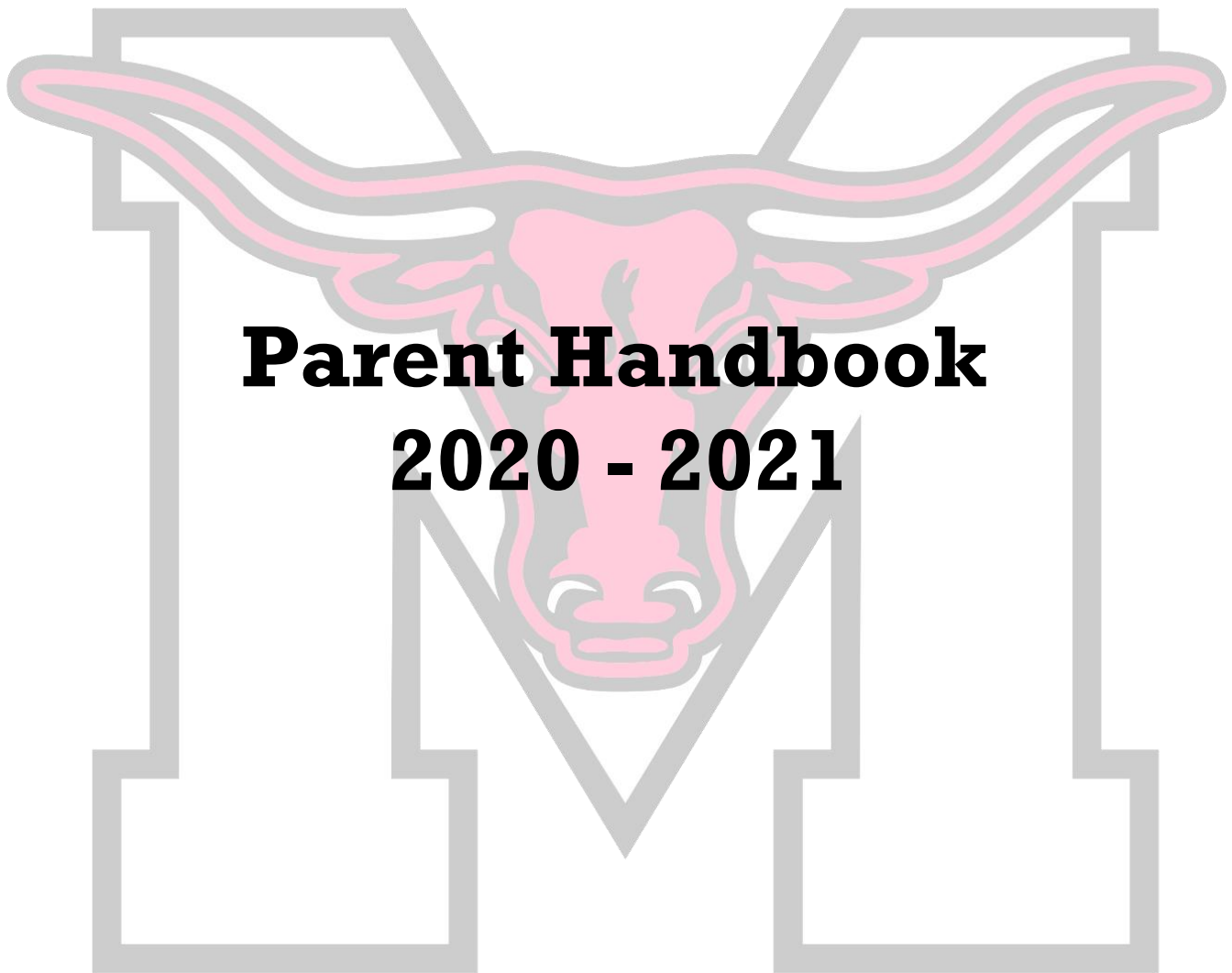


William B. Travis Elementary

300 W. Carolanne Blvd. • Marshall, TX 75672

903.927.8780 *office* • 903.927.8761 *fax*



Parent Handbook 2020 - 2021

“Better is possible! Good is not enough!”



