform the teacher and/or front office in advance in writing or via email.
- When picking up the child, they must first go to the office to sign the child out. Parents will wait for the child in the front entry. For safety reasons, students will not be called to the office until a parent or guardian is in the main office.
- In case of an unforeseen emergency, parents must call the office (713-535-3771) to authorize a new person who will be allowed to pick up their child for that day only. Parents are asked to inform the office and the teacher of personal or emergency contact information that changes at any time during the school year.

Truancy

A student is truant if he or she misses one or more classes or leaves campus during the school day without permission. In such cases, parents will be notified, and the offense will be dealt with appropriately by the WDLA administration team according to the HISD Code of Student Conduct.



Communication

Inclement Weather: Delayed Opening or Early Closing

In the event of cancellation, delayed opening, or early closing because of inclement weather, the WDLA community will be notified through HISD's Emergency Notification System (phone call, text, social media, HISD website and local news media). This system uses email, automated cell phone calls and text messages. Please ensure that your contact information in PowerSchools is correct and up to date.

Teacher Communication and Parent Teacher Conferences

Teachers' email addresses may be found on our website. Teachers will respond to parents' emails within 1 to 2 working days. Parents may request to schedule a meeting with a teacher at any time during the school year. Emailing a teacher directly to schedule a conference is best. Parent conferences may be scheduled during the teachers' planning time.

Membership Toolkit

Membership Toolkit: Each week, a newsletter, as well as bulletins about school policy and helpful hints for parents, is distributed electronically via Membership Toolkit school news. Paper newsletters will not be distributed. Please make sure to sign up for WDLA's Membership Toolkit to receive important information from school. To sign up for the WDLA Membership Toolkit, click [here](#) or <https://whartonpto.membershiptoolkit.com/>.

School Messenger

School Messenger is an electronic call out and texting system used throughout HISD. Parents receive phone calls with important information about student absences, school events, etc. Parents are encouraged to update their contact information in PowerSchools immediately following any changes in personal contact information.

E-mail/Internet/Computer use

All students are assigned school email accounts for access to online learning applications. To view the appropriate use policy for students, click on the following link.

[HOUSTON INDEPENDENT SCHOOL DISTRICT ACCEPTABLE USE POLICY FOR ELECTRONIC SERVICES FOR STUDENTS](#)

School Website and Social Media

General information about the school, the school calendar, special announcements, and necessary forms will be posted and frequently updated on the school's website, [Wharton K-8 Dual Language Academy](#). Also, follow us on TWITTER @WhartonDual and on FACEBOOK at Wharton K-8 Dual Language Academy.

Visitor Policy

Wharton encourages parents and community members to volunteer. The school has many opportunities to assist our students, teachers, and staff. Please contact the school office and/or teacher if you would like to offer any assistance.

Parents volunteering must adhere to the following guidelines:

- complete a background check through VIPS.
- All volunteers must sign in and out of the school office.
- A volunteer badge must be worn at all times.
- CONFIDENTIALITY must be kept.
- Keep in mind that our students have a right to privacy, volunteers should not repeat what is heard regarding students while volunteering at school.
- Discipline should be left to the school staff and administration. If a volunteer experiences a problem with a student, the teacher should be consulted.
- We expect our students to model our core values. We have the same expectation for adults in the building. When you are volunteering, please remember that you are a role model.

VIPS – Volunteers in Public Schools

Parents and adult family members who wish to volunteer **MUST** complete a background check annually. This check is conducted by HISD's Criminal History Office and requires the completion of the Volunteer Access to Police Records form available online www.houstonisd.org/vipslogin. **This process must be done at the beginning of each year to be cleared well in advance of any volunteer events.** The clearance cannot be processed/completed on the day of an event.

Visitors to the Schools - RAPTOR System

For campus safety, Wharton uses an electronic identification system, called Raptor. This system tracks outside visitors to the campus and alerts the school when someone should not be allowed to enter.

