

L. I. Wilder Elementary



STUDENT & PARENT HANDBOOK 2018 – 2019

CAMPUS VISION STATEMENT

To empower students to achieve success as respectful citizens of society who are equipped with skills to pursue personal and educational growth.

LIW CORE BELIEFS

- We believe students will achieve high academic and behavioral standards when provided engaging and authentic learning.
- We believe parents expect to be welcomed and involved, and that students will be challenged in a safe, diverse, and positive environment.
- We believe teachers will inspire each student to become a life-long learner.
- We believe campus leaders create a culture of support, trust, and personal growth.
- We believe as a community, we embrace diversity and provide opportunities for community partnerships.
- We believe the central office provides the foundation to equip staff with resources in a supportive environment so that each student has the opportunity to thrive.
- We believe the Board of Trustees engages the community to create an environment where excellence is prioritized to ensure each student reaches his or her maximum potential.

CAMPUS MISSION STATEMENT

Wilder Elementary is dedicated to creating a culture of learning through a combined effort with the community, parents, students, and staff that fosters critical thinking, leadership, and engagement in a safe environment.

CAMPUS PLEDGE

We are...
Independent
Learners
Dedicated
Enthusiastic and
Respectful

LEADERSHIP TEAM AND OFFICE STAFF

Principal.....	Stacie VanLoenen
Assistant Principal.....	Melissa Compton
Counselor	Ashlee Gulley
Advanced Academics Specialist.....	Torey McCord
GT/Dual Language Specialist.....	Irving Peralta
Literacy Instructional Specialist.....	Pooja Schroff-barr
Math Instructional Specialist.....	Ralph Presley
Nurse.....	Shana Priddy
Secretary.....	Alma Gonzalez
Registrar.....	Taylor Mai
Receptionist.....	Carolyn Johnson
Telephone.....	281-245-3090
Fax.....	713-340-0694

ARRIVAL AND DISMISSAL PROCEDURES

The regular school day for K-5 is from **8:00a.m. - 3:25p.m.** Students arriving after **8:00 a.m.** are counted tardy. PreK times are 8:00-11:00 and 12:25-3:25.

The front doors open at **7:15 each day** and supervision is provided by staff members **in the front entryway.** **The cafeteria doors do not open until 7:30 each day.** **At 7:30 students are directed from the entry hall to their grade level pod area where staff is on duty to supervise them until they are dismissed to their classrooms.**

Students should report to these areas upon arrival each morning. **Children should not arrive at school before 7:15 a.m. No one is on duty to provide supervision before this time.**

Students can be dropped off at either the **front entrance** or the **cafeteria entrance**, whichever location is most convenient for your family, beginning at 7:30.

**Breakfast is served each day from 7:15-7:50. Students eating breakfast will be sent to their pod areas once they have finished eating.*

We ask that parents not walk students to their classrooms after the first two days of school. The trip to the classroom gives students time to transition mentally from home to the school setting, enabling them to engage immediately in learning activities planned to begin at 8:00 a.m.

To help ensure that all students make it safely to their classrooms each day, we will not allow parents and visitors to check in between 7:50 and 8:05 each morning.

The school day ends at 3:25 p.m. each day, but we begin preparing for dismissal and transitioning to our dismissal locations at 3:10.

Car Riders – Parents will receive car rider tags to hang on the rearview mirror. All families will receive the first car tag free of charge. There will be a \$2.00 charge for additional and replacement car tags. Students will be called to their cars during dismissal using their tag number/color. Car riders are defined as children whose parents remain in the car throughout the drop off and pick-up procedures. Please do not park or drop off from the street. Car traffic is heavy and unpredictable at dismissal time, making it very unsafe.

- **Car Rider Arrival...** Supervision for car riders coming into the building begins at 7:15 a.m. at the front entrance and 7:30 a.m. at the cafeteria entrance. Please do not drop off students earlier than 7:15 a.m. Beginning at 7:30, car riders coming from the east side of Wilder should drop students off using the front drive (Regents Bay) at the front entrance. Car riders coming from the west side of Wilder should drop students off using the side drive (Kingsley) at the cafeteria doors. Prior to 7:30, all car riders should be dropped off at the front entrance.
- **Car Rider Dismissal...** The dismissal of car riders begins at 3:25 p.m. Students with last names A-M will be dismissed in the front drive. Students with last names N-Z will be dismissed in the side drive by the cafeteria doors. If your family has children with multiple last names, all of your children will be dismissed according to the last name of the youngest child. Car rider tags must be visible until your child has loaded into the car. If a car does not have a car rider tag, parents will need to report to the front office to show their driver's license and sign students out.

