

G. L. Wiley Opportunity Learning Center



Parent and Student Handbook 2021-2022

**1030 East Live Oak Street
Waco, Texas 76704**

(254) 757-3829

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Letter from the Principal

I want to welcome you back to the 2021-2022 school year. Last year was an unusual time for both our faculty and students. I am enthusiastic that this will be a very successful year. Whether you will be teaching, counseling, providing support to the instructional process, maintaining or securing the campus, I hope you thoroughly enjoyed your summer and are re-energized to engage in the exciting initiatives we will be focusing on this year. I anticipate a year that will provide academic, social, and emotional growth of every child that comes through our doors. Our goal is to educate every student and to send them back to their home campuses with improved academics and corrected behaviors. Like the man trying to save a starfish, we will save one starfish at a time. We will do this by Being Responsible, Optimistic, Attentive and Respectful. I have an open door policy and I encourage communication with all faculty, staff, parents and community leaders. I do believe, however, that upon identifying problems and issues, we should focus our energies on solving the problems instead of simply identifying that there is a problem. Don't bring problems without bringing possible solutions. At Wiley, we don't just talk the talk, "We R.O.A.R.!" I'm looking forward to seeing all of you on August 5th. Remember, "Wildcats R.O.A.R.!"

Larryl Curtis, B.S., M.Ed.
Principal
G.L. Wiley Opportunity Center



2021-2022 School Instructional and Support Team

<i>SHEILA ALLEN</i>	<i>COUNSELOR</i>
<i>CHARLES COX</i>	<i>ASSISTANT PRINCIPAL</i>
<i>LARRY CURTIS</i>	<i>PRINCIPAL</i>
<i>MELODY HERRING</i>	<i>ASSISTANT PRINCIPAL</i>
<i>DELOZ LENORD</i>	<i>ASSISTANT PRINCIPAL</i>
<i>LEADERSHIP</i>	<i>TEAM</i>
<i>SKYLAR CRAWFORD</i>	<i>ELEMENTARY</i>
<i>KELLEY GONZALES</i>	<i>MS MATH</i>
<i>RAQUEL HILL</i>	<i>MS SOCIAL STUDIES</i>
<i>ROBYN HORTEN</i>	<i>HS HISTORY</i>
<i>TINA LIBHART</i>	<i>HS ENGLISH</i>
<i>ALLEN LUCKEY</i>	<i>SECONDARY PHYSICAL EDUCATION</i>
<i>TANYA MCCLOUD</i>	<i>HS CREDIT RECOVERY</i>
<i>DOLLY MILLS</i>	<i>MS ELAR</i>
<i>VIVIAN MITCHELL</i>	<i>HS SCIENCE</i>
<i>VICKI OWENS</i>	<i>MS SOCIAL SKILLS</i>
<i>AMANDA RAYNOR</i>	<i>ELEMENTARY</i>
<i>PAUL ROBEY</i>	<i>SPECIAL EDUCATION</i>
<i>BRIANA SAENZ</i>	<i>MS SCIENCE</i>
<i>JACQUELINE WADDLE</i>	<i>HS MATH</i>
<i>STACY WILSON</i>	<i>HS CREDIT RECOVERY</i>
<i>TEACHERS</i>	
<i>MARVIN CASEY</i>	<i>SECURITY</i>
<i>TAWYNA GRAVES</i>	<i>BEHAVIOR AIDE</i>
<i>JACQUELINE JONES</i>	<i>ISS AIDE</i>
<i>NORBERTO PEREZ JR.</i>	<i>BEHAVIOR AIDE</i>
<i>ASHIYA RAULS</i>	<i>NURSE AIDE</i>
<i>MATTIE ROSS</i>	<i>PEIMS</i>
<i>DORA SALAZAR</i>	<i>INSTRUCTIONAL AIDE</i>
<i>GRACE SANDHOFF</i>	<i>SPECIAL EDUCATION AIDE</i>
<i>STEVE SMITH</i>	<i>HEAD CUSTODIAN</i>
<i>TERESA SUASA</i>	<i>PEIMS</i>
<i>KATHRYN THOMPSON</i>	<i>SECRETARY</i>
<i>JOYCE TUCKER</i>	<i>CUSTODIAN</i>
<i>NORBERTO PEREZ JR.</i>	<i>BEHAVIOR AIDE</i>
<i>SUPPORT</i>	<i>STAFF</i>

THEME
IT IS TIME!

MOTTO
Wildcats R.O.A.R.!

VISION

Our vision is to create a positive and structured environment that will foster the development of appropriate social behavior, academic success and personal integrity for all students.

