

South Waco Elementary



Parent Handbook 2025-2026

CAMPUS INFORMATION

Administration and Front Office Staff:

| | |
|------------------------------------------|-----------------------------|
| Amy Atnip, Principal | amy.atnip@wacoisd.org |
| Benaya Lopez, Assistant Principal | benaya.lopez@wacoisd.org |
| Vanessa Cleere, Counselor | vanessa.cleere@wacoisd.org |
| Jasmine Golden, Instructional Specialist | jasmine.golden@wacoisd.org |
| Dianna Juarez, Principal's Secretary | dianna.juarez@wacoisd.org |
| Jazzie Martinez, Front Desk Clerk | jazzie.martinez@wacoisd.org |
| Jamesha Brown, PEIMS | jamesha.brown@wacoisd.org |
| Amanda Beverly, Campus Support | amanda.beverly@wacoisd.org |
| Ashli Thornton, Campus Support | ashli.thornton@wacoisd.org |

Address:

2104 Gurley Ln, Waco, TX 76706

Phone:

(254) 753-6802

Note from Principal

Spartan Families,

We are so glad and honored that you entrust us with your most precious gifts-your children- every day. At South Waco Elementary, we strive to provide a safe and nurturing environment that empowers all students to be responsible and purposeful citizens. We value inclusivity, belonging, high expectations for all students, and perseverance.

In the following handbook, you will find campus procedures that will help you navigate our operations here at South Waco. We hope that you find it to be a helpful resource if you have questions about our campus and how it is run or need to know who to call to ask for help. Please know that it is of the utmost importance to us to serve our students, parents, and community with clarity, compassion, and excellence every day because that is what you deserve!

Please do not hesitate to call our front office with any questions or concerns that you may have.

Sincerely,

Amy Atnip
Campus Principal
South Waco Elementary

Table of Contents

| | |
|-------------------------------------------|---|
| Arrival Procedures and Expectations | 4 |
| Dismissal Procedures and Expectations | 4 |
| Early Release Procedures and Expectations | 5 |
| Inclement Weather Procedures | 5 |
| Picking up Your Child Early from School | 5 |
| Dropping Your Child off Late at School | 6 |
| Attendance Rules and Expectations | 6 |
| Grading Policies | 6 |
| Contacting Your Teacher | 6 |
| Contacting an Administrator | 7 |
| Discipline | 7 |
| Campus Core Values and MTSS | 7 |
| School Staff Roles and Responsibilities | 8 |

Arrival Procedures and Expectations

- Students are expected to enter each morning through the cafeteria.
- Students will get out of the car themselves and walk to the cafeteria door. If your child needs assistance getting out (pk), you may get out and open the door for them.
- The building is open at 7:00 am. Breakfast will be served starting at that time.
- Classroom instruction starts at 7:30. If you would like for your child to eat breakfast in the cafeteria with their peers, they need to arrive no later than 7:20.
- The cafeteria entrance will close at 7:30.
- Students arriving after 7:25 will have exactly 5 minutes (a timer will be used) to eat their breakfast in the cafeteria. After their 5 minutes have passed, they will go to class.
- No breakfast will be served after 8:00 am.
- If your child arrives at school after 7:30, you will need to park and sign them into the front office. They are considered tardy at 7:31.
- Our goal is for every child to get to school on time, have breakfast, have some time to get settled in for the day, and begin learning at 7:30. It is imperative that your child be here on time for us to make this happen.

Dismissal Procedures and Expectations

- **Any changes to dismissal for your child need to be communicated to the front office by 2:30. This ensures we can notify teachers in a timely manner and get your child in the correct dismissal line.**
- A quick but safe dismissal is our goal daily. Safety takes precedence over anything else.
- Car Line
 - ◆ We appreciate your patience and kindness in our car line. We ask that you pull up when we wave you forward so that the line moves quickly and efficiently.
 - ◆ Students will only be loaded at the cones. This is for their safety!
 - ◆ Please provide the names of the students that you are picking up to our staff on walkies in the line.
 - ◆ Please do not pull around cars in front of you if your child is loaded but the car in front of you is not. This is dangerous for the children in the car in front of you and for our staff.
 - ◆ The car line is not a place where extended teacher conversations can occur. Please see instructions below for how to contact your teacher with concerns.
- Walkers
 - ◆ Students who walk will be escorted by a group of our staff members to a point on their walking route where it is safe for them to continue by themselves.
 - ◆ Students in Pre-K-1st grade must have an older sibling/cousin/family member walk with them OR have an adult meet them at the location where our staff members drop off walkers.
 - ◆ Students who are unsafe when walking may be held back in the building until someone can come get them or to be released after other walkers have gone. This is for the safety of all of our students. This can include running away from adults or fighting on their walk home.
- Daycare/Vans
 - ◆ We will load your student into the daycare/childcare van that you instruct us to on your dismissal information form.
 - ◆ If the daycare is closed, you will need to arrange alternate transportation.
 - ◆ We keep track of if your child was loaded onto the daycare van through the IDismiss system.
 - ◆ Please keep in mind that if you need to pick up your child in the car line, you will still need your IDismiss Tag.
- Bus