KYKS (Keeping Your Kids Safe): Beginning this year, we will be using a new dismissal system for our walkers/bike riders and daycare/bus riders. Parents who register with the KYKS System at the beginning of the year, will receive a text when their walker/bike rider is released to go home or when their daycare/bus rider loads the bus to go home.

Walkers/Bike Riders – Walkers and bike riders are defined as children who walk/ride their bike to and from school property and home. Walkers and bike riders are to stay on the sidewalks at all times and should only cross the street where a crossing guard is located. Parents should not park across the street from the school and have students walk to the cars. This could result in a ticket from the police. ***All walkers and bike riders will be required to have a signed Walker Waiver form on file with the school.***

- **Walker/Bike Rider Arrival...** Students eating breakfast should arrive between 7:15 and 7:45 a.m. Bike riders are encouraged to lock their bikes to the bike rack. All walkers and bike riders should enter the building through the front entrance.
- **Walker/Bike Rider Dismissal...** Kingsley walkers and bike riders will exit from the west side of the building. Regents Bay walkers and bike riders will exit from the east side of the building. Parents who wish to meet their children are asked to wait in the grassy areas closer to the crosswalks (crossing guards), and then are to walk with the children off the school property. All walkers and bike riders will be released whether parents are or are not meeting their children.

Day Care – Day care vans drop off and pick up students on the cafeteria side drive.

Bus Transportation – The opportunity to ride an Alvin school bus is a privilege and certain expectations for appropriate conduct are designated to ensure the safety of all the students. Parents will be notified of any student who does not follow the bus rules. Students are allowed to ride their regular bus only. They may not ride home with a friend.

CHANGES IN TRANSPORTATION

It is extremely important to our staff that all students are dismissed safely each and every day. Frequently changing modes of dismissal transportation can cause confusion for children. **Emergency** situations do arise which may require a change in how students go home. If a transportation change needs to be made, **please send a written and signed note explaining how you want your child to go home.** Only in an emergency situation, we will accept a phone call. Please contact the front office no later than 2:45 p.m. If last minute changes are made by the same family on a regular basis, the parents will be contacted by a campus administrator.

DURING SCHOOL HOURS

Students at school may not leave the campus or grounds unless authorized by the office. Parents or their designee must check in at the receptionist's desk to pick up their child during the regular school day. Proof of identification must be presented, and the parent must sign the student out before the child will be released. Anyone picking up a student (other than parent) must be listed on the student's information/emergency card. *(Except for emergencies or extenuating circumstances, students should remain in class for the entire day.)*

EARLY PICK-UP

Please help us make dismissal time safe for all our students. So that we can monitor all children more carefully, parents who must pick up their child early for after school doctor's appointment, etc., should do so by 2:45 p.m. Thank you for your cooperation!

PICKING UP STUDENTS

If someone other than the parent is to pick up your child, the person's name must be listed in Skyward and they must show identification. If the person's name is not on the registration card, the parent or guardian will be called to approve dismissal of the student to the individual.

SEVERE WEATHER DISMISSAL PROCEDURES

On days when it is raining heavily and/or there is thunder and lightning at dismissal time, all walkers/bike riders will remain inside the building to ensure their safety until they are picked up by a parent or the severe weather dies down. On these days please make alternate plans for how your child will get home and call the front office to let us know how your child will be going home. Every effort will be made to send an email/text to parents letting them know that we will be following our severe weather dismissal procedures, giving parents time to make the necessary arrangements. On these rare occasions, dismissal might run a little slower than normal. Please be patient as we ensure safety for all involved.

ATTENDANCE

Section 25.095 of the attendance law (SB 1432) passed by the Texas Legislature states that the school district is required to notify parents of the following:

A school district shall notify students' parents in writing at the beginning of the school year that if the student is absent from school 10 or more days or parts of days within a six-month period in the same school year or three or more days or parts of days within a four-week period

- 1. the student's parent is subject to prosecution under Sec. 25.093 (Parent Contributing to Truancy) and*
- 2. the student is subject to prosecution under Sec. 25.094 (Failure to Attend School)*

Texas Compulsory Attendance Law requires students to be in attendance the full instructional time class is offered unless a valid excuse is provided. Students in K-12 must be in attendance 90% of class time in order to receive credit. *Texas law accommodates a child who is absent from school part of the day because of an appointment with a health care provider. A child is counted present if he begins or completes the school day and provides the school with a signed note from the health care professional.)* **Your child's instructional time is valuable so please make appointments afterschool when at all possible.**

Upon the child's return to school after an absence, a written excuse signed and dated by the parent/legal guardian is required within 3 days or the absence will be considered unexcused. You must include the child's legal name, date(s) and reason for absence(s). Absences will be excused for the following reasons: illness, attendance at a funeral/weddings of a family member, legal appearances (documentation required). Family emergencies will be considered on a case by case basis when the reason for the emergency is included in the written excuse. All excuse notes are used to document absences and become part of the child's attendance record. A phone call from the parent may be accepted, but the district reserves the right to require a written note.

