

WHEATLEY STUDENT SUMMER HANDBOOK

WEDNESDAY, JUNE 6-22, 2018



The Wheatley Staff is committed to building trust and relationship between students, parents, TISD and the community.

SUMMER SCHOOL 2018

Our objective is to provide students an opportunity to either recover credit for classes they failed or to accelerate to earn credits to free up their schedule for classes they want to take during the regular school year. There are expectations that all students and teachers must meet in order to be successful.

Attendance for:

Students:

- Students are required to be in attendance 100% of each session in order to receive credit. Any statements from physicians or other appropriate professionals must be turned in to office staff. Students not meeting attendance requirements will be dismissed. Extenuating circumstances will be addressed on an individual basis.
- Tardies will be handled by office personnel. Students arriving late to class must have a office pass. Students who arrive late to class without a pass shall be sent to the office for tardy documentation. The first tardy will result in a conference with the principal and a possible lunch or after school detention assignment. Persistent tardiness, two or more, will result in a parent contact and possible dismissal from the summer school program.
- Attendance will be taken in Skyward. It should be submitted by 8:30 a.m. If there is a computer problem, paper attendance will be taken. Office personnel will contact parents of any absent students.
- Teachers who expect to be absent are expected to notify the Summer School Director and secretary to arrange for a substitute. Contact numbers are: Mrs. McKenney – 254-215-5665, or Mr. Pleasant—215-5660.

Communication

- Communication is vital. At any time a student is not meeting expectations, teacher needs to notify the administrator and parent. Do not wait to see if the student will “turn it around.”
- Document all contacts with parents. A copy of a documentation sheet is included in this packet. You may use it or one of your own. All contact sheets must be turned in to the administrator at the end of each session.

Curriculum

- All instruction will be based on the TEKS/STAAR objectives.
- The major focus is the success of the students.
- Videos should be limited to clips that enhance the lesson being taught.
- Remember: Any guest speaker has to clear a background check before there is contact with students. There are forms online that can be filled out and submitted. Plan ahead.
- Textbooks issued to students must be turned in or paid for before final exams are taken.
- EOC Prep Curriculum Pacing Guides for all five subjects are online and training will be provided.

Discipline

- Students may be dismissed from the summer school program for misbehavior.
- For minor infractions, it is expected that the teacher make contact with the parent. If student is sent to office the administrator will also make contact with a parent.
- For persistent or major offenses parent will be contacted and student may be dismissed from the summer program.

Dress Code

- Students are to follow the Temple High School dress code. *(NO SHORTS, AND NO SLEEVELESS TOPS)*
- Teachers may either follow the professional dress policy or dress in Spirit attire.

Duty

- Staff will be responsible for monitoring students in the morning, during breaks, and during lunch.
- Office staff and teachers will be expected to monitor students at the start and end of the day.

Emergency Procedures

- Fire Drill—Follow the fire drill route that should be posted in the classroom. If one is not posted, inform office staff and one will be provided.
- Tornado Drill—Follow the instructions in your crisis plan for the location of your teaching assignment.
- Soft Lock Down—Close and lock your door and continue to teach. Do not permit any student to leave the room.
- Hard Lock Down—Close and lock your door. Move all students to an area where they cannot be seen from the door. Turn off the lights. Remain quiet. Remain in that condition until notified that all is clear.

Grades

- Grades are to be entered into Skyward on a daily basis in order for status of the student to be available to administration, counselors, parents, and students.
- Hard copies of gradebooks must be turned in on the last day of each session. These will be turned into the Summer School Administrator.
- Final time sheets will not be signed unless attendance and grading processes have been completed. Up to 6 hours paid time will be available on July 1st to complete checkout and grading processes.
- Grades will be mailed the day after the last day of the Summer Session when finalized.

School Routines

Parents will be responsible for their child's transportation to school.

- Upon arrival, all new students must be in **Summer** dress code.
- When a student enters the building they must remove their sweaters and jackets, empty their pockets, before going through the food line to receive breakfast and request.

- Middles School Student will report to the Cafeteria after check-in.
- High School Student will report to room 2.
- At the end of the day, all students will be dismissed by the Administration or office staff.

Technology Resources

- All students will have a lab available to use.
- If you need Calculators Mrs. Venus will get them for you.

ELEMENTARY / MIDDLE SCHOOL
CLASS SCHEDULE

BREAKFAST 8:00 – 8:30

FIRST PERIOD 8:30 – 9:30
 6th/7th GRADE - ELA - WHITAKER
 8th GRADE - MATH - JARMA
Open - RtI - HINZ
5th GRADE, READING - YBARRA/HINZ

SECOND PERIOD 9:30 – 10:30
 6th/7th GRADE - MATH-JARMA
 8th GRADE - RtI - HINZ
OPEN - WHITAKER (8TH)
5th GRADE, MATH- YBARRA

THIRD PERIOD 10:30 - 11:30
 6th/7TH GRADE - RtI - HINZ
 8th GRADE - ELA - WHITAKER
OPEN-JARMA (6TH/7TH)
5th GRADE RtI - YBARRA

LUNCH – 11:30 – 12:00

WHEATLEY / TISD
5th & 8th GRADE
2018 SUMMER SCHOOL
STAAR- MATH & READING ASSESSMENT

	Mon June 25	Tues June 26	Wed June 27	Thurs June 28	Fri- Jun 29
JARMA, WHITAKER, HINZ, YBARRA	PREP	MATH	READING	Make-up	Make-up
	7:30- 1:30	7:30- 1:30	7:30- 1:30	7:30- 1:30	7:30- 1:30
Student Report	7:45	7:45	7:45	7:45	7:45
4 hours test window, unless extended (BARNES, COLEMAN, GRAHAM)	8:30-12:30	8:30-12:30	8:30-12:30	8:30-12:30	8:30-12:30

SUMMER SCHOOL STUDENT EXPECTATIONS

Attendance and Tardiness:

Attendance is vital. Students may not miss any days in order to receive credit for successful completion of a class. Class begins at 8:00 AM or 12:00 PM. Any student arriving after 8:00 will be considered tardy. Students will be checked-in and sent to class. The Principal will meet with them during the break or lunch.

The first tardy will result in a conference with the principal and a possible lunch or after school detention assignment. ** The second tardy may be grounds for removal from Summer School.

Discipline:

Misbehavior of any type will not be tolerated. For those infractions deemed to be minor in nature, there will be detention assigned on the first infraction. Any infraction after the first may be grounds for removal from Summer School. The published Student Code of Conduct applies and will be enforced.

Breakfast/Lunch: All students will eat lunch in their assigned areas.

Dress Code:

Students shall comply with the Dress Code published in the Summer School policies and procedures.

STUDENT NAME

DATE