- ◆ All students who ride the bus MUST fill out the district bus rider form. No student who does not have this form on file will be allowed to ride the bus.
 - ◆ Per the student code of conduct, students can have the privilege of riding the bus revoked for inappropriate behavior on the bus like noncompliance with the bus driver's directives or fighting.
 - ◆ The bus is considered school property, so any behavior that occurs on the bus will be subject to disciplinary action and consequences at school.
 - ◆ Children who are in PK-2nd grade must have a parent or responsible older person present at the bus drop off. If no one is present to pick up the child, the child will be brought back to the campus.
- Late Pickup of Students
- ◆ Please be on time to pick up your child every day.
 - ◆ At 3:40 (or until the car line is complete) you will need to come inside the building to sign out your child.
 - ◆ If a child is left on campus after 4:15, the campus may get authorities involved to ensure the student gets home safely. This includes child protective services and Waco ISD Police Department.

Early Release Procedures and Expectations

- We will follow the same procedures for Early Release that we do for normal release, just earlier in the day.
- Please make sure you have plans for how your child will get home on our 2 planned early release dates this year: 12/19/25, 5/22/26

Inclement Weather Procedures

- We will follow Waco ISD's plan for inclement weather. Closures or late starts are usually posted on the website, social media, and on new stations.
- In the event of a delayed start, please ensure your child is here as close to the start time as possible. While we will give grace due to weather conditions on these days, it is still important that we get students fed and to class in a timely manner.

Picking up Your Child Early from School

- If you need to pick your child up early from school for an appointment or other event, please let your teacher and the front office know the day before if possible.
- We will need to run your ID through our system at the front desk. Please make sure you bring it in with you.
- If someone else is picking up your child, make sure they are on the approved pickup list BEFORE they come to school to get your child.
- Please note that our official attendance time is 9:30. If your child is signed out before 9:30, he or she will be counted absent for the day. It is best to try and make appointments after 9:30 if possible to avoid any attendance issues.
- We will not release students to be picked up after 2:45 pm. This is to allow our dismissal processes to run smoothly. If you need your child a little after 2:45, please pick them up at or before 2:45 to avoid any delays.

Dropping Your Child off Late at School

- If you need to drop your child off late to school, whether they are a few minutes late or have an appointment, you will need to walk your child into the building and sign them in at the front desk.
- If your child arrives after 9:30, he or she is considered absent for the day.

Attendance Rules and Expectations

- If your child is not at school by 8:30, and you have not called to notify us that he or she is sick, our front office will call you.
- Please make sure your child is on time every day and arrive at the campus before 9:30 if you have made a morning appointment for them.
- At 3 absences, you will get a warning letter. At 5-7 absences, we will develop an attendance improvement plan with you. At 10 absences, you are eligible to have to go truancy court.
- Daily attendance is important to ensure your child progresses through the curriculum. If your child has to be absent, please do any makeup work that the teacher sends. Your child is responsible for the work missed while out of school.

Grading Policies

- We strive to instill study skills, organization, and responsibility into our students so that they can be successful on their academic journeys once they go on to middle and high school. Because of this, the expectation is that all students give their best effort on all assignments and keep up with assignments that are given.
- Students will have 2 days from the date they return to school to turn in makeup work to their teacher if they are absent.
- It is up to teacher discretion if a failing test or assignment can be resubmitted.
- The teacher of the failed subject will contact the parent before any failing grades are sent home on a report card to inform them of possible enrichment opportunities and interventions that can be provided to the student to help foster success going forward.