The campus will document in its attendance records for the student whether the absence is considered by the district to be excused or unexcused. Please note that, unless the absence is for a statutorily allowed reason under compulsory attendance laws, the district is not required to excuse any absence, even if the parent provides a note explaining the absence. ***Alvin ISD requires written documentation for absences, parental notes not to exceed 5.***

Students arriving after 8:00 a.m. are counted as tardy.

Students will receive awards at the end of the year for perfect attendance and excellent attendance. To qualify for the **perfect attendance** award, students must have zero absences and no more than 4 tardies. To qualify for the **excellent attendance** award, students must have no more than two absences and no more than 4 tardies for the year. If a student is tardy with a doctor's note, they are counted present for the day. If a student is absent for the whole day with a doctor's note, they will not qualify for the perfect attendance award.

Please help by making your child's education a top priority by building a habit of daily attendance.

CAFETERIA

Breakfast and lunch are served in the Wilder cafeteria on each school day.

- Breakfast 7:15 a.m. - 7:50 a.m.
- Lunch 10:30 a.m. - 1:10p.m.

Meals may be purchased in advance for breakfast and/or lunch, or students may pay for their meals on a daily cash basis. Meal prices are as follows:

Breakfast	(Student) \$1.25	(Reduced) \$.30	(Visitor) \$2.00
Lunch	(Student) \$2.25	(Reduced) \$.40	(Visitor) \$4.00

When paying in advance, parents may purchase directly from the cafeteria manager, send the cash/check in an envelope with the child (upon arrival at school, the child should take the envelope directly to the cafeteria manager) or online at www.schoolcafe.com. *Students who do not bring a lunch or money will be allowed to call their parents from the classroom. If parents cannot be reached the student will be allowed to charge one breakfast and one lunch. Once this limit is reached, the cafeteria will continue to allow charging until all attempts at reaching the student's guardians have failed. At that time, students will be served an alternate meal.*

You may monitor your child's meal account online at www.schoolcafe.com. Just log-on and register your child using their PIN number. You can register to receive low balance email reminders and set restrictions if you find that your student is spending too much.

Feel free to contact: Child Nutrition Department at 281-245-2277 or Schoolcafe Customer Support at 1-855-729-2328.

Things to REMEMBER:

24 Hour processing: Sometimes it takes up to 24 hours to process a payment and have it reflect in your child's balance. Don't panic if you cannot see it right away. The funds will be available by the next day.

Auto E-mail Alerts: This feature sends an e-mail alert when your child's account falls below a preset limit. It is our recommendation to set the limit at \$10. Please make sure your date limits are not expired from the previous year.

Balance notices are sent home weekly for any student who has a negative balance. We also realize that sometimes the notices may not make it home. You may always keep track of your child's meal account by using www.schoolcafe.com.

Behavior Expectations: Wilder Elementary students and staff are committed to creating a safe and respectful environment for all. We take pride in our cafeteria and work together to make it a clean and enjoyable environment. Our behavior expectations include:

1. Walking only
2. Keep hands, feet, and objects to self
3. Stay in your seat. Students will use signals to show that they need water or restroom.
4. Do not share your food, play with your food, or touch other's food

5. Use VOICE LEVEL 2 (or below) while talking to your friends in the cafeteria.
6. Show respect to self, others, and property
7. Keep your area clean
8. Follow the cafeteria dismissal procedures

Visitors: We welcome lunch visitors at Wilder. Visitors can sit with their child on the stage or at the round center tables. We ask that visitors not take other students with them from the class table. We also ask that you refrain from buying/giving food to a student that is not your child for safety reasons and that you refrain from taking photos or videos of students that are not your child. Please say your goodbyes at the cafeteria doors. The students are expected to wait quietly for their teacher to pick them up once they have been dismissed from the table.