William B. Travis Elementary

300 West Carolanne Blvd. • Marshall, TX 75672

903-927-8780 • Fax 903-927-8761

<http://www.wbt.marshallisd.com>

Tamekia Johnson, Principal

Dr. Sonya Andrus, Assistant Principal

Travis Parents,

On behalf of the WBT staff, we are excited to welcome students back to school for the 2020 - 2021 school year!

We are looking forward to a productive partnership with you to ensure our children can achieve their highest potential. As partners, we share the responsibility for our children's success. Therefore, we want you to know that we will do our very best to carry out our responsibilities. We ask that you guide and support your child's learning by ensuring that he/she:

- 1) Attends school daily by arriving on time, and being ready for the day's learning experience (in person or virtually).
- 2) Completes all assignments given by teachers, both classwork and homework.
- 3) Reads daily in order to develop a love for reading and to improve literacy skills.
- 4) Shares school experiences with you so that you are aware of his/her school life.
- 5) Informs you if he/she needs additional support in any area or subject.
- 6) Knows that you expect him/her to succeed in school so that they may go on to college or trade school.

Also, please consider joining PTA as our students can greatly benefit from your contributions to the school's programs and its operations.

Please read carefully through this handbook. If you have any questions, please let me know. You can call me at 903-927-8780 or email me at johnsontl@marshallisd.com.

We are looking forward to a great year working with you and your child.

Educationally yours,

Tamekia Johnson, Principal

PARENT INFORMATION

MISD 2020 – 2021 Reopening Plan

Please visit <https://marshallisd.com/misdreopening> for detailed information regarding MISD's plan for reopening schools for the 2020 – 2021 academic school year. This site provides information on topics such as the MISD Academic Plan, Safety and Screening Protocols, links to the full Reopening Plan PPT in English and Spanish, and demonstration videos. If you have any questions regarding the reopening plan, please send an email to reentry2020@marshallisd.com. All questions will be compiled into a FAQ which will be updated and linked on this web page.

Communication between Home and School

Good communication between home and school regarding a child's education is essential. School communication starts with information, such as this handbook, student work, and virtual parent conferences. You can call me at 903-927-8780, send a fax to 903-927-8761, or email me at johnsontl@marshallisd.com. You may also schedule a virtual conference directly with your child's teacher via email or by calling the school.

Counseling Services

If you have concerns about your child's academic progress, behavior, social or emotional well-being, you can refer your child for counseling services by contacting Yolanda Martin, WBT School Counselor, via phone at 903-927-8780, via email at martinyn@marshallisd.com, or by completing the [Counselor Referral Form](#). If you would like to refer your child for testing for Special Programs (SPED, 504, Dyslexia, G/T, or RTI), the request must be in writing and addressed to Yolanda Martin, WBT School Counselor.

Face Shields/Masks (per the MISD Reopening Plan)

In accordance with The Governors Executive Order and MISD Policies, all employees and students will wear a face covering.

- Elementary teachers and students will wear protective face shields.
 - One will be provided by Marshall ISD and will remain on campus.
- Students **must** come to school wearing a mask, provided by the parent/guardian, for arrival and dismissal. The mask is required if the student is a car rider, walker, or bus rider in order to enter and exit the building.
- Facemasks- Schools are required to follow the Governor's Executive Order regarding wearing masks. If a student refuses to wear their face mask or face shield the following disciplinary actions will be taken:
 - **1st offense – MISD will provide a mask**
 - **2nd offense – Student purchases mask**
 - **3rd offense – Student is required to move to virtual instruction for the remainder of the grading period.**

Meals (per the MISD Reopening Plan)

Breakfast will be provided as a “grab and go” meal to eat in the student’s classroom. Breakfast begins at 7:15 a.m. and ends at 7:50 a.m. **All students** will have lunches delivered to their classroom by the cafeteria staff and paraprofessionals.