The first time a person visits the school he/she will be asked to present a photo ID (driver's license or Texas ID) to be electronically registered in RAPTOR. Once in the system, he/she will not be asked to present an ID again. Every time a visitor comes to Wharton, he/she **MUST** stop at the office, sign in and receive an ID badge, including regular volunteers. When leaving the building, visitors are asked to return their RAPTOR sticker to the office. Instructional time is sacred at Wharton, and therefore, it is the expectation that visitors will schedule appointments with teachers and not interrupt instruction (see parent communication section).

Student Health and Wellness

As an IB community, we strive to create well-being for ourselves and others. As balanced learners, we support and develop all aspects of our lives - the intellectual, physical and emotional. This section describes the ways that we take care of our physical safety.

Student-Well Being

In these challenging times, students and parents may be experiencing anxiety, depression, fear, isolation, frustration and anger. Our Student-Well Being team is available to connect students and their families with community resources that address the non-academic challenges that students face which ultimately impact their ability to learn.

Our school has both a social worker and a “wrap-around specialist” who will work with students, teachers, families and community members to provide services for students that support the whole child, including but not limited to uniform, food, rent, legal, and/or mental health assistance.

HISD Family and Community Empowerment Department (FACE) has a collection of online resources to help any HISD parent or student looking for assistance in a variety of areas including basic needs such as clothing, financial stability, food and shelter assistance. There are also resources for family mental health, cultural enrichment, youth mentoring and Hotline and Helpline centers. <http://www.houstonisd.org/communityresource>

Please submit a Student Assistance Form (SAF) to request support. Please see link to SAF form [here](#) or use the following QR code.



Anti-Harassment and Discrimination

HISD endeavors to treat all employees and students with respect and dignity. In furtherance of these goals, the School has adopted a policy that strictly prohibits its employees and students from engaging in any form of unlawful harassment or discrimination on the basis of his/her race, color, religion, gender, age, national origin, disability, genetic information, or military status that creates an intimidating, hostile, or offensive environment.

Medications and Health Conditions

Health conditions and allergies must be reported to the school nurse and classroom teacher by completing the appropriate forms that may be found in the nurse’s office and on our school website.

If medications or medical procedures must be given during school. The following procedures must be followed:

- Accompanied with the [HISD Healthcare Provider’s Request for Administration of Medication at School Building during School Hours Form](#) found on Wharton’s website. This form is to be completed by their health provider and parent/guardian with contact name, address, phone number and signature.
- The medication should be brought to school in its original container labeled with the student's name by the pharmacy.

- The parent/guardian should deliver the medication and/or the health procedure order to the clinic and speak with the nurse to come up with a school health plan.

Asthma and Food Allergies:

- Students who require a rescue inhaler and or nebulizer breathing treatments will need an Asthma Action Plan completed by their provider.
- Students with asthma or severe food allergies who are mature enough to carry their inhaler or EpiPen with them in school need a Physician's Request for Self-Administration of Prescription Asthma Medicine or Epinephrine while on School Property or a School-related Activity Form completed and signed by the student's physician.
- Students with severe food allergies need a Food Allergy Anaphylaxis and Physician Orders, a Physician's Request for Special Dietary Accommodations completed by their physician.

A new form for all the above is required at the beginning of every school year. All forms are found on the Wharton Dual Language Academy website: Nurse Dana's Health clinic at (<https://www.houstonisd.org/domain/50220>)

Administration of Medication

Board Policy prohibits school personnel from giving medication to students without written permission. If a student must receive prescription or non prescription medication during the school day, the parent **MUST** submit a medication authorization form to the nurse. These forms may be obtained from the nurse, staff resource binder or Wharton website. The form must be signed by both the parent AND the physician. The parent must send medications to school in a labeled prescription bottle (pharmacy will label over the counter medications as well) with the appropriate child's name and date of birth. Only the nurse and appointed school personnel may administer medications. Unauthorized personnel are not to give medication to students, including aspirin or topical preparations. Teachers should confiscate any medications, vitamins or preparations students bring to class and turn them in to the nurse immediately.

