

Western Hills



Elementary

## Student and Parent Handbook 2022 - 2023

**Mascot:** Roadrunners

**School Colors:** Royal Blue and White

**Principal:** Mrs. Cristina Benavides

**Asst. Principal:** Mrs. Alicia Jurado

**Counselor:** David Hancock

**Nurse:** Ms. Pam Newby

**Secretary:** Mrs. Michelle Hughes-Goldman

**PEIMS:** Mrs. Sabrina Peters

**Office Hours:** 7:15 am - 4:30 pm

**Breakfast:** Promptly at 8:15 am in the classroom

**Class Times:**

**Pre-Kinder through 5<sup>th</sup> grade:** 8:00am - 3:25pm

**Tardy bell rings at 8:15 am**

**(915)236-3850**

### Administration Appointments

If you need to meet with the Principal or Assistant Principal, please contact the front office at 915-236-3850 to schedule an appointment.

### Visiting our Campus

If you are visiting our campus, please check in at the Front Office for a visitor's pass. This will require a photo ID. All visitors must enter and exit through the front of the building.

For your child's safety, all outer doors will be locked during the school day.

### Attendance

Attendance is crucial for learning; our goal is to have every student in class every day except when illness requires absence. If your child is going to be absent, please call the school before 10:00 a.m. at 236-3850. You must call every day that your child will be out of school. If a call is not received, the parent must provide a note explaining the reason for the

absence or provide a doctor's note **upon returning to school** to excuse the absence. All medical notes are subject to verification. If a student accumulates three or more unexcused full day/partial day absences and or tardies, parents **will receive a Compulsory Attendance letter from the district/school**. Students who are not present by 10:00 a.m. will be counted absent for the day, unless a Dr.'s note is presented. This will be an excused partial absence. Students pulled out during the day for appointments and do not return to school are considered as a partial absence for the day. (A doctor's note will excuse the partial absence).

For the safety of your children, only individuals listed on the Western Hills Elementary Early Release Card will be able to sign out and pick up your children. All individuals picking up students during school hours must present a valid photo identification card. **Students will not be released to minors**. Adults without identification will not be allowed to take a student from school. Students who are signed out early more than 4 times will not be eligible for perfect attendance awards.

## Illness

If your child is ill, please keep them home. If they are running a fever, they must be fever free for 24 hours without any medication before they are allowed to come back to school. The health and welfare of all our students is important. If a student is out for more than 2 days, a doctor's note is needed for the student's absences to be excused.

## TARDINESS

It is important that students arrive at school on time. Children who arrive late disrupt the learning of the rest of the class. Being on time to school, sets a pattern of responsibility the rest of their life. **Please have your children at school by 8:00 a.m. so that they may get to class on time.** Students will be marked as tardy if they are not in the classroom by 8:15 a.m. Tardy students must report to the office for a tardy pass. Teachers will document each time a student is tardy. Any student who accumulates 4 tardies (excused or unexcused) in a semester will not be eligible to receive "perfect attendance" for that semester or for the year.

## EXCUSING CHILDREN FROM SCHOOL

Students are not permitted to leave school before the regular dismissal without the consent of parents or guardians. Parents or guardians must come to the office to sign out their child. Children will not be released to relatives or friends without written permission and proof of identification. **Please limit early dismissals from school as children miss valuable learning time.** Parents who must take children out of school for more than one day due to an emergency must contact an administrator prior to the absence.

## DROP OFF

It is the goal of Western Hills Elementary to provide the safest possible environment for all children. Parent cooperation with traffic rules around the school is needed to keep our children safe. Please abide by traffic laws and drive the speed limit. No parking is allowed within the school zones or the loading and unloading areas. No parking or stopping is allowed in crosswalks. Traffic laws are enforced by the El Paso Police Department and the EPISD Police Department. The school has no authority to keep parents from receiving traffic tickets. No parking is allowed in student drop off zones (located in the loop of the lower parking lot) or reserved parking spaces. When dropping students off, students should have all their belongings ready to get out of the vehicle quickly, so traffic is not backed up. **Do not park in the drop off zones.** We are aware of the traffic congestion at Western Hills Elementary and ask for your patience and care when driving children to school. **The front of the school is not a designated drop off zone.**

## BEFORE SCHOOL

- Please **do not** drop your child off at school prior to 7:20 a.m. There is no supervision prior to that time. **Front Doors will be opened at 7:30 a.m.**

All students will be dropped off in the drop off zones located in the lower parking lot and will walk to their designated locations. If you need to help your child walk to the driveway, please park in the parking lot then escort them to their drop off zone.