Contacting Your Teacher

- Teacher's contracts start at 7:15 and end at 3:45. Any contact made outside of these hours will be responded to within 1 business day.
- During the day, teachers spend the majority of their time instructing students, planning instruction, and supervising students. For this reason, the front office will not forward any unplanned calls to teachers' classrooms. You may leave a message with Mrs. Martinez at our front desk and she will ensure the teacher gets your message and responds.
- Appropriate ways to contact a teacher is via school phone after school or for a planned call, via email, or via ParentSquare if the teacher has set this up. Your teacher will communicate their email with you in your back to school or enrollment packet.
- Communications with teachers should be professional and courteous at all times.
- If an in person conference with a teacher is needed, please email them to schedule this. An administrator may be present at your conference.
- Please give your child's teacher at least 1 business day to respond. If it is an emergency or dismissal change, please call the front office and we will communicate with the teacher appropriately.

Contacting an Administrator

- If you need to speak with an administrator, you should email them at the email addresses listed in the "campus administration" section, message them on Parent Square, or call the front office to leave a message.
- Most of the time, our administrative team are not in their offices as they are managing the operations of the building or meeting students' needs. You more than likely will not get to speak with them immediately.
- All in person meetings with administrators must be scheduled ahead of time. Again, there are days when team members are off campus, in meetings, or are managing campus operations, so for the most part they will not be available for unscheduled meetings.
- In the event that you come to campus to meet with an administrator for an unscheduled meeting, you will be provided with a complaint form by the front desk to fill out. The

administrator that you wish to see will contact you via phone call within 1 business day of the complaint being received.

- Communication with administrators should be courteous and professional.

Discipline

- South Waco Elementary follows the Waco ISD student code of conduct and student handbook with fidelity.
- You will be notified in writing via email or mail if your child receives ISS or OSS.
- The first contact that you receive is a behavioral issue that is persistent will be from the teacher. Following the initial contact, you may be contacted by either the teacher, administrator, or both.
- Fighting and aggressive behavior toward other students or adults will not be tolerated. It is our goal to create a safe environment for all students to learn and for all teachers to teach. These offenses will result in disciplinary action that may include ISS, OSS, or DAEP placement.

Campus Core Values and MTSS

- Our approach to managing and preventing challenging behavior is based on a proactive approach called Multi-Tiered Systems of Support (MTSS)
- If your child has trouble following expectations at school, he or she may be placed on a behavior tier. This does not mean that he or she is in trouble or being punished. This is additional support that will allow your child to be successful in school and learn the behavioral skills necessary to thrive. It may include behavior lessons, mentorships, or check ins.
- We root everything that we teach students about behavior in our core values: Responsible, Respectful, and Safe. These core values are posted throughout the campus and are said daily on announcements. Additionally, they are taught at the beginning of the year and after breaks to all students.
- Brag Boards: Brag boards are our school wide tool to make sure we are recognizing students when they do the right thing and follow our core values. When we fill a section of our campus brag board, we do a schoolwide celebration. You will see these posted on Facebook!

What does this person do?

SCHOOL STAFF ROLES AND RESPONSIBILITIES

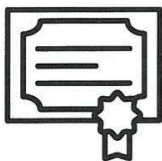


SCHOOL BOARD

The school board is made up of members elected by the community. In general, they meet once a month and are responsible for hiring the superintendent and voting on decisions that impact the school.

SUPERINTENDENT

Superintendents oversee the daily operations of the school district. They recommend things to the board based on what they see and they handle financial matters



PRINCIPAL

Principals oversee the daily operations of the school. They are in charge of the teachers and students and building a relationship with the community.

ASSISTANT PRINCIPAL

Assistant principals oversee specific parts of the school. Some assistant principals oversee all student discipline and most are involved in administration.



TEACHER

Teachers work directly with students and instruct them on different topics. Teachers use curriculum from the district to teach and they are responsible for building relationships with parents and students.

LIBRARIAN

School librarians help students learn about the importance of reading and helps student improve their reading skills. Librarians also help students who are doing research.

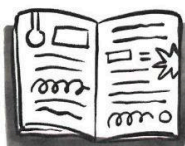


COUNSELOR

Counselors work with students who may struggle academically or are going through a difficult situation. They can also set student schedules.

ADMINISTRATIVE ASSISTANT

Administrative assistants know about the daily operations of the school. They communicate most often with parents. Their job includes answering phones, mailing letters, and organizing files.



SOCIAL WORKER

School social workers are mental health professionals who provide services to help students' social and emotional well-being. They work with families and are advocates for students.

SPEECH LANGUAGE PATHOLOGIST

School SLPs help students with speech and language related needs. They do work to prevent speech issues, assess a student's speech needs, and help address the speech needs.