- Students will be permitted to bring a **sack lunch**, but only if they have it with them on arrival to school each morning. Lunch boxes are **NOT** permitted.
- No food will be permitted to be brought or dropped off after the start of the school day.
- Bringing a lunch to a student from a meal establishment (i.e. Fast Food, etc.) **will not** be permissible.
- If a child arrives to school without a lunch, a lunch will be provided.

School Supplies

Due to safety/health concerns, students will not be allowed to share school supplies. Parents are responsible for purchasing the needed supplies on the district elementary school supply lists. You can locate it by going to

http://www.ptv.marshallisd.com/UserFiles/Servers/Server_1109574/Image/KINDER%20-%20FIFTH%20All%20Elementary.pdf

Take Home Folders

Each child will need a folder designated for important information that is coming home from school, such as notes regarding special occasions, progress reports, graded papers, etc. Some of these documents will need your signature. You may also send notes back to your child’s teacher(s) via this folder. We believe that teaching our students responsibility is an important life-long skill.

Transportation (per the MISD Reopening Plan)

There is a maximum capacity of thirty (30) students on a bus. Students **must** wear masks, provided by the parent/guardian, to be permitted on the bus and **must** wear the mask at all times while on the bus. Students’ temperatures will be checked before they are allowed to enter the bus. If a student’s temperature is 100.0 or above or has shown other signs of illness, they **will not** be admitted on the bus. Drivers will wear protective face shields. Hand sanitizer will be distributed as students enter the bus. Members of the same household must sit in the same seat or adjacent seats, with an empty seat between household groups.

Visitors (per the MISD Reopening Plan)

The campus will be closed to all visitors. Visitors will be allowed on campus only in case of an emergency (an emergency is determined by the school administration or school nurse). All conferences (Administrator/Parent/Teacher Conferences) will be conducted virtually. Parents will not be allowed to eat with their children. MISD will not utilize volunteers until further notice.

Procedures for Visitors, Checking-In, and Checking-Out Students

1. Locate the airphone/camera at the main (front) entrance
2. Press the "CALL" button on the airphone
3. Please be sure you are in front of the camera on the panel
4. Someone will see you and will respond verbally
5. You will be asked who you are here to check-in/out
6. You must show an ID for the Raptor Visitor Management System. Please hold the ID so that it is viewable. Acceptable ID's include a driver's license, passport, or other government issued ID.

Procedures for Visitors, Checking-In, and Checking-Out Students continued

For Student Check-In

- Parents are **REQUIRED** to check their child into the front office if they are a late arrival. Please **do not** send your child into to the building without supervision.
- The receptionist will be at the entrance to check your child's temperature and to check your child into the system.
- Please be patient when waiting for your child to check in or check out.

For Emergencies ONLY

- The door will be unlocked for you to enter the building.
- No other visitors will be allowed to enter with you, including children.
- All visitors will report to the office to check in and be issued a visitor's badge.

Parent Volunteers

MISD will not utilize volunteers until further notice. Once volunteers are allowed on the campus, he/she must have a "Volunteer Form" completed and a copy of a photo ID submitted to the MISD administration office for a background check. Volunteer packets may be requested from the office, but must be submitted to Jessica Scott, MISD Community/Volunteer Coordinator.

Parties

Class parties will **not** be held at this time due to COVID-19. WBT **does not** permit birthday celebrations for students in the classroom.

ARRIVAL/CHECKOUT/DISMISSAL

ARRIVAL

Students **must** come to school wearing a mask, provided by the parent/guardian, for arrival and dismissal. Students will not be admitted into the building before 7:15 a.m. Do **NOT** drop your child off before 7:15 a.m. Staff members will **NOT** be available to monitor your child. The doors will lock at 7:55 a.m. At this time, parents/guardians will have to check-in their child via the Airphone/camera system (refer to the **Procedures for Visitors, Checking-In, and Checking-Out Students.**) Truancy Prevention Measures will be taken if a student is habitually tardy and/or absent. Secondary students who wait at WBT for any form of morning transportation to

their designated campuses will have to remain outside. **NO EXCEPTIONS! Parents are NOT permitted to drop students off on Carolanne during morning arrival. You must enter turn into the entrance and drive through the turn around so that you do not impede the traffic flow. The staff at WBT move expeditiously to clear the traffic line. (It is not safe for students to cross over the parking lot area while cars are passing through.)**

Bus Riders

Bus drivers or an assigned employee will conduct a temperature check of students before they will be permitted on the bus.