## CAFETERIA

- Free breakfast (between 8:00 a.m. and 8:15 a.m.) and lunch are served to all students
- Breakfast is served in the classroom each morning. If a child is tardy, they may not receive breakfast. Teachers must start conducting their lessons as soon as the students are done eating.

## DISMISSAL PROCEDURES

- Pre-K through 2<sup>nd</sup> grade are dismissed in the multi-purpose gym.
- 3<sup>rd</sup> through 5<sup>th</sup> grade will be escorted out of their classroom by their teachers at 3:25pm. Please wait outside at the teacher's designated spot to receive your child.
- Your child's teacher will tell you where the class will be dismissed. Please do not try to take your child out of line until the class has reached its destination.
- Students not picked up by 3:30 are held in the office where the parent must sign the child out. **We will not send students out to parents waiting in cars.**

**The office closes at 3:45**

- Make sure your child understands the plan for after school pick-up/care.

## INCLEMENT WEATHER

If the weather is such that school might be cancelled for the day, listen to one of the local TV stations for information after 6:00am.

All students will be dropped off in the drop off zone located in the lower parking lot. If you need to help your child walk to the driveway, please park in the parking lot. Do not park in the drop off zone. (All students will enter the building through the Multipurpose Gym.)

- Pre-Kinder through 2<sup>nd</sup> Grade: will line up in the cafeteria
- 3<sup>rd</sup> through 5<sup>th</sup> Grade: will line up in the Multipurpose gym

**Note: Teachers will pick up students at the above noted locations**

## UPPER PARKING LOT:

- The parking lot is designated for faculty and staff only. It is very dangerous for children to be passing through this parking lot.
  - HANDICAP PARKING SPACES ARE AVAILABLE- Staff may ask the driver to show proof of their handicap status.
  - The drop-off loop in front of the school is only for buses, daycare vehicles, and handicap drop off and pick up.

## LOWER PARKING LOT:

- The parking lot is designated for parents and visitors, some of our staff and faculty may also park in this lot.
- Please follow the designated arrows for entering and exiting the parking lot.
- Please be careful and watchful of students running across the parking area to reach their parents.

## DOGS ARE PROHITED IN THE BUILDING OR ON CAMPUS PREMISES

- No animals, except those used in the instructional program or used as service animals, shall be allowed in District buildings on District premises (such as playgrounds, walkways, parking lots, and the like), or at any athletic event. This policy in no way regulates the use or presence of trained law enforcement dogs.

## DAY CARE

- Please plan for the supervision of your children after school hours. There are several daycares that service our school. If you need information on those daycares, please contact the front office.

## STUDENT CODE OF CONDUCT ACKNOWLEDGMENT

As required by state law, the board of trustees has officially adopted the Student Code of Conduct to promote a safe and orderly learning environment for every student. We urge you to read this publication thoroughly and to discuss it with your family. Please click on the link to access the Student Code of Conduct.

<https://www.episd.org/cms/lib/TX02201707/Centricity/Domain/203/22-23-scc-06292022.pdf>. A hard copy will be available at our campus. If you have any questions about the required conduct and consequences for misconduct, we encourage you to ask for an explanation from the student's teachers or campus administrators.

## DRESS CODE

(Click on the link to view dress code policy <https://www.episd.org/Page/5110> ) please read thoroughly with your child to ensure they also understand the dress code policy.

