

Wheatley Education Campus



Excellence in Every Classroom

1299 Neal Street NE | Washington, DC 20002 | Phone: (202) 939-5970 | Fax: (202) 724-9088

Parent & Student Handbook

2018-2019



Dr. Shenora Plenty, Principal

Mr. Nathan Warner, Assistant Principal

Dr. Miranda Kogon, Director of Specialized Instruction

Mr. Tyrone Pittman, Dean of Students

Wheatley Education Campus

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Wheatley Education Campus | DCPS

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School Motto:

Excellence in Every Classroom

www.wheatleydcps.org

Follow us on Twitter @WheatleyDCPS

Follow us on Instagram: wheatleywhalesdcp





1. Principal's Welcome Message

Greetings Wheatley Education Campus Community,

Welcome Back! We are incredibly excited to begin the 2018- 1019 school year! We embark on this journey with a pledge to you, our scholars and parents, that this will be a year of high student engagement aligned to meaningful and rigorous work in our classrooms, as we uphold our school's motto: *Excellence in every classroom!*

We look forward to a very positive and productive year together. We extend a special, yearlong invitation to our families to join us at school activities and events whenever possible. We want and value your involvement in your child's education! Your active participation is key to the success our school's collective success.

This handbook explains Wheatley and DCPS policies that students and parents should know about. It includes topics such as attendance, grading, field trips, and dress code. Please contact the office if you have questions about any of these policies.

I am deeply committed to our school, community, and to ensuring that Wheatley EC is a place where students grow academically and socially. If you have any questions or concerns please feel free to call 202-939-5970 or email me at shenora.plenty@dc.gov. Here's to an AWESOME new school year as we work together to make Wheatley EC, the choice school in the Trinidad community!

In Partnership,

Dr. Plenty

2. Who We Are

Mission: Why do we exist?

Teacher, staff, parents and students will collaborate to create opportunities for learning in classrooms that meet the needs of all students.

Vision: What do we hope to become?

Wheatley Education Campus is committed to ensuring that all students are empowered with the knowledge, 21st century skills, and values necessary to be college and career ready.

Motto:

Excellence in every classroom.

Wheatley Scholars Pledge:

W-Work hard daily

H-Have respect

A-Always do your best

L-Learn all you can

E-Excel in school

S-Succeed in life

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3. Staff Directory

Name	Position
Shenora Plenty	Principal
Nathan Warner	Asst. Principal
Miranda Kogon	Director of Specialized instruction
Tyrone Pittman	Dean of Students

Name	Position
Adrienne Putney	Behavior Tech
	PK3-4 th Social Worker
Tina Johnson	5 th -8 th Social Worker
Karen Richardson	Nurse
Njideka White	DBH Social Worker
Michael Deely	Psychologist

Name	Position
Name	Position
Allysen Beckley	Instructional Coach, ELA
Alka Aggarwal	Instructional Coach, Math
Busra Aydin	PK3 Teacher, ECE GLC, WTU Rep
Marquez Hall	PK4 Teacher
Maya Zisette	PK3 Teacher
Kira Reid	PK4 Teacher
Amber Hammond	PK3 Paraprofessional
Shayla Green	PK3 Paraprofessional
Larry McCoy	PK4 Paraprofessional
Tiana Venable	PK4 Paraprofessional
Emily Nelson	Kindergarten ELA Teacher
Syande Crosby	Kindergarten Math Teacher
Keila Curry	K. Paraprofessional
Rashida Kee	1 st Grade Teacher
Katina Bryant	1 st /2 nd Grade Math Teacher
Jennifer Miller	1 st /2 nd Grade ELA Teacher
Gary Hamilton	3 rd Grade Teacher
Annie Thompson	4 th Grade Teacher
Shannon Brown	5 th Grade Math Teacher
Kashira Hayes	5 th Grade ELA Teacher

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Shaaaira Tunsill	6th-8th Science Teacher
Karanja Patterson	6th-8th Social Studies Teacher
Mike Hutter	6th-8th Math Teacher
Priscilla Keys	6th-8th ELA Teacher, MS GLC
Damian Forrest	ECE-1st SPED Teacher
Emily Brainard	1st-4th SPED Teacher
Johnny Babb	CES SPED Teacher
Wanda Briddell	CES SPED Paraprofessional
Jamal Robinson	CES SPED Paraprofessional
Troy Bent	5th-8th Math SPED Teacher
Lynette Williams-Thomas	5th-8th ELA SPED Teacher
Stacy Bishop	4th-8th ELL Teacher
Dewana Talley	K-3rd ELL Teacher
Kucheria Johnson	Art Teacher
Cristina Show	Spanish Teacher
Derrick DeVaughn	Music Teacher
Glen Sitney	P.E. Teacher
Toni Winsett	Librarian