CAMPUS BEHAVIOR EXPECTATIONS

The purpose of the discipline management plan is to ensure a safe, orderly, constructive learning environment for all students at Wilder. To ensure this, we have created school-wide expectations. We expect all students to contribute to a safe and respectful learning environment. The school has authority and control over a student during the regular school day and while going to and from school on district transportation. This jurisdiction includes any activity, during the school day on school grounds, and attendance at any school related activity.

Behavior Expectations:

- 1 – Listen and follow directions
- 2 – Keep hands, feet, and objects to self
- 3 – Be respectful
- 4 – Be safe
- 5 – Follow Social Contract

If your child chooses to break an expectation, he/she will receive a conduct mark indicating that expectation and the location. All students will receive two verbal warnings before a conduct mark is given. Their conduct grade is a direct reflection of their daily behavior.

Consequences:

Conduct Mark
Note/Call Home
Parent Conference
Office Referral

*Severe disruptions will result in an automatic office referral.

Your child's conduct/behavior calendar will be sent home daily. Please review the calendar and return it daily. Each week your child will receive a letter grade for their conduct that week. Please sign the conduct sheet each Thursday and return it the following day.

CLINIC

EMERGENCY FIRST AID CARE

Any treatment given at school is limited to first aid. When a student becomes ill or is injured at school, parents or guardians are notified. If they cannot be reached and the situation requires medical attention beyond our resources, the family physician is contacted for instruction. If no physician has been named by the parents/guardians, it may be necessary to send the student to a hospital emergency service for needed care until the parents/guardians can be reached. Parents/guardians are responsible for emergency care costs.

Parents should supply the school with information concerning special health problems as well as how they may be reached and the family physician's name and phone number. The name of a nearby friend or relative should also be provided in case the school is unable to reach parents. **Please keep the school informed of any work or home phone number changes.**

MEDICATION DISBURSEMENT

When possible, all medication should be given by the parents at home. However, some medication will be dispensed according to the following guidelines:

- Written permission and specific directions for administration of medication are required. Directions must include the student's name, date, and name of the medication, dosage, and time administered.
 - A physician's authorization form must be signed by the physician or dentist and parent if a medication is to be administered for longer than ten (10) consecutive days.
 - Over-the-counter medication and other prescription medication may be administered for a period of no longer than ten (10) consecutive days, provided signed permission has been provided by the parent or guardian.
- All medication must be provided by the parent in the **original container**.
- All medication must be brought to the clinic **on arrival to school**.
- The student should not carry on him/herself nor administer to him/herself any medication, including cough drops.
- The school nurse will supervise the storing and dispensing of medication.
- Field Trip Medication: Long-term prescription medication will be given on a field trip provided the parent understands the following:
 - Long term medications will be given by another staff member during the field trip. The nurse does not attend field trips. One dose of your child's medication will be sent with the designated staff member in a properly labeled container from the pharmacy where the prescription is filled. This must be supplied to the school nurse prior to the day of the field trip. If a separate container is not supplied than the nurse will send all the medication in the bottle from the clinic.
 - The parent may elect not to have the child receive medication on a field trip.
 - The parent may attend the field trip and administer medication to their child.
- Every effort will be made to give medication as close to the specified time as possible. However, students often forget medication or there are emergencies in the clinic. The nurse will make sure that medication is administered within ½ hour of the scheduled time. This is standard for hospitals and other facilities where medications are administered.
- **In order to assure the safe delivery to school of controlled medications, the parent should deliver these medications directly to the nurse.** However, if this is impossible; the parent must adhere to the following:
 - The parent must bring the original prescription container to school initially.
 - When the medication container is empty, it will be sent home with the student.
 - A note will also be sent home for the parent to fill out and send back to the nurse with the medication.
 - The parent should count out how much medication they are sending in the bottle, fill in the medication name and amount and sign the form.
- If the dosage of the student's medication is changed, a new physician's authorization form must be signed. This applies also to any new medications. These forms are available in the nurse's office.
- Food supplements will not be given during school hours.
- Medication orders may only be received from physician's licensed in **Texas**. Medications from foreign countries, including Mexico, will not be given at school.
- Only medications that has been approved by the FDA will be given at school.
- At the end of the school year, all medication must picked up by the parent in the nurse's office. Any medication left in the nurse's office will be destroyed.

WHEN TO KEEP YOUR CHILD AT HOME

To comply with new stricter guidelines from the Texas Administrative Code and the Department of State Health Services, a student must stay home, or be sent home, from school for:

- Conjunctivitis (pink eye).
- Diarrhea – a student must stay home until diarrhea free for 24 hours without the use of diarrhea suppressing medications.

