Birmingham Elementary School
700 W. Brown Street
Wylie, TX 75098
972-429-3400

Dear Birmingham Parents,

Welcome to the 2024-2025 school year. The BESt staff at Birmingham Elementary are enthusiastically looking forward to the return of our students back into our classrooms and hallways. New beginnings are always exciting. As we begin this new year, I wanted to take a moment to remind everyone of the mission, beliefs, and procedures of Birmingham Elementary School.

Our mission is to *inspire and ensure academic and emotional growth for ALL Bears to be #simplytheBESt*.

We believe that every student should have at least one positive relationship with an adult on our campus. Those interactions help students learn life lessons alongside the content knowledge being taught in class. We also believe that having high expectations for student success motivates every student to be the BESt Bear student they can be. We believe that all students have unique gifts and it is our job to uncover and apply those gifts to increase student learning. We believe that inspiring your child to be a life-long learner is crucial to their future success. These beliefs drive all that we do as we work with your child and family through the elementary years.

The following are some tips that may make your journey into the new school year a little more comfortable. Please know that I have an open door policy. Feel free to email, call or stop by to discuss any situation to ensure that together we find a solution and a forward path to success. I am excited about the new school year and look forward to seeing all of the Birmingham Bears walk back through our doors in August.

Welcome back,

Tracy Halligan
Principal, Birmingham Elementary

Table of Contents

Arrival……..2

Attendance……2

Birthdays.....3

Cafeteria……3

College Thursday……..3

Communication……3

- Take Home Folders
- Peachjar
- Parent Access

Criminal Background Check……4

Dismissal……4

Grading……...5

School Spirit Day……...5

Snacks……5

Visiting the Campus……..6

Arrival

Please bring your child to school by 7:25 am in order to ensure that they are in their seat ready to learn on time. The learning day begins promptly at 7:30am. We have two morning drop off locations. The drive on the East side of the building has two lanes that you can utilize for drop off. The front drive utilizes one lane. **Please do not get out of your car in the drop-off line.** The line begins to get long in the mornings after 7:20, so please plan to leave home with plenty of time to spare. You are more than welcome to park and walk your child to the front porch if you would like. Please use the crosswalk at all times for safety reasons.

In the mornings, the doors open at 7:00. Students will go to the gym and sit with their grade level and class, or they may go to the cafeteria to eat breakfast. Teachers will pick up students at 7:20 am. Anyone entering the building after 7:20 will go directly to class.

Parents will not be permitted to walk students inside the school building on a daily basis. However, we understand your child may feel more comfortable with you walking them to class at the beginning of the school year. Parents will be allowed to walk students to class for the first two days of school. Beginning the next week, normal procedures will be followed.

If you need to talk with the teacher, please send a note, email, or leave a voicemail message to your child's teacher. The morning is not the best time to talk with the teacher while they are greeting children and helping them prepare for a day of learning. Thanks for your understanding.

Attendance

The instructional day begins on all elementary campuses in Wylie ISD at **7:30 am**. Students must be in attendance in order to be counted present for the day.

Therefore; if a child is not in their seat at 7:30 am, they are considered tardy. Please note that checking a student out from school before 2:45 pm is counted as tardy as well.

All children are required by law to attend 90% of the school year. Therefore if a student is absent 18 or more days of the school year, excused or unexcused, they could be retained from or "placed" in the next grade level. The Birmingham Attendance Committee will meet to review excessive absences and tardies. We will invite you to attend this committee meeting if needed.

Upon returning to school after an absence, please write a note with your child's full (first and last) name, the reason for the absence, and the dates he/she was absent. You may also enter parent notes into Skyward. After 3 days, the absence will be unexcused if a note has not been received. If your child is absent for more than 5 consecutive days due to an illness, a doctor's note will be required. Skyward letters will be generated in set intervals and sent home as reminders of your absences and tardies.

Birthdays

Birthday parties are not allowed during the instructional day. The Wylie ISD birthday guidelines are on our website. Any food items will be checked by Nurse Abby to ensure they meet the guidelines before being allowed down to the classroom. All food items must be individually wrapped with the ingredients listed. Please do not bring balloons, flowers, or other gifts to school. These items will not be allowed in the classroom.

Parents may send birthday invitations to class for teachers to hand out to all students before class or right before dismissal. Invitations must include the entire class or all boys/all girls.

Cafeteria

Your child will have an account set up for them in the Wylie ISD Cafeteria plan. Through Skyward Family Access you can deposit money into their account if you want them to purchase lunch and/or breakfast. You may also send a check to the school to be placed in their account. If you write a check, please make it out to Birmingham Elementary and write the student's name and ID# on the check. If you have any questions or concerns regarding your child's lunch account, please contact **Ursula Thigpen** at **972-429-3430**.

If your child brings their lunch to school, there will not be a way for them to warm it up.

College Shirt Thursday

Every Thursday, all children and staff wear a college shirt or college colors. The purpose of wearing a college shirt is to bring awareness that learning never ends. We have found that this helps the children look forward to their future.

Communication

There are several ways the school communicates with Birmingham families: email, phone messages, Parent Square, Facebook, and notes home.