Name	Position
Matthew King	Custodial Foreman
Aatif Rasheed	Custodian
Alfonso Ledesma	Custodian
Vincent McSwain	Custodian
LaVerne Green	Admin. Associate / Registrar
M. Kelly Coleman	Business Manager
Lina Heid	ECE Family Engagement
Tonya Jackson	Cafeteria Manager

4. Uniform & Dress Code

This year, Wheatley will be a flexible uniform school. We encourage all students to wear uniforms and Wheatley swag and show Wheatley pride, but students will not be disciplined for not wearing a uniform. All students will be expected to adhere to the dress code policies below. During the year, administration will begin meetings and listening sessions to get feedback on uniform policy for the future.

The uniform for each grade level band is below. Students will be given the opportunity to purchase Wheatley shirts that can be worn in lieu of the designated uniform shirt.

Prek-5th grade: Navy blue pants, shorts, or skirt
Light blue or white polo shirt

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- 6th-8th grade:** Khaki pants or skirt
Polo shirt for grade color:
6th grade: Burgundy (dark red)
7th grade: Black
8th grade: Royal blue

Other dress code policies:

- Sweaters are permitted during the winter. Only the following solid colors are permitted: black, gray, white, or blue.
- Hoodies are not permitted to be worn in class. Hoodies and other jackets should be stored in classroom cubbies for elementary school and in lockers for middle school.

Students **are not** permitted to wear the following:

- Pants that sag below the waist
- Shorts, skorts, or skirts that are more than two inches above the knee
- Open toed shoes, flip flops, or shoes/boots with a high heel
- Excessively tight or revealing clothes
- Hats, sun visors, or beanies (all must be removed before entering the building). If head gear is required for religious reasons, please inform administration.
- Any article of clothing that has imagery that is not acceptable for the school environment (profanity, put downs, nudity, visuals depicting death, drug paraphernalia, etc.)
- Colored makeup. Colored lipstick is not allowed and students will be asked to remove it upon arrival to the school campus.
- Any article of clothing that can be perceived as gang or neighborhood crew affiliated
- Fake tattoos
- Sleeveless or cut off shirts, dresses (sun dresses), tank tops, or jumpers without shirts underneath
- Shirts that expose the students' midriff or stomach section
- Excessively large, expensive, or flashy jewelry

Administration reserves the right to ask students to change clothes if they show up to school with clothes that do not conform with these policies.

5. Admissions

Parents of new students may come to our office Monday-Friday (8:30 am-4:00 pm) to register a child. Parents and /or guardians may telephone the school at (202) 939-5970 or visit the DCPS website (www.dcps.dc.gov) to find documents needed for registration.

The Board of Education has assigned school boundaries to each of our DC Public Schools. Students must attend the school noted according to the address of the legal parent or guardian. Parents/guardians may elect to apply for special permission during the specified time. An announcement will be published when those dates become available.

The DC Public School District provides free education to District residents between the ages of five and twenty-one who do not possess a diploma. Students who do not qualify for free schooling will not be admitted to the district, except as provided in the District of Columbia Board of Education Master Agreement or, if the student is the child of a school employee, such student may be accepted on the payment of 30 percent of the normal tuition rate (to be

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paid each month in advance) or any students required by law. Tuition students will not be accepted for attendance in the District of Columbia School System.

“Residency,” for purpose of definition within this policy, shall be defined as something more than a superficial residence. It will be defined as a place where important family activities take place during significant parts of each day; a place where the family eats, sleeps, works, relaxes and plays. It must be a place, in short, which can be called “home,” except in the case where the parents are legally separated or divorced, in which residency will be determined by the residency of the parent with legal custody.

Students transferring from another school will normally be placed in the grade level recommended by the previous school. We will request that official records be sent to us in order to meet each child’s needs as quickly as possible.