- Fever – a student with a temperature of 100.0 F (37.8 C) or higher must stay home until fever free for 24 hours without the use of fever-reducing medication.

In the best interest of your child and his/her classmates, your child should also remain at home for the following conditions:

- Uncontrolled asthma or diabetes.
- Vomiting.
- An undiagnosed rash.

The school is required to report contagious diseases or illnesses to the Texas Department of State Health Services. All students returning to school following a disease, infection or injury will be cleared through the school nurse before returning to school.

CLOSED CAMPUS DAYS

During the school year, our campus will participate in various district and state assessments. In an effort to prepare our students for testing and to maintain a secure testing environment, we will close our campus to visitors on these days. Closed campus days will be communicated with parents via weekly eNews, as well as signs placed on the front doors on closed campus days. We appreciate your support as we try to provide our students with a quiet and secure testing environment.

COMPLAINTS/CONCERNS

If you have a concern or a problem involving your child, please schedule a conference to discuss your concerns with the teacher. If the outcome of the conference with the teacher is not satisfactorily resolved, you may request a conference with a campus administrator. In most cases a conversation with your child’s teacher can clear up any questions or concerns you might have.

CONFERENCES

The teacher’s work day is from 7:45 – 3:45. To schedule a conference with your child’s teacher, please call the office at 281-245-3090 and a message will be given to the requested teacher. Conferences can also be scheduled with teachers via email. **Please do not go directly to the classroom for a conference without an appointment.** *Note: Each teacher has an email account that can be used to contact him/her. Please keep in mind that while teachers check mail daily, there are only certain times in their schedules (ie: conference period, lunch, before/after school) in which they do so. Therefore, responses to email may not be immediate. **Teachers will respond within 24 hours of initial contact.** If an important conversation needs to take place, parents should contact the teacher to arrange for a conference.*

DRESS CODE POLICY OVERVIEW

The following is a brief overview of the student dress code for Alvin ISD. Its content highlights key components of our district policy for informational purposes. Please refer to our district website, www.alvinist.net, to view the policy in its entirety.

Shirts

- Any collared shirt/blouse
- T-shirts and other pull-over tops
- Sweatshirts/sweater
- May be worn tucked or untucked

Students are prohibited from wearing shirts/blouses that:

- Are oversized or immodestly undersized
- Depict or reference alcohol, drugs, tobacco, weapons, nudity, gang affiliation, death, violence, vulgar or obscene language or images, and/or insults to race, religion, gender, or ethnicity, or other emblems or writing that may be expected to cause a material or substantial disruption of, or interference with, normal school operations.

- Sheer or see-through clothing is prohibited.
- Undershirts, blouses or clothing that exposes the midriff when the arms are raised are prohibited.
- Tube tops or halter tops are prohibited.
- Sleeveless shirts are prohibited.

Jeans/Slacks/Shorts/Dresses/Jumpers/Skirts

- Color – any solid colored or school appropriate patterned * slacks and shorts will be allowed.
- Any solid colored or school appropriate patterned * jeans may be worn. Jeans must be appropriately sized, fitting at the waist; no holes or frays allowed.
- Any solid colored or school appropriate patterned * jean shorts may be worn. Shorts must be appropriately sized, fitting at the waist; no holes or frays allowed.
- Solid colored or school appropriate patterned * dresses, skorts, skirts and jumpers may be worn. Dresses, skorts, skirts and jumpers must be appropriately sized and must be worn no shorter than slightly above the knee. Dresses must have sleeves or a shirt or jacket with sleeves must be worn with the dress. Dresses are not required to have a collar but the neckline of the dress must be school appropriate. Primary/Elementary students must wear shorts, leggings or cartwheel shorts underneath dresses and skirts
- Tights/leggings of any school appropriate pattern*, may be worn under a school dress code regulation length skirt, dress, skorts or shorts.
- No athletic shorts, skirts, dresses or pants.
- Size - No oversized items. Baggy, saggy garments will not be acceptable. Pants, skorts, skirts or shorts must be worn at the waist. Tight-fitting slacks, skirts, skinny jeans, skorts, or shorts are not acceptable.
- Hems - May not be frayed or cut. Pants cut on the inseam must be hemmed. Hems of shorts, skorts, culottes, skirts, or dresses will be no shorter than slightly above of the kneecap.
- No sweat pants, wind pants, leather or spandex of any color are allowed.
- Pants or shorts with oversized pockets are not acceptable.