Student Illness and Injury

Student Illness:

Our goals are to provide a safe and healthy environment for our students. The staff member will send a student to the nurse when he or she is feeling ill. The nurse will determine if the student can remain at school. A student may be sent home, if they experience one or more of the following symptoms:

- A fever of 100.0 degrees or higher
- Shortness of Breath
- Excessive Cough
- Loss of taste or smell
- Vomiting and or diarrhea
- An undetermined rash
- Feeling too ill to remain in school

Also, to prevent exposing other students unnecessarily to illness, a student should not come to school if he or she exhibits any of the above symptoms. Students are cleared to come back to school when:

- they have not experienced vomiting, diarrhea, or had a fever for 24 hours before returning to school.
- they have followed the CDC isolation guidelines for COVID.

Parents/Guardians must email or call the nurse prior to sending the student back to school. They will provide all medical documentation regarding the illness to the nurse.

Student Injury:

All teachers will receive a first aid kit which they are to use as needed for minor injuries. If you have a doubt of the extent of the student's injury, please promptly send the student to the nurse.

Teachers must complete a "Teacher's Referral to the Nurse" form indicating why the student is being sent to the clinic. Any student without a referral card will be returned to class, except for emergency cases. Seriousness of the illness or injury will be determined by the nurse.

- Nurse will contact parents/guardians when...
 - the child is too ill to return to the classroom
 - all significant head injuries
- Teacher will contact parents/guardians when..
 - the child visits the clinic for minor injuries

Accidents and Emergencies:

Teachers are to instruct students on how to respond to accidents or emergencies. Students who are involved in an accident during school hours should notify their teacher immediately. Teachers are directed to notify the nurse and office without delay.

Health and Wellness

- **Vision & Hearing Screenings** are performed on students in the PK, K, 1st, 3rd, 5th and 7th grades.
- **See to Succeed** is a free glasses program for students who fail their vision screening.
- **Acanthosis Nigricans** (a skin surface marker associated with Type 2 diabetes) is screened for students in 1st, 3rd, 5th and 7th grades.
- **Spinal screenings** are performed on 5th, 7th grade girls and 8th grade boys.
- **Screening Results:** Should a student fail any of these screenings, a written referral will be sent home for a physician evaluation and treatment.
- **Project Saving Smiles** for 2nd grade students only. Information packets will go out in September. Qualifying students may receive free teeth cleanings and sealants.
- **A Growth and Development (puberty) class** will be taught in the spring for 4th grade students.
- **Handwashing Classes** are given to all PreK and Kindergarten classes in September.

Immunizations:

Information regarding immunizations required for school can be obtained on the Texas Department of Health website at <http://www.dshs.state.tx.us/immunize/school>

Medical Records:

By the first day of school, all students must have health information on file that is required by the State of Texas Department of Health. Forms can be found on PowerSchool. Students will not be allowed to attend school without up-to-date records.



Campus Safety and Responsibility

Campus Safety

HISD has established staff responsibilities for emergency procedures and all school personnel are expected to adhere to these guidelines. District guidelines for safety and security are detailed in security documents and procedures that are used by all Wharton staff to ensure uniform, orderly and timely responses to emergencies. Our staff and students are taught emergency procedures for building evacuation, and relocation to a safer area of the campus. Drills are practiced so students know the appropriate responses in emergency scenarios such as a fire on campus. It is necessary for all parents and visitors to wear ID badges indicating that they have registered with the front office. All faculty and support staff are required to wear their named photo ID badges at all times while on campus, identifying them as authorized school personnel. While on campus, we encourage all parents to report any suspicious behavior or suspicious items to the front office.

Emergency Drills

Emergency drills, including but not limited to fire, intruder, shelter-in-place, etc., are for the safety and welfare of everyone on our campus. Students are expected to follow all drill procedures by carefully listening to directions given by the adult in charge, including remaining silent, exiting in an orderly fashion and waiting for further instructions following each drill.

Meals

Elementary School Lunch

All elementary school students must report to the cafeteria at their designated time for lunch.

Foods of Minimal Nutritional Value

The Texas Department of Agriculture has established a strict nutrition policy for all schools. For more information, see the Federal Foods of Minimal Nutritional Value guidelines at <http://www.squaremeals.org>. Foods of Minimal Nutritional Value may be served at two school wide events per year only and never in the cafeteria or between 10:00 a.m. – 1:10p.m. No meals may be brought to serve an entire class during the school day except for Winter Class Celebration Day and End of Year Class Celebration Day.