Students without a Temperature:

- Students **must** wear masks, provided by the parent/guardian, to be permitted on the bus and must wear the mask at all times while on the bus.
- Bus riders will enter the building from the rear/cafeteria entrance. The students will then pick up a grab & go breakfast and transition to their classroom.

Students with a Temperature:

- If a student's temperature is 100.0 or above or, has shown other signs of illness, they will not be admitted on the bus.
- Students will not be allowed to return to school for 72 hours and must return fever free **without** the use of fever reducing medication (refer to the MISD Re-Entry Protocols).

Walkers

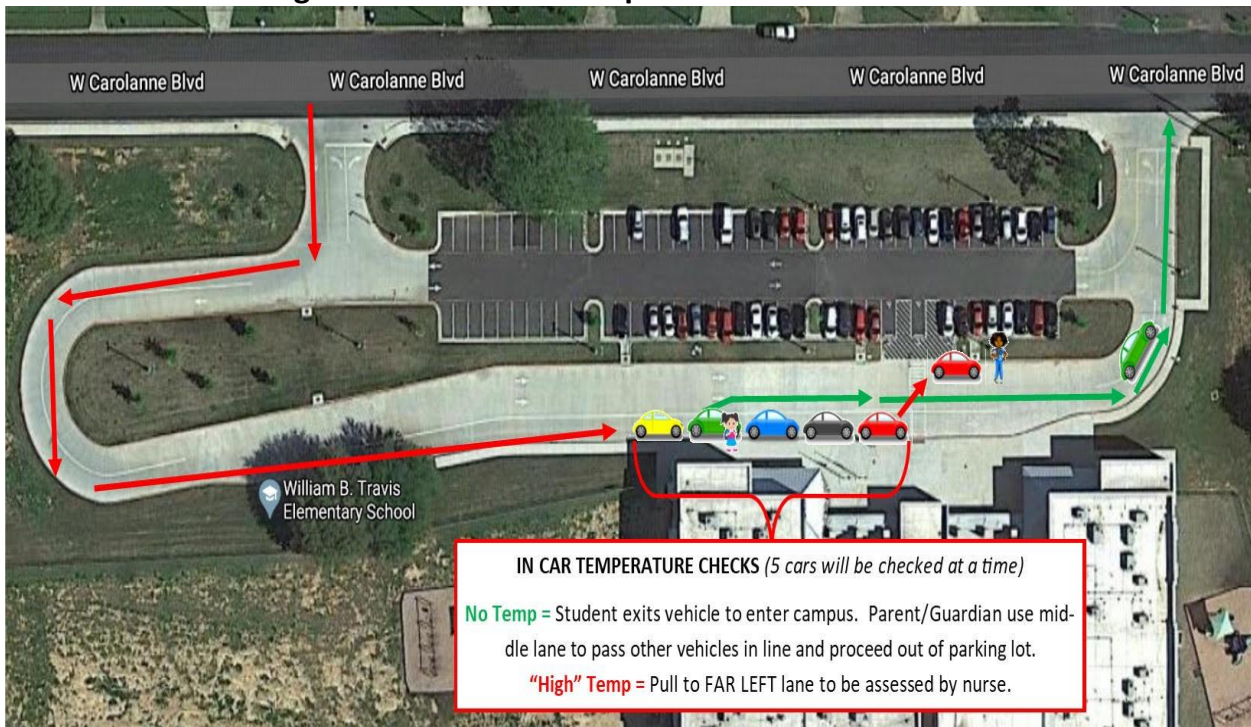
- Students **must** come to school wearing a mask, provided by the parent/guardian in order to be permitted inside of the building.
- All walkers **must** walk to the front of the building in order to have their temperature checked. **No exceptions.**
 - If a student has a temperature, he/she will **not** be allowed into the building and the student **must** return home.
 - The office will notify parents.
 - Students will not be allowed to return for 72 hours and must return fever free without the use of fever reducing medication (refer to the MISD Re-Entry Protocols).