Shoes

- Backless shoes, flip-flops/thongs, or shoes with wheels may not be worn to school. Students may wear shoes with school appropriate socks or tights.

Appropriate patterns include, but are not limited to, stripes, plaids, polka dots or repetitive prints (excluding printed words and phrases)

Throughout the school year we will have many fun dress up days and UBU days. A UBU day is a day where the students can wear clothes that “show who they are.” On these days, student dress must remain school appropriate.

EARLY DISMISSAL DAYS

There are two early dismissal days on the district calendar. Due to the shortened instructional day, we will use an alternate schedule on these days. All activities including lunch and teacher conference times will be adjusted. Dates for early dismissal days are located on the district calendar. On early dismissal days all Kindergarten through Fifth Grade students will attend school from 8:00 am – 12:30 pm. If your child will have alternate transportation on early dismissal days, please ensure that this is communicated to the teacher.

ELECTRONIC DEVICES and BYOD

Students are not allowed to use electronic/telecommunication devices during the instructional day, unless their teacher has designated it a BYOD (Bring Your Own Device) day. Devices must not be visible and must remain turned off unless they are being used for approved instruction purposes (BYOD). Devices must remain off and in the student’s backpack before and after school, even on BYOD days. District employees will confiscate a device when in violation of the student handbook provisions. The device will only be released to the parent/guardian.

END OF YEAR AWARDS

At the end of each school year we recognize our students for their accomplishments throughout the year. Students have the opportunity to earn the following awards if they meet the criteria. Students will also receive awards for special programs/events that they are involved in throughout the year.

Perfect Attendance Award: To qualify for the perfect attendance award, students must have zero absences and no more than 4 tardies. (Grades K-5)

Excellent Attendance Award: To qualify for the excellent attendance award, students must have no more than two absences and no more than 4 tardies for the year. (Grades K-5)

All “A” Honor Roll: To qualify for the All “A” Honor Roll award, students must have an A (90-100) average in all contents, each grading period. (Grades 1-5)

A/B Honor Roll: To qualify for the A/B Honor Roll award, students must have all A (90-100) averages, with only one B (80-89) average in one content for the entire school year. (Grades 1-5)

Citizenship Award: To qualify for the Citizenship Award, students must have an E in conduct for each grading period, including specials conduct grades. (Grades K-5)

Principal’s Award: To qualify for the Principal’s Award, students must have all “A”’s in all contents all year long, as well as all E’s in conduct, including specials. Students must also have 0 office referrals for the entire year. (Grades 1-5)

Reading Award: To qualify for this award, students must be reading above grade level (2+ levels). (Grades 1-2)

PARENT TEACHER ORGANIZATION (PTO)

We encourage all parents and staff to join the PTO. Membership is \$15.00 per family per year. PTO is a great way to get involved and get to know other Wilder parents.

PARTIES & STUDENT BIRTHDAYS

We love to celebrate our students’ birthdays (or ½ birthdays) at Wilder. Each morning we announce the birthdays for that day and those students come to the office for a treat. Students are welcome to bring store bought birthday treats, along with a bottle of water or juice, to share with their class on their birthday or half birthday. Please make sure that what you bring comes in individual portions that can be distributed easily. Birthday treats will be dropped off at the front desk with the child’s name and the teacher’s name. No parent will be allowed down to the room, as this is not a party, but an acknowledgement of the student’s birthday. The teacher will distribute these to the students at recess or at the end of the school day, to minimize the amount of instructional time lost.

Three school parties are authorized during the year – Christmas, Valentines & End of the Year. Teachers will work with their room parent to organize these parties and will ask for items to be donated for each party.

We ask that birthday party invitations not be distributed in class. The only exceptions to this rule are if there is an invitation for every child in that classroom or for all the girls or all the boys.

SAFETY DRILLS

As part of our commitment to the safety of your children, we periodically have emergency drills at Wilder. Please note that during safety drills no one (other than emergency personnel) is allowed to enter the building. At least one fire drill is scheduled each month. In addition, the following drills will be held throughout the year to help prepare students and staff.

IN AN EMERGENCY WHEN YOU HEAR IT. DO IT.

LOCKOUT! Get inside. Lock outside doors.

STUDENTS

Return inside
Business as usual

TEACHER

Bring everyone indoors
Lock outside doors
Increase situational awareness
Business as usual
Take attendance



LOCKDOWN! Locks, lights, out of sight.

