

John Haley's Parent/Student Handbook Irving Independent School District

2022-2023



School Hours

7:30 AM – 3:30 PM

1100 Schulze Dr. Irving, TX 75060
(972) 600-6600

Amaris Bravo, Principal

Angelica Fountain, Assistant Principal Melissa Fulton, Assistant Principal

John Haley Elementary

ARRIVAL AND DISMISSAL PROCEDURES

Our doors open at 7:15 a.m. We do not recommend that students be dropped off before 7:15 a.m., as there are no assigned staff members available to monitor students at that time. Please have students here at school no later than 7:45 a.m. Students arriving after 7:45 a.m. are considered late.

Students are dismissed at 3:15 pm. Kinder to 5th-grade car rider students are dismissed in the front of the building, Haley walkers will be dismissed on the Haley side of the school, MacArthur walkers will be dismissed on the MacArthur side of the building, and Prek students and siblings are released from the gym (MacArthur).

Students should be picked up no later than 3:15 pm. For older students that have younger siblings, they'll meet outside the building. Parents who are planning on picking students up in their cars should have a colored car tag visibility displayed on their front dashboard. During dismissal, students will be identified as Walkers, Car Riders, Daycare or YMCA (on campus). If your child's method of dismissal changes, please notify the teacher or front office staff as soon as possible.

For dismissal, parents will need to have their QR code ready to scan. If you do not have a QR code you will be asked to go to the front office to sign the student out. You present a photo ID and be listed on the student contact list.

ATTENDANCE

Your child learns more when they attend school every day and school attendance should be a priority.

- Keep absences to a minimum. (less than 5)
- Schedule required appointments outside of school hours.
- Maintain an attendance rate of 97% or higher throughout the year (less than 5 absences in total).
- If you know your child will be absent, please notify the school on the morning of the absence.
- If your child is absent for any reason, including being sent home by the nurse, please send a note with your child upon their return.
- The note is required to be sent within 5 days after the student returns to school otherwise absences cannot be excused.

TARDINESS

Schools stress the need for students to get to school and class on time. Studies conducted by the U.S. Department of Education on truancy, which is connected with tardiness, show that school attendance is a major factor when it comes to school success and student behavior.

PROBLEM WITH TARDINESS

The most crucial learning hours of a school day are the morning hours because they are when students are most attentive. Students who are tardy miss the beginning of their morning classes, and they also cause a distraction when they arrive late to class.

ACADEMICS AND ACHIEVEMENT

Students who are frequently tardy have lower GPAs, lower scores on standardized assessments, and lower graduation rates. Chronic tardiness in elementary and middle school is also linked to failure in high school.

BEHAVIORAL MANAGEMENT SYSTEM

Here at John Haley, we focus on positive behavior management. Students are recognized for demonstrating specific character traits throughout the campus. We ask that parents support us in this effort, as focused character traits are shared with you or areas of concern are brought to your attention. We are eager to partner with you in the development of young people who exhibit excellent character.

BREAKFAST/LUNCH SERVICE

The Irving ISD Elementary Schools Breakfast/Lunch program meets federally approved guidelines and is provided free of charge.

PARENTS VISITS

Here at John Haley, we welcome our parents and are always excited to be graced by their presence. We know that the partnership between the school and the parents is the key ingredient for student success. We hope your visits to John Haley will be as smooth as possible. Consider these important reminders:

- Parents/Guardians must present an ID upon entering or receiving a student.
- Approved parents, guardians or adults must be in our system to pick up any student.
- We ask that all visitors be properly dressed.
- We ask that all adults use appropriate language and treat each other in a courteous manner here at John Haley.
- At this time, for security reasons, parents will NOT be able to visit students during lunch.
- For security reasons, parents will not be able to pick up students between 2:30 p.m. and dismissal. Please understand that your child's safety is our top priority and the movement of students during these times creates confusion. We ask that you consider the application when scheduling afternoon appointments. Thank you for your understanding.
- Adults must not enter student restrooms. Adult restrooms are available upon request.
- Visitors should always wear a visitor's badge and only report the assigned area indicated on their visitor's badge.
- Visitors will not be permitted beyond the office during state testing days.
- We ask that all parent observations be scheduled in advance.