Breakfast & Lunch

HISD offers all students breakfast in the classroom at no charge. Students may bring their lunch from home or purchase a lunch at school. All families (even if you are not eligible) are required to complete a SocioEconomic Form to determine eligibility for reduced or free lunch. Parents are not permitted to drop lunch off at the school. Office staff may not leave their post to deliver items. If your child forgets their lunch, we will make sure they are served a hot meal for that day. Our cafeteria is “nut free”, but if your child has other food allergies, please have your doctor complete the “Physician’s Request for Special Dietary Accommodations” form, so your child’s allergies will be documented in the cafeteria’s electronic system. For safety reasons, food deliveries from outside vendors, i.e. UberEats, DoorDash, etc. will **NOT** be allowed on campus.

Celebrations and Birthdays



If you would like to recognize your child's birthday at school, please discuss birthday celebration ideas with the teacher in advance. Parents may bring a healthy treat, store-bought cupcakes or cookies to celebrate a birthday. However, they may not be served in the cafeteria during the entire lunch block. Due to allergies, products containing any sort of nuts MAY NOT be brought on campus or served. Also, no candy, juice, sodas, or fast food items may be served during the school day.

Elementary School Dress Guidelines

Student Dress Code

All students are required to comply with the school dress code every day beginning on the first day of school. Members of the school's administrative team reserve the right to make the final decision regarding the appropriateness of clothing and/or accessories. Assistance with acquiring dress code items may be available. To request assistance, please submit a student assistance form request. (Refer to the Student Well-Being Section).

Elementary School Level (Grades PK-5)

- All students wear the uniforms listed below on Monday through Thursday.
- **Acceptable SHIRTS:** light blue, dark blue or red polo shirts with or without the Wharton eagle logo and Wharton spirit t-shirts are acceptable.
- **Acceptable BOTTOMS:** khaki and blue. Pants may be a traditional uniform, cargo, or jeans on Friday.
- Jeans and a Wharton or college spirit t-shirt are allowed on Fridays.
- **HAIR:** Hair should be clean, combed and worn in a style that does not impede vision.
- **UNACCEPTABLE ITEMS: The list below contains articles of clothing not permitted at WDLA**
 - Muscle shirts, sleeveless shirts, or undershirts worn as outer clothing.
 - Shirts must be long enough not to bare the midriff and while hoodies are allowed, the hood may not be over the head while on the campus. Jeans must be free of holes.
 - Warm-ups or sweatpants of any kind; cut-off, torn, or tattered jeans.
 - Any open-toe shoes such as thongs, house shoes, slides, slippers, swim shoes, steel-toed shoes or sandals; heels that are over 1" in height.
 - Excessively tight, loose or short clothing (no more than 3" above the knee.)



- Wharton Gear
 - Purchase your middle school hoodie and Wharton Spirit shirt through the [Wharton PTO website](#).

Dress Code Noncompliance Notification Procedures

Consequences to dress code noncompliance will follow the Student Code of Conduct Guidelines. Students should not miss instructional time due to dress code violations.

The classroom teacher will notify the student of the dress code violation and be sent to Wraparound Specialist for a uniform that will be worn for the duration of that school day.

1. The classroom teacher will contact the parent, i.e. letter home, email or phone call, to inform the parent of the dress code violations. The classroom teacher will see if any assistance is needed acquiring dress code items or if there are any special circumstances.
2. The classroom teacher will hold a parent teacher conference and invite an administrator to discuss the dress code issue and an intervention plan will be created with the teacher, parent and student.
3. If there are repeated instances of noncompliance the classroom teacher will send an email to members of the administrative team including the intervention plan and documented contact with the parent. A member of the administrative team will follow up with the student and parent.

