Wilchester Elementary School

2011-2012
Parent Information Handbook

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Houston, Texas 77079
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Dear Wilchester Parent/Guardian,

Welcome to Wilchester Elementary, an exemplary school that is committed to educating the "whole child." We strive to provide challenging academic content in a safe and nurturing environment. As well, we focus on character and social/emotional development with out students. Our success is built on the strong belief that through parent and staff collaboration, we can meet the needs of all of out learners.

We strive to instill a life long love for learning, so that each child will benefit from an innovative and inspiring education. Each day our students develop and enhance their skills in problem solving and critical thinking. The faculty and staff are driven to excellence by their desire to stay current with the best practices for learning and the implementation of instructional strategies that make learning come alive for the students.

This is a special year for Wilchester as we move into a brand new facility! There will be many changes happening on campus as we move into our new building. I ask for your patience and flexibility as changes to procedures arise.

If you should have any questions, comments or suggestions, please contact me at anytime. I look forward to getting to know you and working alongside you.

Your Partner for a Successful Year,

Rian Evans
Principal

ARRIVAL / ABSENCE / ATTENDANCE

ARRIVAL TIME

All students should arrive between 7:30am and 8:00am. Please do not bring or send children to school before 7:30 am as there is no available supervision. Students will be directed to go to the cafeteria where they will be supervised until they are released to class at 7:50am.

TARDINESS

Arrival after 8:00am is considered tardy. Your child will need to report to the main office and should have a note from his/her parents stating why he/she is tardy, or you may walk them into school.

STUDENT ABSENCES

State guidelines require close monitoring of student attendance. State compulsory law requires that a student must be in attendance 90% of the time the class meets.

Wilchester Elementary has maintained an "exemplary" rating from the state for not only high scores in academic areas, but attendance as well. Our yearly attendance percentage has yet to fall below 97%, and it is the goal of our school and district to continue this outstanding record in "exemplary" rating.

Parents play a significant role in monitoring their child's attendance, making sure he/she is attending school. When a student receives 3 unexcused absences within a for four week period or 10 unexcused absences within a 6 month period a letter will be sent home notifying the parent a referral has been made by the SBISD Truancy Officer to the Harris County District Attorney's Office.

SCHOOL NOTIFICATION

Please contact the school by 9:00am if your child will be absent for the day. If you do not notify the school, an automated messenger will contact you. Please be sure to send a note with your child the day they return outlining the reason for their absence.

DOCTOR APPOINTMENTS

Please make all doctor appointments after 9:05am, if possible. If your child must go to the doctor during any part of the instructional day, please request a note from the doctor to be given to the attendance clerk upon your child's return. Your child will receive an excused absence once a note is received.

RETURNING TO SCHOOL FOLLOWING AN ABSENCE

Students must bring a note from his/her parent stating date(s) and reason for the absence. If the note is not received within three days of the students return, the student's absence will be considered unexcused.

MISSED ASSIGNMENTS

As is detailed in SBISD Board Policy EIAB (Local):
Students shall be expected to make up assignments and tests after absences (excused and unexcused). Teachers shall not prepare work ahead of time for students to take on family trips. The work missed on a family trip shall be made up AFTER any excused or unexcused absences. Students in grades 2-5 shall receive a zero for any assignment or test not made up within the allotted time, unless prior approval is given by the Principal or designee. Students shall be permitted to take tests administered in any class missed because of absence. As well, the teacher will assign the student make-up work based on the instructional objectives for the subject or course and the needs of the individual student. A student (or parent of the student) shall be responsible for obtaining and completing the make-up work in a satisfactory manner and within the time specified by the teacher. All work missed shall receive one day of make-up time for each day absent. However, for six days of absence, make-up work shall be done in five days after the return to school, unless prior approval is given by the Principal or designee. Teachers may assign a late penalty to any project turned in after the due date in accordance with previously established guidelines approved by the Principal and disseminated to students.

EMERGENCY PROCEDURES

In the event of an emergency, the school will contact you through a Principal's "call out" as well as other communication platforms available to us at the time. Staff will be on hand and will stay as long as necessary until all students have been reunited with their respective parent/guardian.

As with all other times, parents will need to report to the main office if they wish to pick up their student(s). Students will only be released to their own parent/guardian through the main office.

Inclement Weather - This determination will be made by the Principal. In this rare event, we will send a call-out by phone alerting parents/guardians. All walkers and bike riders not picked up by the parent or guardian will be placed on the bus and sent home for their own personal safety.

SCHOOL/OFFICE VISITATION GUIDELINES

All parents and visitors are welcome to the campus and must sign the daily log and obtain a visitor's badge in the officer prior to going to any area of the school. VISITORS WILL NEED TO BRING THEIR DRIVERS LICENSE TO THE OFFICE TO RECEIVE A BADGE. Your ID will be scanned and run through a database that is managed in consortium with the SBISB Police Department. This database ensures that all of our visitors are accounted for and are safe to be with kids.

We have two large changes to our safety plan this year. All visitors will be leaving their driver's license with the receptionist when they check in. This is to ensure that we know who is in the building in the case of an extreme emergency. Also, parents will need to verify an appointment with a specific teacher to enter the building during instructional time. For parents coming to have lunch with their students, they will leave their IDs in the office as well.