CAMPUS VISITOR PROCEDURES

Parents are always welcome at Irving Independent School District. The safety of our students is of utmost importance. All visitors, including parents, are required to follow the following Visitor Entrance Procedures as they approach the primary campus entrance:

1. Press the call button to request entrance
2. Please remain by the camera until office staff answers
3. Please make sure your face is visible to the camera
4. State your name, your child's name, and the reason for your visit
5. Be prepared to show your photo identification
6. Upon entering, your photo will be scanned through the Raptor system for approval
7. Visitor badges must be worn for your entire visit

All visitors must present a current driver's license or state ID in exchange for a visitor's pass. IISD schools utilize RAPTOR Visitor sign-in system which works with the National Sex Offender Registry. All visitors should be prepared to present their photo ID at each school visited. A visitor, at the discretion of the principal, may be required to present a photo ID on subsequent visits. On subsequent visits, the receptionist will ask the visitor to

CAMPUS PLAYGROUND

- Only school employees and elementary students are allowed on the playground during bus arrival/dismissal time, during school hours, and during the Extended School Day program.

CHANGE OF ADDRESS/TELEPHONE NUMBERS

Parents/students should immediately report changes to their home or home/work phone numbers to the office. It is imperative that the school has accurate phone numbers in the event of an emergency.

COUNSELING SERVICES

Classroom guidance and group counseling are provided as needed.

DRESS CODE

Students must comply with the District's dress code as described in the Student Code of Conduct and district guidelines.

<p>Girls Skirts, jumpers, or skorts ▪ navy or khaki Pants or shorts (no jeans, sweats, or leggings) ▪ navy or khaki Collared shirt or blouse (tucked in) ▪ button up or polo style, short or long sleeves ▪ campus approved logos only ▪ any solid color polo shirt</p>	<p>BOYS Pants or shorts (no jeans, sweats) ▪ navy or khaki Collared shirt (tucked in) ▪ button up or polo style, short or long sleeves ▪ campus approved logos only ▪ any solid color polo shirt</p>
<p>All</p> <p>Sweater ▪ plain solid colors ▪ cardigan, pullover, or vest may be worn over approved shirt or blouse ▪ No hooded sweatshirts are allowed in the building</p> <p>GENERAL RULES Pants ▪ must be classic style, straight or pleated ▪ no oversized or baggy clothing will be tolerated ▪ no cut-offs or frayed pant legs will be allowed. All uniform parts must be solid color.</p>	

DRILLS

Periodically, students, teachers, and other staff will participate in mock emergency procedures as a safety precaution. Emergency evacuation routes are published in each classroom. Students should follow drilling procedures/instructions quickly, quietly and neatly.

CELL PHONES

Cell phones must be turned off and stored in students' cubby upon arrival to class. Phones are available in classrooms and in the main office for students if needed.

GRADES/GRADING/PROGRESS REPORTS/REPORT CARDS

Grades shall reflect individual student mastery of the content. Grades are not based on a comparison of students to each other. When students complete assignments in groups, teachers shall assign individual grades to students to reflect the work/learning of individual students. Teachers are expected to grade assessments and post grades to the gradebook program on a weekly basis so parents can stay informed as to their child's academic status.

NOTE: It is understood that there may be exceptions to the turn-around-time on grading assessments such as major projects and formal lab reports. Parents can access student grades through the Home Access Center (HAC).

MEDICATIONS

All medication brought to school is to be turned in at the ERC office for nurse check-in. Students are not to have medications on them unless doctor's orders are provided to the school nurse. All other medications shall be kept by the school nurse in a secure area.

PERSONAL PROPERTY/PRIVATE POSSESSIONS/RELATED MATERIALS NON-SCHOOL

The school is not responsible for a student's personal property/private possessions. Students are not permitted to bring/possess items/materials not related to school supplies/assignments. Such items, including electronic equipment, toys, balls, etc. will be confiscated and may be returned to a parent at the discretion of the administrator immediately or on the last day of school.

STUDENT CODE OF CONDUCT

As required by state law, the Board of Directors has officially adopted the Student Code of Conduct (hereinafter referred to as the "Code") in order to promote safe and orderly learning environment for each student.

TRANSPORTATION

Students receiving bus service must comply with bus rules and procedures. Failure to comply with the rules/procedures may result in suspension of service.

ATTENDANCE OFFICER

The District Assistance Officer is responsible for enforcing district and state assistance laws/policies, investigating each case of unjustified absence, and referring any student/parent who has violated mandatory attendance laws court appropriate for Action. The Assistance Officer advises students/parents regarding attendance requirements and penalties for violating state law and district policies. Students/parents who are considered in violation of mandatory attendance laws may be issued a subpoena by the Assistance Officer.

VOLUNTEERS

Volunteers must complete a criminal background check. This can be completed on the IISD website (www.irvingisd.net) under the Families button through the link to "Volunteer." This may take a minimum of 2 weeks to process.