Spirit and Free Dress Days

Free dress days are only to be approved and announced by the principal. When Free Dress days are granted, we ask that students adhere to the following guidelines:

- Jeans should be clean, neat and not torn
- T-shirts should be appropriate (no drug, alcohol or sexual references)
- Shorts and tops should be of an appropriate length

Technology

Cell Phone Use

Each classroom has a telephone for teacher use. Students may use the telephone in emergencies with the permission of the teacher or administrator. Parents may call the main school phone number 713-535-3771 to leave messages for teachers or in emergency situations for students. All cell phones and electronic devices **MUST REMAIN IN THE OFF or SILENT POSITION** (vibration mode is not acceptable as silent) while on the school campus during the instructional day, during lunch or at school sponsored events off campus. Wharton is not responsible for lost or stolen items, such as cellphones, wireless earbuds, electronic watches, etc. Parents/guardians should set restriction settings on all electronic devices to ensure no access to inappropriate online materials.

Using the cell phone, smart watch or other electronic communication device during instructional time without the teacher's permission will result in the confiscation of the cell phone or other device. For a first offense, the student may retrieve his or her phone at the end of the school day from the teacher. Subsequent offenses will result in the phone being turned into the office by the teacher. Parents may retrieve the device in person at the school office before 4:30 pm, Monday - Friday by paying a \$15 fine.



Electronic Communication Use

While cell phones and electronic devices are part of modern society, **there is no educational need for students to use these devices before school, during lunch or between classes.** Parents or guardians who need to leave a message for a student may leave a message with the front office. Urgent messages will be delivered promptly to the student in a way that does not disrupt the classroom learning environment. Parents are discouraged from sending text messages or calling their children during the school day.

HISD students may use the network and electronic services provided by HISD to pursue educational activities. Students will learn how Internet resources can provide valuable educational information. All HISD students are expected to follow the Appropriate Use Policy for Electronic Services for Students. [Houston Independent School District Acceptable Use Policy for Electronic Services Students](#)

Students will be expected to follow accepted rules of network etiquette. These rules include, but are not limited to the following:

- Be courteous and respectful. Do not send or display offensive messages or pictures.
- Use appropriate language in any type of communication. No profane, abusive, or impolite language will be used to communicate, nor should materials be accessed that are not in line with the rules of school behavior.
- Keep personal information such as logins, passwords, addresses, and phone numbers confidential.
- Use electronic services for educational purposes only.
- If you encounter materials that violate the rules of appropriate use, disconnect immediately and notify an adult.

Media Center/Library

The Library is staffed and open to students during their designated time. Books may be checked out to students for a period of two weeks. Reference items, including encyclopedias and magazines, may be checked out overnight. Late fees will not be charged; however, students are expected to be responsible for renewing or returning their own books. All lost or damaged books must be paid for prior to the end of the school year.

Academic Definitions, Policies, and Grading Systems

Magnet Program

The Houston Independent School District prides itself on its many and varied school choice options for students. HISD also remains committed to providing equity in access to high-quality educational programs and instruction through our Magnet programs. Magnet Programs offer specialized curriculum and opportunities related to a given theme. Wharton Dual Language is proud to have a Magnet Dual Language Program.



Academic Integrity

Wharton Dual Language Academy has a history of high academic achievement. To continue student success, the school must function and accomplish its academic objectives in an atmosphere of high ethical standards. We expect all students to contribute to this atmosphere and achievement in every way possible by observing and practicing academic honesty in their schoolwork and respecting the work of others. Academic dishonesty in any form is unacceptable. If any student is suspected of, or caught cheating, copying, or plagiarizing any assignment, a zero will be given for the assignment. A zero on the assignment will also be given to students who allow classmates to copy their work. In an effort to prevent academic dishonesty, teachers will help students maintain academic integrity by explaining clear definitions on what constitutes academic dishonesty and plagiarism, specifically in cases where there are group projects or students are required to complete independent research.

According to HISD Local Policy, a student found to have engaged in academic dishonesty shall be subject to grade penalties on assignments or tests and disciplinary penalties in accordance with the Student Code of Conduct. Academic dishonesty includes cheating or copying the work of another student, plagiarism, and unauthorized communication between students during an examination. The determination that a student has engaged in academic dishonesty shall be based on the judgment of the classroom teacher or another supervising professional employee, taking into consideration written materials, observation, or information from students.