Car Riders/Morning Day Care Services

- Students **must** come to school wearing a mask, provided by the parent/guardian, for arrival to be permitted into the building.
Car riders will continue to be dropped off in the front of the building. Enter the front parking lot via Carolanne Blvd. ***Refer to Morning Arrival Car Rider Drop-Off Process Visual on next page.***
- A staff member will check the student's temperature before the student exits the vehicle.
 - If a student does **NOT** have a temperature, the student may exit the vehicle and enter the building.

- If a student **DOES HAVE** a temperature, the parent/guardian/driver will need to pull to the FAR LEFT lane to receive a 2nd temperature check by the school nurse (using a different type of thermometer).
 - If the student has a temperature, the student will **NOT** be allowed to exit the vehicle. If there are multiple students in the car and one student has a temperature, then **none** of the students will be allowed to exit the vehicle. **NO EXCEPTIONS!!**
- Students will not be allowed to return to school for 72 hours and must return fever free without the use of fever reducing medication (refer to the MISD Re-Entry Protocols).
- Parents/guardians/drivers are **not** permitted to exit their vehicle while in the car line for any reason. WBT staff members do **NOT** want to impede the traffic flow.

Morning Arrival: Car Rider Drop-Off Process Visual



CHECKOUT/DISMISSAL

- **The latest time students may be checked out of the office is 2:50 p.m.**
 - Due to campuses being closed to visitors, the intercom/camera system will be used for checking out purposes. Refer to **Procedures for Visitors, Checking-In, and Checking-Out Students.**
- **Last call to change transportation is at 2:50 p.m.**
 - We will follow the child's normal routine regarding transportation, unless there is written or verbal contact from the parent or guardian **BEFORE** 2:50 p.m.
- Official School End Time: 3:21 p.m.
- Students **must** wear masks, provided by the parent/guardian, during dismissal.

- All students will be issued a Car Tag for the 2020 – 2021 School year.
- It is extremely important that you communicate with your child’s teacher regarding how your child will get home (bus, car rider, day care, friend, etc.)
- All car riders are required to have a car tag. If you need additional car tags, please contact the front office.
- Dismissal End Time: at 4:00 p.m.
 - After 4:00 p.m., parents/guardians will have to check-out their child via the Airphone/camera system (refer to the **Procedures for Visitors, Checking-In, and Checking-Out Students.**)
- **All students must be picked up by 4:00 p.m. in the afternoon.** We do **NOT** have the supervisory staff to keep children later than this time.
- **After five (5) late pick-ups**—including early checkouts and tardies, you may be asked to conference with an administrator.

****Bus Riders: Per the MISD Reopening Plan,** there is a maximum of thirty (30) students on a bus. If a bus route has over 30 students, transportation will determine who rides which load.

Please understand that these expectations are necessary for the safety of your child. We will ask for identification of every person and, we will not release a child without the parents’/guardians’ permission. The people allowed to pick up your child must be on file in the office. Anytime there is a change with the information on file, please complete the appropriate form and submit them to the office.

ATTENDANCE/ABSENCES/TARDIES

Attendance

Regular attendance is essential for students to benefit from teacher-led activities, to build each day's learning on the previous days, to grow as an individual, and to ultimately be successful. It is our responsibility to teach and instruct your child. However, your child’s class attendance is a crucial part of being able to fulfill our responsibilities.

Excused/Unexcused Absences

Excused absences will be given for illness, death in the family, family emergencies, and others at the principal's discretion. A note must be received by your child's teacher or the school office to be excused; however, the absence is still counted. Unexcused absences will be given for all other absences which do not fall under the above categories.