OUR GOAL

Outstanding Achievement for All Students.

MISSION STATEMENT

Motivating MINDS AND HEARTS....ONE DAY AT A TIME!

STAFF BELIEFS

We will:

- *model responsibility, optimism, attentiveness and respect*
- *demonstrate genuine concern for the wellbeing of our students and each other*
- *promote a collaborative team effort with all Waco ISD schools to foster educational excellence*



G.L. Wiley Opportunity Center



R

Responsible

O

Optimistic

A

Assertive

R

Respectful



Wildcats



G. L. WILEY BIOGRAPHY

General Lawrence Wiley was the Principal and Math Instructor at A. J. Moore Junior High School, from 1910 until 1945. He retired in 1946. Mr. Wiley was born in 1862 in Vernona, Mississippi. He was the third child, born to Henry A. Wiley and Evelyn Marie (Monroe) Wiley. At an early age he met and married Georgia Ann Radcliff, of Tupelo, Mississippi. This Union produced three daughters; Addie Cleo, Marie Elizabeth, and Jessie Louise. Moving from Jackson, Mississippi to Palestine, Texas, G.L. Wiley attended Prairie View Normal School, which later became Prairie View State University, where he received a Texas Teachers Certificate. Before he got his first job as a teacher, he worked on the railroad, as a porter and Pullman porter, which he did for five years. His first teaching job was in Gatesville., Texas. He also taught in Palestine, Texas. He then accepted a teaching position at A.J. Moore High School, under the leadership of A.J. Moore, the school's first principal. He began his teaching career at the age of 25 and would embrace a life in education for 47 years. Forty percent of those years spent were spent as a math teacher and Principal of the A.J. Moore Grammar School, which was under the same roof as the high school. In 1958, there was a majority of black families living in East Waco. There was a school located at 1030 East Live Oak Street. Built in 1939, it was called the East Waco Junior High School. At that time, it was an all-white school but through segregation it was changed to an all-black school, because of the population shift. A new name was sought for the school. After much deliberation, the name chosen was the G.L. Wiley Junior High School. The name chosen was well received. It was a great honor for the school to have been named after a man that spent a life in education for 47 years.



BELL SCHEDULE

Middle School			minutes		High School			minutes
Breakfast	8:00	8:25	25		Breakfast	8:00	8:25	25
1 st	8:30	9:15	45		1 st	8:30	9:15	45
2 nd	9:20	10:05	45		2 nd	9:20	10:05	45
3 rd	10:10	10:55	45		3 rd	10:10	10:55	45
MS lunch A	11:00	11:30	30		HS 4 th class	11:00	12:05	65
MS lunch B	11:35	12:05	30		<i>HS Restorative Circles</i> <i>11:45-12:05</i>			
					HS lunch A	12:10	12:40	30
MS 4 th A class	11:35	12:25	50		HS lunch B	12:45	1:15	30
MS 4 th B class	11:00	11:30	30					
MS 4 th B class	12:10	12:25	15		HS 5 th A class	12:45	1:35	50
					HS 5 th B class	12:10	12:40	30
MS 5 th class	12:30	1:35	65		HS 5 th B class	1:20	1:35	15
<i>MS Restorative Circles</i> <i>1:20-1:35</i>								
6 th	1:40	2:25	45		6 th	1:40	2:25	45
7 th	2:30	3:15	45		7 th	2:30	3:15	45
8 th	3:20	4:00	40		8 th	3:20	4:00	40

AUDITORIUM EXPECTATIONS

- Voices off
- Sit in assigned area
- Sit every other seat
- Body facing forward
- When exiting, walk in a single file line
- Social distance six feet at all times
-

BIKES

Bikes should be chained and locked on the bike racks by the greenhouse. Neither Waco ISD nor Wiley is responsible for lost or stolen property. Neither Waco ISD nor the G.L. Wiley Opportunity Center is responsible for any lost or stolen property.

CHANGE OF ADDRESS AND/OR TELEPHONE NUMBER

Whenever a change of address or telephone number occurs, parents are required to notify school officials of the changes. This information is critical in order for the school to be able to contact the parent in case of emergency, and is equally important to juvenile probation officers for ensuring compliance with juvenile court orders.

CHECK-IN & CHECK-OUT PROCESS

The purpose is to make a direct, scheduled contact with students at the beginning and the end of each day. This contact person provides non-contingent attention, facilitates goal setting and reflection, and supports behavior skills and strategies practice.