Students may work together on projects and other work only with the teacher's permission. Each student is expected to take plagiarism and other forms of academic dishonesty seriously. This includes working on homework and projects not specifically designated as collaborative/group work, copying from another student or published source or deceptively presenting any work or assessment as the student's own.

Agendas and PowerSchool

Agenda

All students in grades 3-5 will receive a Wharton Planner and are encouraged to record assignments/homework from each class in their planners.

HISD Connect by PowerSchool

Parents and students may view their child's grades at any time by visiting the HISD portal at: <https://www.houstonisd.org/PSC> or downloading the PowerSchool application.

Parents and students will be required to provide the following information to register: HISD student ID number; student's date of birth; last 5 digits of the student's social security number. For assistance in registering please ask in the main office.

Homework & Tutorials

The purpose of homework is to reinforce skills learned in class and to expand learning experiences beyond the classroom. Homework counts towards a maximum of 10% of the cycle grade.

- Students are expected to complete the entire assignment to the best of their ability.
- Parents may not email forgotten homework or projects.
- Students in need of assistance may reach out to their teachers for help.



Academic Status Conditions/Grading Policy

Student Grading

Student grades will be determined by teacher evaluation of growth attained during the significant learning activities conducted by the teacher in a given reporting period. The teacher will take into consideration all available data in judging a student's achievement in relation to the grade or course-level standards. The following indicators may be used, as appropriate, to verify that the student has mastered the required standards in a subject area:

- Notebooks and other class work
- Projects
- Performances
- Observations
- Teacher-made tests
- Term papers

This information will be documented in the teachers' class records, students' work folders, etc., and be available to parents upon request. As an important part of the evaluation process, effective teachers identify performance standards, communicate specific expectations for achieving standards, and provide ongoing feedback as a student works to complete a task. They plan time for in-class conferences, make corrective comments applicable to all students, and provide private conversations and written comments on papers.

A student may be allowed a reasonable opportunity to make up or redo a class assignment or examination for which the student received a failing grade. Teachers must have a method for showing that TEKS have been taught and mastered.

Confidentiality of Grades

Under **NO** circumstances shall students grade test papers, record grades of other students, or handle documents on which grades are recorded. Nor shall a teacher publicly share any student grades (in front of the class or parents).

Campus-based Policy

The percentage value of tests should not exceed 50% of the total grade for the grading period. Progress reports



should reflect close to 50% of the total grade for that grading cycle. Progress reports must go home to parents as soon as a student is failing a subject. **Any time that a child has below a 70% in any subject or has grades that have decreased from the previous grading periods, parents and the administration must be notified with a progress report.**

Student Grading

Student grades, conduct, and attendance are to be maintained by the teacher in PowerSchools SIS. A record of Emergent Bilingual (LEP), Special Education, and Gifted and Talented students is to be maintained by each teacher. **Teachers are to record at least two grades per subject in PowerSchools weekly by the following Wednesday, to ensure that approximately 50% of all grades given are recorded by the progress reporting due date.** Teachers must be able to support all grades.

Pre-Kindergarten through Fifth Grade Report Cards

Report cards are issued every 6 weeks based on academic grades, attendance data, and conduct grades recorded in the teacher’s grade book on PowerSchool. Report Cards and Progress Reports must be returned with the parent signature.

As per HISD Board Policy, criteria for grading academic subjects for grades 1 -5 are as follows:

- 90-100 A Excellent
- 80-89 B Good
- 75-79 C Satisfactory
- 70-74 D Passing
- 50-69 F Failing

As per HISD Board Policy, criteria for grading academic subjects for grades PK and K are as follows:

Student progress is monitored throughout a grading cycle using grading rubrics. The rubrics are written to reflect an individual student’s demonstration of understanding of a standard as reflected by the 1-Discovery, 2-Exploring, 3-Connecting developmental stages.