- If your child is sick and will not be at school, please call the office 903-927-8780 and provide documentation regarding the child’s absence. After three (3) consecutive absences, you will need to submit a doctor's statement.
- If your child visited a doctor/dentist, please send the documentation (This includes early check-outs and late arrivals).
- The computer will generate a letter after three and six days of absences. After ten (10) days of unexcused absences, the campus will enforce the Truancy Diversion Plan.

Tardies

If your child arrives after 7:55 a.m., parents/guardians will have to check-in their child via the Airphone/camera system (refer to the **Procedures for Visitors, Checking-In, and Checking-Out Students**). He/she will also be counted tardy. Students arriving after 10:00 a.m. will be counted absent for the day. **After five (5) tardies**, you may be asked to conference with an administrator.

Field Trips

Due to unforeseen circumstances due to COVID-19, fieldtrips will not be scheduled for the 2020-2021 school-year.

Health

COVID-19 and Communicable Diseases

MISD has created steps and protocols to be implemented if a student or staff member is positive for COVID-19. Visit <https://marshallisd.com/misdreopening> for detailed information regarding Isolation Protocols, If a person is positive, and the COVID Exposure Map—Students, Re-Entry AFTER a Positive Test or COVID-Like Symptoms.

The parent of any student who is medically fragile is encouraged to contact Wendy Snyder, WBT's school nurse, regarding the medical needs of the child.

Emergency Medical Treatment

If a student should have a medical emergency at school and the parent cannot be reached, the school will utilize the parent-provided written parental consent to obtain emergency medical treatment. Parents should keep emergency care information up to date. Having current information on file is extremely important should an accident or injury occur that requires medical attention.

Immunizations

Students must be up-to-date with immunizations. The immunizations required may be given by a licensed physician or public health clinic with a signature or rubber-stamped validation.

Medicine at School

A student **cannot** transport medication. Parents must bring medication to the school nurse and complete a form in order for the medication to be administered. The medicine, in its original and properly labeled container must be given to the school nurse. The nurse will give the medication at the proper time as directed.

Safety/Accident Prevention

Student safety on campus or at school-related events is a high priority of the District. Although the District has implemented safety procedures, the cooperation of the student is essential to

ensure school safety. Students should avoid conduct that is likely to put the student or other students at risk, know emergency evacuation routes and signals, and immediately follow the instructions of teachers or other employees who are overseeing the welfare of students. Parents will be notified of all injuries that occur at school.

QUICK REFERENCE

Office/Fax #s: (903) 927-8780/(903) 927-8761 (Fax)

Email: johnsontl@marshallisd.com

Full Day is 7:50 a.m. – 3:21 p.m.

Half Day is at 7:50 a.m. – 12:20 p.m.

Doors **open** 7:15 a.m.

Breakfast is from 7:15 a.m. – 7:55 a.m.

Students are tardy at 7:55 a.m.

Students are considered absent at 10:00 a.m.

School **ends** at 3:21 p.m.

Dismissal for all students **starts** at 3:21 p.m.

Students must be picked up no later than 4:00 pm. If your child hasn't been picked up by that time steps will be taken to ensure that adequate arrangements are made for your child in advance.

Uniforms as directed by MISD:

- Tops: black/red/white/navy polo shirts
- Bottoms: black/navy/khaki
- Close toed shoes are required
- Thursdays are college/military days. Students may wear a college/military shirt with uniform bottoms.
- Fridays are spirit days. Students may wear their WBT or Maverick t-shirts with jeans.

Please go online to the Marshall ISD website to review the **2020-2021 Student Code of Conduct**, as well as the **Student Handbook**. All students are responsible for meeting the expectations that are outlined.

If you have any questions related to the reopening of the schools please email reentry2020@marshallisd.com. All questions will be compiled into a fluid FAQ that will be posted to the District's website.

Thank you for letting us be a part of your child's life and education!