New entrants at all grade levels will be required to present, at time of enrollment, an official birth certificate or other evidence of birth, proof of having received or being in the process of receiving required immunizations, proof of residency and custody information, if applicable.

6. Cell Phones

We understand that your student may bring a cell phone to school to contact you after school. Cell phones may be brought to school, but are not permitted to be out or used at any time during the school day. If a cell phone or other electronic device is seen out at an inappropriate time, the following steps will be taken:

First time: Teacher/staff member confiscates and gives back at end of the day.

Second time: Phone/device is turned in to administration and must be picked up by a parent or guardian.

If students choose to bring cell phones to use before/after school, the following policies will apply:

Grades PK-2nd: Must keep phones off and in backpacks in classroom cubbies. Teachers may collect or check-in phones and give back at the end of the day.

Grades 3rd-8th: Students will be issued a cell phone locker, located in the middle student entrance. Students will be responsible for locking up their phone and not sharing their combination with anyone. Staff will not be responsible for any damaged or missing items.

The school and its employees are not liable for any cell phones or other devices that turn up missing during the school day.

7. Attendance

Regular school attendance is vital to academic success. When students are absent, they miss valuable information and lessons necessary to meet District of Columbia Learning Standards. Families, schools and communities must work as a team to support school attendance. Our system-wide goal is to improve local school attendance at every grade level.

Reporting to School

Wheatley EC school hours are from **8:45am to 3:15pm**. Children will be admitted to the cafeteria to eat breakfast beginning at 8:10 a.m. Students will be picked up by teachers at 8:45. Afterschool Program pickup is 5:30pm.

Tardiness

Students **must** arrive at school by 8:45am. and be in the classroom, ready to learn, at **8:45 am**. Habitual tardiness, according to District of Columbia law, is truancy and will be treated as such.

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Truancy

Truancy is defined as willful absence from school by a minor (5 – 18 years of age) with or without approval, parental/guardian knowledge, or consent. Therefore, students must bring a note from their parent/guardian upon the first day of return from an absence. Students will be marked as an unexcused absence for days missed if a note is not sent by a parent/guardian. Once the student accumulates five days of unexcused absences, we will initiate the necessary paperwork to start the process for a Court Referral.

Early Dismissal of Students

Students are dismissed through the school office. Students may not wait in front of the building or enter automobiles unless accompanied by a parent or guardian. These rules are necessary to ensure student safety. Parents/guardians must come to the office to sign a student out for early dismissal. Students may not be signed out by an unknown person unless that person's name is noted on the student's records.

Students will be called down for dismissal by the office. Parents are not allowed to go to classrooms to retrieve students for dismissal.

Parents that arrive between the hours of 3:00 and 3:15pm must wait for dismissal time. Early dismissal requests after 3:00 PM will not be possible.

Attendance Guidelines

Students arriving to their classroom after 8:45 a.m. will be considered tardy.

Half Day

Students who arrive between thirty-one (31) minutes and three and a half (3 ½) hours late will accrue a half-day (½) absence.

Full Day

Students who are absent more than three and a half hours (3 ½) hours will accrue a full day absence.

Early Departure Check

Students who leave between one (1) minute and thirty (30) minutes early are considered to have left early.

Excused Absences

The following conditions may excuse a student from school attendance:

- **Personal illness or injury** (The school principal may require a doctor's certificate)
- **Family illness** - An emergency situation requiring the student to be absent from school
- **Quarantine** Of the home by local health officials
- **Death of a relative** (Limited to three (3) days unless reasonable cause can be shown for a longer absence)
- **Observance of a religious holiday** Consistent with the student's established creed or belief

District of Columbia law requires that students returning to school after absences bring a written note from their parent or guardian including the following:

1. The date(s) of the absence(s)
2. The reason for the absence(s)
3. The parent or guardian signature; and,
4. The parent/guardian phone number

Attendance Frequently Asked Questions (FAQs)

1. Is school attendance required?

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Yes, school attendance is required for all students who reach five years of age on or before December 31 of the current school year. Students must attend school until their 18th birthday. Students who reside in DC must be enrolled in a public, independent, private, parochial or home school each year during the period that schools are in session.

2. When is school attendance not required?

When students have an excused absence.

3. What types of absences may be excused?

When a student returns to school after an absence, a note should be sent with him/her to the teacher. This note should include the date(s) of the absence and the reason. The note must be sent within 5 days after the student's return.