Western Hills Elementary School does not have a school uniform policy. However, we ask that parents use good judgment in providing appropriate school clothes for their children. Any clothing that is suggestive, contains alcohol, drug, or tobacco product references, or contains profanity is prohibited.

- Please make sure your child has the appropriate shoes for P.E.

\*\* The El Paso Independent School District Student Code of Conduct prohibits: **Possessing/using any of the following on or within 100 feet of school property:** skateboards, inline skates, scooters, soaps (shoes with hard plastic on the soles with the intent of mimicking the motion of a skateboard designed for sliding on railings or other smooth surfaces), or Heelys (shoes with embedded rollers).

## TELEPHONE USE, CELL PHONES AND ELECTRONIC DEVICES

Children will be allowed to use the office phone for emergencies only. **Cell phone/texting use is not permitted during instructional time on campus (8:15am -3:25 p.m.). If a student is found using a cell phone or electronic device during the school day (for non-instructional use), the item may be confiscated, and the parent/guardian will have to pay a \$15 fee to retrieve it from the main office.**

## NURSE

A nurse is on duty from 7:45am - 3:30pm daily. If your child has any kind of medical condition the school should be aware of, please provide written notification to the nurse. If your child is on medication (either short or long term), please notify the nurse. All medication at school must be administered by the nurse. District and State policy require a Licensed United States physician to provide documents and prescribed medication for a student. Medication

prescribed by a physician from Mexico cannot be administered at school. Students may not bring nonprescription medications (cold tablets, aspirin, cough drops, etc. to school).

## **PARENT/TEACHER CONFERENCES**

Official Parent/Teacher Conferences are held once each semester. Consult the EPISD calendar for the dates. In addition, you are encouraged to contact the office to schedule an appointment with your child's teacher during his/her conference period 24 hrs in advance. If you would like to visit your child's classroom you will have to sign in as a visitor in the front office. These visits are limited to 30 minutes. Parents who are visitors cannot interrupt instruction, handle teacher's personal items or address any children in the classroom.

## **HOMEWORK**

Homework is an important reinforcement of the academic objectives being taught in school. (Homework is if the student did not complete the assignment in class.) Please ask your child to stay on task during school. Also, communicate with the teacher regarding homework policies and procedures. This is an excellent way for you to keep up with what is going on in school. Please check the parent portal on a regular basis to keep track of your child's grades. <https://teams.episd.org/selfserve/EntryPointHomeAction.do?parent=true>

## **WESTERN HILLS FACULTY & STAFF ROLE IN PREVENTING BULLYING**

The goal of Western Hills Elementary is to have a safe, bully-free environment. The Western Hills faculty and staff will make it clear to students that bullying will not be tolerated in the classroom, online, in the hallways, on the playground, or anywhere else at school. We will assure students that if anyone has a problem with bullying, he/she can talk to the teacher, counselor, or administrator in person or by writing a note about what happened. We will take immediate action when we see bullying, name calling, or harassment happening. The PE teachers will address bullying and tie it into good sportsmanship. We will help students identify themselves as allies for victimized students. Strategies will be shared for dealing with bullies and we will post them in classrooms.

**If you feel your child is being bullied, contact your child's teacher or a school administrator as soon as possible.**

## **WHAT IS CONSIDERED BULLYING**

Bullying is repeated behavior happening over time. KEY WORDS- "CONSISTENT, ONGOING, OVER A PERIOD OF TIME, such as: making rude gestures, calling names, being rude and impolite, spreading stories and rumors, teasing, keeping someone out of a group, hurting someone physically, any form of discrimination based on disability, gender, race, or religion. Some forms of

bullying involve criminal behavior like vandalizing property, taking lunch money, etc.

## **PARENT VOLUNTEERS**

Parents are encouraged to volunteer in school. Adult volunteers are needed in individual classrooms, the library, main office and the nurse's office. Parents interested in volunteering may contact our Parent Liaison in the office or may apply online at <https://www.episd.org/Page/462>. All volunteers must have a yearly background check before performing any volunteer duties to include field trip chaperones. Once you apply check with the front office (in a week or two) to see if you have been cleared to volunteer.