CITY BUS

If you use the Waco Transit System you must remain in sight of the main entry way (the steps at the end of the sidewalk facing Waco Dr.). You will need a school id (From you home campus) to be eligible to ride the bus.

CRIMINAL TRESPASS

Each students has signed a Criminal Trespass document in their registration packet during registration. You are not allowed on any other WACO ISD campus or attend any athletic events while enrolled at G. L. Wiley Opportunity Center.

DISCIPLINE MANAGEMENT PLAN

The Waco ISD Student Code of Conduct, the student's juvenile court order, and the laws of the State of Texas shall serve as the basis for the Wiley Discipline Management Plan. Each student/parent shall receive a copy of the Student Code of Conduct, and is strongly encouraged to review the plan and abide by its standards.

DRESS CODE

The G.L. Wiley Opportunity Center has its own uniform dress code policy. Students must be in dress code the first day of orientation and every day thereafter.

Elementary

- Collared shirts of a solid color
- Pants or shorts must be khaki, navy or black in color
- Belts are required
- Tennis shoes with laces
- Solid colored sweatshirt without hood
- All students will be required to wear face mask

Middle School

- Light grey colored pullover shirt (tee or polo type collared) A maximum of two shirts may be worn and ALL must be free of designs or logos and cannot be worn inside out. Although both shirts must be tucked in at all times
- A grey sweatshirt can be worn as an outer garment for warmth or students may wear a long sleeve navy or white shirt underneath a required short sleeve shirt. Sweat shirts may be worn outside the pants.
- Khaki pants (no elastic at top of waist or at the bottom of the legs, must have belt loops).
- Belts are required (SOLID black, brown, or khaki) Students are not allowed to wear belts that are dangerous or are a disruption to the learning environment (no large buckles, brads, decorations)
- Athletic shoes.
- All students will be required to wear a face mask
- All Waco ISD students are required to wear ID's

High School

- Navy colored pullover shirt (tee or polo type collared) A maximum of two shirts may be worn and ALL must be free of designs or logos and cannot be worn inside out. Although both shirts must be tucked in at all times
- A navy sweatshirt can be worn as an outer garment for warmth or students may wear a long sleeve navy or white shirt underneath a required short sleeve shirt. Sweat shirts may be worn outside the pants.
- Khaki pants (no elastic at top of waist or at the bottom of the legs, must have belt loops).
- Belts are required (SOLID black, brown, or khaki) Students are not allowed to wear belts that are dangerous or are a disruption to the learning environment (no large buckles, brads, decorations)

- Athletic shoes.
- All students will be encouraged to wear face mask.
- All Waco ISD students are required to wear ID's

Prohibited Items

- Shorts,
- Skinny leg pants
- Tight fitting pants,
- Capris are not allowed.
- Cuffed pants
- Sagging
- Cutoff sleeves or sleeveless shirts
- No hooded shirts or sweatshirts
- Jewelry

Banned Items

- No Cell phones or electronic devices. Students who fail to comply with the no cell phone policy will have their electronic items taken and only returned to a parent or legal guardian for a \$15.00 fee. Failure to turn in electronic devices will result in disciplinary action.
 - No Jewelry of any type may not be worn and can be taken-up and tagged by a staff member. (Parent pick-up only)
 - No Tattoos or haircuts that are a disruption to the learning environment.
 - Hair ribbons, bows, or headbands are not allowed. This includes head coverings, caps, and hats. They will be confiscated until the end of the school day.
 - No "Grillz"

DRILLS, FIRE, TORNADO, AND OTHER EMERGENCIES

Periodically, students and Wiley staff will participate in drills of emergency procedures. When drills are conducted, students should follow the directions of Wiley staff quickly, quietly, and in an orderly manner. Emergency evacuation routes will be posted in the classroom.

DRIVING TO SCHOOL

Students who drive to school, must show a valid driver's license, proof of insurance and register the vehicle with the front office. Keys must be turned in daily to the front office and can be picked up at the end of the day. Student parking is located in-front of the greenhouse.

EMERGENCY MEDICAL TREATMENT

If a student should have a medical emergency at school or at a school-related activity when the parent cannot be reached, the school will need to have written parental consent to obtain emergency medical treatment. Therefore, parents shall complete a medical emergency consent form. Parents should keep emergency care information (name of doctor, emergency phone numbers, allergies to medications, etc.) up-to-date; having current information will be of critical importance should an accident or injury occur that requires medical attention. Parents must provide the school with names, addresses, and phone numbers of at least two persons whom the

school can contact in case of an emergency when the parent cannot be reached. Should a contact person change, parents should notify the school immediately.