Excused absences include:

- Illness of the student (a doctor's certificate is required for an absence of more than five days)
- Medical reasons such as a doctor's appointment (a doctor's certificate should be provided for medical appointments scheduled during the school day)
- Observance of a religious holiday
- Death in the student's immediate family

4. What types of absences may not be excused?

Absences are *not* excused when students are absent from school with or without parental approval for reasons such as:

- Babysitting
- Shopping
- Doing errands
- **Oversleeping**
- Cutting classes
- Job hunting

5. What is truancy?

Truancy is the willful absence from school by a minor (under 18 years of age) with or without approval, parental knowledge or consent.

Please note that all DC Public Schools, except the School Without Walls, are closed campuses. This means that students must remain on campus during school lunch periods.

6. What happens to a truant student?

All uniformed law enforcement officers in the District are responsible for truancy enforcement. A typical case of truancy goes like this:

- If a truant child is picked up by the police, he or she will be transported in a police vehicle to the Student Attendance Intervention Center.
- Parents are notified of the student's truancy status.
- Students and parents receive intake consultation and resource support.
- Parents and the school are provided with consultation and follow-up support.
- Parents and students must attend a truancy conference at a local school.

7. Who can report a suspected truancy?

Anyone can report a suspected truancy:

- Relatives
- Neighbors
- Friends
- Parents
- Students
- Concerned citizens

- Community and business representatives

8. Why is it important to report truancy?

Truancy reporting is important because keeping students in school helps to keep them safe and improves the quality of their education. These things, in turn, benefit the entire community.

9. What are the consequences of poor school attendance?

Poor school attendance may result in:

- Poor work habits
- Lower grades/loss of credit
- Frustration in learning
- Dropping out of school
- Lower self-esteem
- Lack of self-discipline
- Unsupervised activities
- Delinquency
- Reduced earning potential
- Future unemployment
- Potential criminal activity

10. What can parents do?

Parents can help improve student attendance in the following ways:

- Let your child know that you think school is important.
- Set a regular bedtime schedule. Age should not be a factor.
- Provide your child with plenty of time to get ready for school.
- Plan an alternate way for your child to get to school on time, just in case the usual method isn't available one day.
- Schedule medical, dental and other appointments before and after school hours whenever possible.

8. Field Trips

Field trips are an enrichment of the classroom learning as well as a privilege. If a field trip is scheduled, in order for your child to participate in these activities, appropriate behavior is necessary. Students earn the right to attend field trips through homework, attendance, grades, behavior, and other criteria. Students must be in uniform to attend field trips. Your child may be excluded from field trips if the classroom teacher and Principal determine that their behavior poses a safety and supervision risk. All field trips must be approved by the Principal and forwarded to the Instructional Superintendent for final approval.

Permission slips must be signed and returned to school in advance of a student being allowed to participate on a field trip. Telephone approval will not be accepted nor hand written approval on personal stationary. In addition to parental/guardian approval, students must be in school uniform. Students will travel by buses that have been approved by DCPS or by Metro. Students will not be released during the trip to anyone but a parent or guardian. Should an emergency arise and a student must be released, we must have approval from the parent or guardian. Each case will be handled in accordance with the situation at the time.

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We appreciate chaperones on all of our trips. However, DCPS requires that all potential chaperones who will assist in supervising students on trips must complete the volunteer application process (see next section for more information on this process).

9. Volunteering

A wide range of volunteer opportunities are available in DCPS, from tutoring students to helping with administrative tasks to beautifying our campuses. We are always excited when talented and motivated individuals want to use their skills, resources, and knowledge to serve DC schools.

In order to volunteer in our schools on a regular basis, individuals need to follow our volunteer application process:

1. Complete the volunteer application.
2. Complete a tuberculosis test.
3. Bring the completed application, TB test result, and photo ID to the district office to be fingerprinted.
The office is located at 1200 First Street NE, Washington, DC 20002.
Fingerprinting is available Tuesdays 9 am-4 pm or Thursdays 9 am-12 pm, or by appointment.
4. In about two weeks, you will receive a letter verifying that you have completed the process.

Please note that volunteers for Beautification Day or other weekend or one-day service events do not need to complete the process.

Phone: (202) 442-5447

Email: dcpsvolunteers@dc.gov