STUDENTS

Move away from sight
Maintain silence
Do not open the door

TEACHER

Lock interior doors
Turn out the lights
Move away from sight
Do not open the door
Maintain silence
Take attendance



EVACUATE! To the announced location.

STUDENTS

Bring your phone
Leave your stuff behind
Follow instructions

TEACHER

Lead evacuation to location
Take attendance
Notify if missing, extra or injured students



SHELTER! Hazard and safety strategy.

STUDENTS

Hazard	Safety Strategy
Tornado	Evacuate to shelter area
Hazmat	Seal the room
Earthquake	Drop, cover and hold
Tsunami	Get to high ground

TEACHER

Lead safety strategy
Take attendance



HOLD! In your classroom. Clear the halls.

STUDENTS

Remain in the classroom until
the "All Clear" is announced

TEACHER

Close and lock classroom door
Business as usual
Take attendance



STANDARD
RESPONSE PROTOCOL
EXTENDED

TEXAS STATE
TEXAS SCHOOLS SAFETY CENTERS

i love u guys.
FOUNDATION

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It is important to keep your contact information current in Skyward. We will utilize this system to send out texts, calls, and/or emails regarding important weather and drill information to our families.

SAFETY

To maintain security and the safety of our school, **ALL** parents, visitors, and guests must enter through the front doors and sign in at the reception desk located in the front entrance of the school. Visitors are required to present a valid Texas ID. ID's will be scanned through the V-Soft Security System and a badge will be printed with the visitor name and destination. The name badge must be worn at all times when on campus. IDs will be held in the front office while visitors remain in the building. As visitors exit the building, they will report to the front office to leave their visitor badge. At that time their ID will be returned to them.

For safety reasons, parents driving their children to and from school are requested to load and unload them using **one single lane of traffic** in both car rider lines. In the event of severe weather (i.e. heavy rain, thunder, & lightning), please call the school and provide alternative transportation home for all students who walk or ride their bikes to and from school. To facilitate the flow of traffic, cars are not allowed to make left turns out of either drive during arrival and dismissal times. *Students being picked up as car riders should have a visible car tag (provided by the school) with the student's color and number. Please keep the car tag displayed in the window until your child has loaded into the vehicle.

Crossing guards are stationed at the main intersection of Kingsley and Regents Bay as well as at the base of the front drive from 7:15-8:00. Crossing guards are also stationed in these locations at dismissal to assist us in safely crossing all of our walkers and bike riders. Please be cautious as you drive past any of our cross walks to ensure the safety of our students and our crossing guards.

Any student riding his bicycle to school should secure it in the bike racks at the front of the school. The school is not responsible for damage or theft.

STAAR (State of Texas Assessments of Academic Readiness) TESTING DAYS

The STAAR Program begins in Grade 3. Students will be assessed in the following subjects:

Grade 3: Math & Reading

Grade 4: Math, Reading & Writing

Grade 5: Math, Reading & Science

In order to comply with TEA guidelines & ensure test security & confidentiality, Wilder Elementary will not allow visitors on these testing days.

To best prepare our students for these testing days, our students take STAAR Simulations (SIMs). No visitors will be allowed on designated SIM testing days. These dates will be communicated in advance through eNews, and Peek of the Week newsletters, as well as on the front doors on closed campus days.

STUDENT PHONE USE

Students may use the telephone during the school day to call about transportation, lunch, or lunch money. Students may not call for library books, homework, or BYOD devices.

SUPPLIES

Each child is responsible for furnishing his own dispensable school supplies which vary from grade to grade. The school supply list for each grade level is posted on the Wilder Elementary website. Teachers ask that you not label all of your child's school supplies at the beginning of the year, as some are used as community supplies.

THURSDAY FOLDERS

Thursday has been designated as the day that all student work, office memos, campus and district level information, and other important messages will be sent home. Please check and read over the material and sign and return all necessary items to school. Your prompt attention will be greatly appreciated.

VALUABLES AND PERSONAL ITEMS

Please label your child's belongings (jackets, coats, lunch kits etc.) with a permanent marker. A **lost and found** is located in the cafeteria. Valuable items such as glasses or jewelry will be turned in to the school receptionist.

The school is not responsible for students' personal property. Students should not bring large amounts of money or valuables to school. In addition, they should leave their toys, electronics, and playthings at home to avoid items being lost or broken. Items such as bats, hard balls, guns of any type, knives, and other toys that might inflict pain or injury to another student or to an adult will be confiscated if brought to school and students will be disciplined according to the District Student Code of Conduct when applicable.