- **Wylie ISD Website:** www.wylieisd.net
- **Facebook:** Birmingham Elementary School
  Birmingham PTA
  Wylie ISD
- **Parent Square:**
- **Take Home Folders:** Every Thursday we send home a folder filled with a multitude of notes, information, and graded instructional papers. We also send home a daily communications log regarding your child's citizenship grade for the day. On days that have been challenging for your child, we ask that you sign it. Your signature indicates that you have seen your child's citizenship grade. **Please take out all papers sent home, except the communications log.**
- **Peachjar:** All flyers will be uploaded into Peachjar which can be accessed from the Birmingham Elementary website.
- **Skyward Family Access:** In order to register your child for school you must have a Skyward Family Access account through Wylie ISD. Our office staff can register you for

this account. Skyward Access will allow you to put money on their lunch accounts, check attendance, as well as check your child's grades for grade levels 2-4 only.

Criminal Background Check

Volunteers will be allowed on campus. A criminal background check will be required. All parents, grandparents, aunts, uncles, etc...are required by the State of Texas to complete a criminal background check before *volunteering* on any Wylie ISD campus. Please go to the Human Resources tab on the www.wylieisd.net website and select "Want to become a volunteer?" listed under HR documents. This form must be completed **every school year** and is required by the State of Texas. Visitors staying for lunch do not have to complete a background check. Visitors will need a picture ID to check in to the front office and wear a sticker badge at all times while in the building. All visitors will be required to check in using the Raptor system so that we have a log of who is in the building for safety purposes.

Dismissal

Dismissing an entire school of children is not an easy task and we need your help. To make this process more effective, we ask that everyone follow these rules as well as being patient, flexible, and courteous. Arrival and dismissal route is here. Here are the different dismissal options:

- **Back Door Walkers -** Dismissed out the back doors. Parents will meet at the track.
- **Brown Street Walkers -** Dismissed out the front doors and walked across Brown Street. Parents will meet students across the street.
- **Car Riders -** Dismissed out of lines from east side door. Car tags should be visible until the child is in the car. Car tags are required.
- **Daycare Bus Riders -** Students will be placed on appropriate daycare buses.
- **Parent Walk Up -** Parents can choose to park in the front parking lot and walk up. Students will be picked up at the front door. Car tags are required.
- **Bus Riders -** Students will be placed on assigned buses.
    - **K-2 students are required to have a parent, guardian, or older sibling meet them at the bus stop. If not, the student will be brought back to the school.**

Change in Plans for Dismissal: We understand there are days when plans change in the manner in which your child is picked up from school. In the event of a change, please contact the main office (972-429-3420) by **1:45 pm** and notify them with the child's name, teacher's name, and how they will be getting home. Please do not email the teacher as they are typically unable to check email when teaching. We will get the message to your child and their teacher. If the teacher or office is not notified by you, we will send them home as usual.

Early Pick Up: If you need to pick up your child before dismissal, please come into the office with your picture identification and we will call for your student. We can not call your child to the office until you arrive.

Grading

In WISD, grades assess student learning and mastery of the Texas Essential Knowledge and Skills (TEKS). These grades reflect student mastery of grade level content at an independent level through a combination of daily assignments, classroom activities, as well as tests. Grades are intended to communicate academic progress to parents and timely feedback to students. It is the goal of WISD to prepare students for a successful life beyond high school by providing instruction that promotes college and career readiness.

Wylie ISD will have four 9-week grading periods. During each grading period, your child will receive two progress reports, as well as a report card. The report cards and progress reports will be posted in the student profile on Skyward Family Access. All families have a login and password for a Skyward account. Contact Tammie Hogue, Campus Registrar, and she can help you set up an account.

WISD Elementary Grading Policy can be found at: Wylie ISD Elementary Grading Procedures

School Spirit Fridays

Every Friday, all children and staff are encouraged to wear their school spirit shirts or school colors (blue and red). Students can also wear Wylie East Raider spirit wear as well. This is to demonstrate school pride and unity.

Snacks

Snacks during instruction are allowed as long as they are healthy. Fruit, crackers, cheese, vegetables, etc. are considered healthy snacks. Your child is encouraged to bring a water bottle to school to drink throughout the day.

Visiting the Campus

All visitors to our school must check into the building through the office using the Raptor system. **Please be prepared to show your driver's license or other form of picture identification at the front door when you ring the bell for entrance into the building.** You will have to wear your visitor badge that is printed for you in the office or your pre-checked badge while you are in the building.

If you have completed a background check, you are eligible to have a pre-check badge created by the front office. Mrs. Campbell can help create this for you. Following that, your pre-check badge will allow you to enter the building and check in to the office more quickly **during large events**. On regular visitation days, pre-checked badges will still need to check into the Raptor system.

Contact Information:

- **Office:** **972-429-3420**
  - Tammie Hogue (tammie.hogue@wylieisd.net)
  - April Campbell (april.campbell@wylieisd.net)

- **Nurse:** 972-429-3428
  - Abby Orrell (abby.orrell@wylieisd.net)
- **Counselor:** 972-429-3429
  - Katie Ray (katie.ray@wylieisd.net)
- **Assistant Principal:** 972-429-3426
  - Joannie Gragert (Joannie.Gragert@wylieisd.net)
- **Principal:** 972-429-3425
  - Tracy Halligan (tracy.halligan@wylieisd.net)