WBT Staff Roster 2020 – 2021

Name	Position	Name	Position
Johnson, Tamekia	Principal	Calloway, Tiffany	ELA/SS Coach
Andrus, Sonya	Assistant Principal	Clemons, Shannon	Math/Science Coach
Martin, Yolanda	Counselor	Jackson, Debra	Reading Interventionist
Brown, Robyn	Secretary	Ford, Mendy	Math Interventionist
Underwood, Danyelle	Receptionist	Bliss, Sara	Dyslexia
Valle, Erika	PEIMS Clerk	Blakeley, Suzanne	ESL
Shephard, Jessica	Communities In School	Mary Michael	Speech
Snyder, Wendy	Nurse		Speech
Buffin, Helen	Kinder	Gilberto Fernandez	Kinder Bilingual
Fort, Briley	Kinder	Moore, Natasha	Kinder
Moore, Robin	Kinder	Stampley, Darly	Kinder Bilingual
Botello, Shawna	1 st Grade	Hill, Rosalyn	1 st Grade
Johnson, Radhiya	1st Grade	Lovera, Daniel	1 st Grade Bilingual
Mullesn, Krista	1st Grade	Speidell, Briseda	1 st Grade Bilingual
Bennett, Casey	2 nd Grade	Ibarra, Jessica	2 nd Grade
Martin, Lauri	2 nd Grade BIL ELA/SS	Prock, Jamie	2 nd Grade
Spencer, Ruby	2nd Grade	Taylor, Cheryl	2 nd Grade BIL Math/SC
Dunn, LaVoyia	3 rd Grade Math/SCI	Gonzalez, Luzelena	3 rd Grade Bilingual
McGuire, Andrea	3 rd Grade Math/SCI	McKinnon, Jill	3 rd Grade ELA/SS
Thornton, Roshaunda	3 rd Grade ELA/SS	Lovely, Monica	3 rd Grade Co-Teach
Dixon, Cortina	4 th Grade Math/SCI	Ervin, Jadarius	4 th Grade Math/SCI
Flowers, Latanyea	4 th Grade Bilingual	Jordan, Tonya	4 th Grade ELA/SS
Murray, Macaulay	4 th Grade Co-Teach	Sibley, Sylvia	4 th Grade Ela/SS
Coleman, Patti	5 th Grade Math	Lozano, Eduardo	5 th Grade Bilingual
Moon, Gloria	5 th Grade Social Studies	Stillman, Emily	5 th Grade Reading
Thomas, Kimberly	5 th Grade Science	Weaver, Emily	5 th Grade Co-Teach
Mann, Amanda	Content Mastery	Franklin, Beverly	Content Mastery PARA
Chamness, Felicia	Life Skills	Lewis, Marcelyn	Life Skills
Gould, Barbara	LS – PARA	Harris, Jennifer	LS-PARA
Hill, Shirley	LS – PARA	Owens, Denise	LS - PARA
Smith, Kimberly	LS – PARA	Barrett, Patrica	PARA

Cooper, Christine	PARA	Gonzalez, Lizbeth	PARA
Hayes, Johnnie	PARA	Hernandez, Laurie	PARA
Masters, Dione	PARA	Price, Lakethia	PARA
Resendiz, Maura	PARA	Sanchez, Juliana	PARA
Weaver, Vera	PARA	Lewis, Barbara	ISS
Weems, Chaney	PARA - BIC	Cooks, Antoinette	PARA - BIC

Marshall Independent School District

1301 E. Pinecrest, Marshall, TX 75670
 903.927.8700 *office* • 903.935.0203 *fax*

Dr. Jerry Gibson, Superintendent of Schools

2020 - 2021 Theme: Finish The Race

Marshall ISD Mission Statement

The mission of the Marshall Independent School District is to improve outcomes for all students by providing leadership, guidance and support to schools.

Marshall ISD Vision Statement

Marshall Independent School District envisions that each learner is equipped to successfully achieve his or her vision and be a productive, contributing citizen in a global society.

WBT Mission Statement

Our mission is to exhibit expectations by being responsive to the needs of our students and staff.

WBT Vision Statement

A vision for excellence, a mission to succeed.