VISITING OUR CAMPUS

You are always welcome to visit the school. To ensure the safety of every student, visitors are required to use the main entrance to enter and exit the school.

*Visitors must sign in between 7:15 a.m. and 4:00 p.m. with proper picture ID to get a visitor's pass.

*Visitors must display the school pass on the top left or right area of their shirt while in the building.

Visitors in the school building without a visitor's badge should expect to be approached and questioned. These guidelines are designed to assist us in providing a safe and orderly school environment. We strongly encourage parent involvement and participation in the school and in our programs. These measures are intended to ensure the safety and security of the school community, not to limit parent involvement in our school.

Visits to individual classrooms during instructional time are permitted only with advanced approval of the principal/assistant principal and the teacher and only so long as their duration or frequency does not interfere with the delivery of instruction or disrupt the normal school environment. Even if the visit is approved prior to the visitor's arrival, the individual must check in at the front office. They will then be asked to sign an observation form before they are escorted to the room they will be observing.

WITHDRAWALS

The parent or guardian must notify the school when the child is being withdrawn. All textbooks and library books must be returned and all records must be cleared before student withdrawal papers can be released.

WHOM TO CONTACT

For questions or concerns, please contact the following staff member:

Questions or Concerns	Staff Member to Contact
Registration, Enrollment, Attendance	Taylor Mai, Registrar tmai@alvinisd.net
Discipline, Behavior	Contact Your Child's Teacher First Melissa Compton, Assistant Principal mcompton@alvinisd.net
Special Education	Contact Your Child's Case Manager If they do not have a Case Manager, contact the following:
Academic	Ubah Burns, Diagnostician uburns@alvinisd.net
Behavior	Elise Nelson, Licensed Specialist in School Psychology elnelson@alvinisd.net
Dyslexia	Sarah Salazar, Dyslexia Specialist sjsalazar@alvinisd.net
Speech	Salome Philip, Speech Pathologist sphilip@alvinisd.net
504, Bullying, Social/Emotional Concerns	Ashlee Gulley, 504 Coordinator agulley@alvinisd.net
Health	Shanna Priddy, Nurse spriddy@alvinisd.net
GT	Torey McCord, Advanced Academics Specialist tmccord@alvinisd.net Irving Peralta, GT/Dual Language Specialist iperalta@alvinisd.net
Dual Language	Irving Peralta, GT/Dual Language Specialist iperalta@alvinisd.net
Fundraiser, School Spirit Shirts, Pictures	Alma Gonzalez, Secretary agonzalez2@alvinisd.net
Food Service	Katherine Ossi, Cafeteria Manager kossi@alvinisd.net
Yearbooks, PTO Membership, PTO Spirit Shirts, Fun Run, Carnival	l.i.wilderpto@gmail.com



Should I go straight to the principal?

It's always frustrating when your child struggles or has an issue at school. In these cases, it's natural to want to get as much done as you can and to get it done as quickly as you can. Unfortunately, going directly to the principal is usually not the best way to accomplish your goals. Schools have processes in place that are designed to resolve issues for children and for parents. Working within those processes is usually the best course of action. That does not, however, mean you can't take an active role in making sure things change if they're not going well for your child. Here are some things to try before reaching out to the principal.

1. Talk with your child's teacher. The first step to getting anything changed is to speak directly with your child's teacher. When requesting an appointment, it's good to have thought through the clearest way to explain what's not going well for your child. Is the difficulty mostly with academic skills? Is it a social skills issue? Difficulty with organization? The more direct and clear you can be about your child's difficulties, the better.

2. Bring documentation. It helps to go into a meeting with something on paper. Collect examples of the kinds of work that is most challenging for your child. Keep track of how much time he spends on homework. Make a list of what he's forgotten at school or at home recently. Bring a log of problematic social interactions so you can show the teacher the most recent entries. If you show these kinds of concrete examples, it will be easier to partner with your child's teacher and develop a plan to make things better for your child.

Your child spends most of the day with their teacher, so cooperation can play a key role in helping to make your child more effective in the classroom. That's why it's so important that parents and teacher work together to help our children succeed..

If you truly can't get anywhere with the teacher, it's appropriate to ask to speak with the assistant principal or principal. Prepare for this meeting by organizing all of the information you've discussed with the teacher. It's helpful to include the dates of your meetings as well as your phone calls and emails with the teacher. The administrator will want to know when you attempted to work with the teacher to address the issues.

Working together with the school is always the best way to resolve any issue your child may be having. When the school and home connection is a strong one, student success is inevitable.