HISD Standards Based Report Card Levels of Proficiency Prekindergarten/Kindergarten	
1	Discovery-First Steps A stage in which children develop an awareness of their surroundings and exhibit a need for more instruction and interaction with objects, people, events, and concepts.
2	Exploring-Showing Progress A stage in which children develop an understanding of the components and attributes of their surroundings and exhibit a need for more practice with objects, people, events and concepts.

3	<p>Connecting-Ready to Apply</p> <p>A stage in which children bring their own personal meaning to make use of their surroundings and link purposeful interaction with objects, people, events, and concepts.</p>
	<p>Not Yet Formally Assessed</p>

Conduct and elementary specialist classes are graded as follows:

- | | |
|--|---|
| <ul style="list-style-type: none"> ● E Excellent ● S Satisfactory ● P Poor | <ul style="list-style-type: none"> ● U Unsatisfactory |
|--|---|

Respectful Care for School Property

Students are expected to show respect for all shared areas of our campus and take personal responsibility for cleaning up after themselves and for disposing of trash. In order to preserve our beautiful floors, **backpacks with wheels are prohibited**. Likewise, respecting property also means taking care of common areas and school equipment in all areas of the campus. The beauty of our campus and building is the result of the efforts of many individuals. This property is an extension of the community. The destruction or abuse of property or tolerance of such actions undermines the health of our community.

Textbook Responsibility

All students and employees are responsible for the proper care and use of school property. Defacing school property or textbooks by students will be reported to the office. Students are responsible for returning school technology devices, text, and library books in good condition. Replacement fee notices will be sent out by the librarian or the office for damaged books. All textbooks are owned by HISD and must be paid for when lost or stolen. Another book cannot be issued until payment has been made for the missing one.

Textbooks and Materials

Families are asked to purchase necessary school supplies and materials for their student(s). Please see WDLA website for updated school supply list.

Student Life Activities

Field Trips

Teachers will plan student field trips as an outgrowth of school curriculum and instruction. Parent assistance in planning field trips is welcome. Parents and students receive details and permission slips for each field trip in advance of the date of the trip. All adults who would like to chaperone on field trips **must** complete a background check at the beginning of the school year. Each student must have a SIGNED permission slip prior to participating in any field trip. Permission **MAY NOT** be granted verbally in person or by telephone. Children represent Wharton while on field trips. Their conduct should be exemplary.

Parent Chaperones

Parents are welcome to chaperone field trips. Please contact your child's teacher to sign up. We welcome all parents to chaperone field trips, please be advised that space may be limited on a field trip and we want to ensure that all families at Wharton have at least one opportunity to participate if they wish.

Field Trip Payments

For a quicker and more convenient payment process, we use an online payment system called **SchoolPay** for field trip fees. Using www.SchoolPay.com prevents students and teachers from handling cash and streamlines the payment process as funds will go directly to the designated school account.



Behavior Expectations and Guidelines

Profile of a Wharton Dual Language Student

Wharton’s discipline philosophy is to help students develop internal control using an integration of strategies from Welcoming Schools, and Sanford Harmony. Discipline at Wharton will consider the student first and involve him/her in the problem-solving process. Students will make connections between actions and consequences/privileges. Students will learn to reflect on their actions or a situation, communicate how different choices could have led to different outcomes, and internalize learning to use in future decisions.

Student Conduct

All students and parents receive an updated notice of changes to the 2022-2023 HISD Code of Student Conduct, which outlines parent and student responsibilities. Parents and students **MUST** sign the acknowledgement notice and return it to the classroom teacher by the end of the first week of school. The complete Code of Student Conduct is available [here](#). Any student behavior that disrupts the learning process and compromises the safety of students and adults on campus will be addressed by teachers and administrators. A variety of consequences are based on the infraction level and intent. The HISD Code of Student Conduct will be used to determine disciplinary procedures for serious situations.

Appendix 1: Student and Parent Handbook Acknowledgement

All WDLA elementary parents and/or guardians are expected to sign the policy acknowledgement page electronically on Microsoft Forms. In doing so, students and parents acknowledge they have read, understand, and will comply with the policies contained within the Elementary School Handbook. Electronic signatures also signify that students and parents have read and understand the expectations of acceptable technology use.

Click [Here](#) to complete the handbook acknowledgement form.