EXPELLABLE OFFENSES

- Controlled Substances
- Alcohol
- Volatile Chemicals
- Title V.
- Non-Title V.
- Fire Arms
- Knives
- Clubs
- Weapons
- Arson
- Murder
- Indecency with a Child
- Aggravated Kidnapping
- Terroristic Threat
- Assault of an Employee
- Aggravated Assault of a Student
- Sexual Assault (Employee or Student)
- False Alarm
- Public Lewdness
- Indecent Exposure
- Personal Hazing
- Harassment of a student or Employee (Penal Code 42.07 (a)(1))
- Deliberate violent behavior that poses a direct threat to the health or safety of others
- Extortion

FOOD SERVICE

Breakfast and lunch services are provided by Waco ISD in accordance with USDA dietary requirements. However, due to the Wiley's restricted food service capability, a limited menu is offered. Students are not allowed to bring food to school, unless prescribed by a physician for specific health reasons. Students are expected to maintain a clean and orderly eating area.

HALLWAY EXPECTATIONS

- Voices off
- Walk on the right side
- Single file line
- Hands, feet, body, and objects to yourself
- Social distance six feet at all times

HEALTH SERVICES

A student who becomes ill during the day should notify a staff member. An administrator or designee will decide whether or not the student should be sent home and will notify the student's parents if necessary.

HOURS OF OPERATION

Secondary

- The building opens at 8:00 am.
- Breakfast is served for 8 – 8:25 am.
- The school day starts at 8:30 a.m.
- The school day ends at 4:00 pm.
- Students are picked up between 4:00 – 4:15 pm.

Elementary

- The building opens at 7:30 am.
- Breakfast is served for 7:30 – 7:45 am.
- The school day starts at 7:45 a.m.
- The school day ends at 3:15 pm.
- Students are picked up between 3:15 – 3:30 pm.

IMMUNIZATIONS

All students must be immunized against certain diseases or present a certificate or statement that, for medical or religious reasons, the student should not be immunized.

INTAKES

The parents will fill out the enrollment packet and background information about their child. The Student Orientation video will be available for parents and students. The video has to be viewed by the student prior to attending class.

LATE ARRIVAL/TARDY POLICY

Students that arrive late to school will need to sign-in at the front office and get a tardy slip from the attendance office.

LEAVING CAMPUS WITHOUT PERMISSION

Students are not allowed to leave campus when dropped off in the morning and return to campus. This becomes a liability problem. If you leave, your parents and the Waco ISD Police Department will be notified.

OFFICE AREA EXPECTATIONS

- Voices off
- Sign in – you must have a pass
- Be seated
- Wait your turn
- No socializing
- Social distance six feet at all times

OFFICIAL ATTENDANCE

Official attendance is taken at 9:30 am, daily.

POINTS CARD SYSTEM

Every student will be given the opportunity to earn points on a point's card system. The system is based on students demonstrating safety, Respect and responsibility.

PROMOTION AND RETENTION

Students are promoted or retained based on the home schools evaluation of the student's academic achievement, state test scores, and attendance while at the Wiley.

RESTROOM EXPECTATIONS

- Voices off
- Go
- Flush
- Wash
- Leave
- Only one student is permitted in the restroom

SCHOOL CLOSINGS

The G.L. Wiley Opportunity Center may close school for a full or part of the day because of inclement weather or other existing conditions. When school closing conditions exist or when it becomes necessary to open late or release students early, the following television stations will be notified: KXXV TV – Channel 25 KWTX TV – Channel 10 KCEN TV – Channel 6 WISD TV – Cable Channel 17 the Waco ISD website will also post information on school closings.

SEARCHES

All students will be searched daily by an employee. This is for your safety and the safety of the people around you. Please cooperate with them. You are not allowed to “hang around” the front of the school before entering the building.

SECURITY

A security guard and a certified police officer will provide for the security and safety of DAEP students, staff, and facilities. Staff members will conduct daily frisk searches and/or metal detector screenings of all students entering DAEP facilities.

USE OF TELEPHONE

The school telephone is for business purposes. With staff supervision, students will be allowed to use the phone for emergencies only. Phoning for a ride is not considered to be an emergency. Parents are allowed to call their children for emergencies only.

VISITORS

Visitors to Wiley must check in with the front office as soon as they arrive. Parents are welcome and encouraged to visit their child at school however they will be asked to follow the visitor and COVID-19 Guidelines. School appropriate dress and behavior is expected. Disruptive parents and unauthorized visitors will be asked to leave campus immediately. If necessary, police escort will be requested.