If you plan to pick up your child prior to the end of the day, we ask that you send a note to the teacher. This will allow them to notify the main office as well as prepare for your child's early departure. Parents may not go to the classroom to pick up their children and should allow 10 to 15 minutes for the children to pack up and arrive at the office. Students will not be released from class to wait for a parent in the front office prior to the parent arriving.

All messages or items forgotten by your child (eg. lunch money, books, jackets, etc.) should be brought to the main office. The staff will be responsible for delivering those items in a timely manner.

Birthday Invitations and Snacks – Please do not send birthday party invitations to school. Invitations should be mailed through the postal service or delivered directly to the student's home. In addition, please do not distribute these items on school property before or after school. You will need to coordinate ahead of time with your child's teacher regarding the appropriateness and timing of birthday snacks. In accordance with district policy, birthday celebrations and snacks will need to happen outside of the lunch period.

CLASSROOM VOLUNTEER GUIDELINES

Volunteers will need to check in at the front office each time they come onto campus.

If you would like to volunteer in school or as a chaperone on field trips, you will need to be cleared by the district office first. Please inquire in the main office regarding this process.

Volunteers are respectfully asked to maintain a professional attitude concerning discussion of individual students outside the classroom.

Parent and community volunteers assist in the classroom at the discretion of the classroom teacher for the purpose of facilitating specifically planned instructional activities.

STUDENT RECOGNITION

Academic Recognition/Honor Roll

Principal's Honor Roll – a student must make all "A's" in all academic areas and achieve at least an "S" in work habits/performance/conduct in 9-week grading period. The content areas considered are: Math, Science, Social Studies, and the Composite Language Arts grade. Students are eligible for this honor each of the four marking periods.

A/B Honor Roll
This recognition will be for students who earn all "A's" and "B's." The student will need to earn at least an "S" in work habits/performance in a 9-week grading period. The content areas considered are: Math, Science, Social Studies, and the Composite Language Arts grade. Students will be eligible for this honor each of the four marking periods.

COMMUNICATION OF STUDENT ACADEMIC PROGRESS

Weekly Communication
All parents are encouraged to access the PTA website on a weekly basis. As well, Tuesday Folder is posted to our campus webpage weekly on Tuesdays. This will be the primary location for information about campus events and community opportunities. All grade level teachers will also communicate through newsletters and email.

Reporting Progress in the 9-Week Grading Cycle (4 total)
Pre-K & Kinder Teacher Conferences – teacher conferences will be offered in the fall and spring.

Progress Reports – All students in grades 1st – 5th will receive an "Academic Progress Report" midway through each 9-week grading cycle.

Report Cards – All students in grades 1st – 5th will receive Report Cards at the end of each 9 week grading cycle. Kindergarten will receive a Report Card beginning at the end of the 2nd 9 weeks.

DISCIPLINE CODE

In an effort to maintain an exemplary learning community and to help students to make good choices, accept responsibility, and develop interpersonal skills, we have developed a code for discipline that is based upon the life skill, "Respect". We believe in respect for self, respect for peers, respect for adults, and respect for property.

Expectations
The SBISD Student Code of Conduct will be thoroughly discussed and explained to all students. All expectations will be clear to students and parents. Irresponsible, disrespectful behavior will be considered an infraction of the SBISD Student Code of Conduct and will have an appropriate consequence. The faculty, staff, and parents of Wilchester Elementary will have the same high expectations for themselves.

DRESS CODE

We believe that dressing appropriately at school enhancers the learning environment. Students are expected to follow the SBISD and Wilchester Dress Code Guidelines.

SBISD Dress Code Guidelines
Clothing should be neat and clean.
Shoes or sandals must be worn. Tennis shoes are required for participation in Health Fitness.
Clothing or grooming that in the Principal's judgment may cause disruption or interference with normal school operations is prohibited.
Clothing with obscene or distasteful slogans or that advertises tobacco, alcoholic beverages, drugs, or "gang insignias" is prohibited.
Pants must be worn above the hip bone and with a belt if needed.
Caps, bandanas, and colored beads may not be worn at school.

Research shows that when students are "dressed for success and tucked in for business" productivity and quality of work increases. Please support your students in dressing for success by ensuring they follow these guidelines.

Wilchester Dress Code Guidelines
Students can wear shorts or skirts but they must be at least fingertip length.
Tennis shoes must be worn on days attending Health Fitness.
Students may not wear caps or hats except on special days.
Students may not wear spaghetti straps.

Parents will be notified and asked to bring a change of clothes to school if their student is dressed in a manner contrary to the SBISD or Wilchester Dress Code Guidelines.

CAFETERIA ETIQUETTE/CONDUCT

The following rules apply to all children in the cafeteria:

All students should walk quietly in the serving line and speak softly at the table.
Keep hands, feet and objects to yourself.
They will only be allowed to eat their own food and not other's food.
Use appropriate dining manners and clean up after yourself.
Raise their hand for assistance while remaining seated with feet on the floor.
Wait to be dismissed following the table and floor inspection.

LUNCH VISITATION GUIDELINES
Please sign-in at the office and wear a WCE Visitor Badge before you meet your child in the Cafeteria. A parent table is provided for you to eat at with your child. No classmates will be allowed to eat with your child.

GRADE LEVEL	LUNCH
PREK	10:45-11:15
Kinder	11:10-11:40
1st	11:40-12:10
2nd	12:30-1:00
3rd	12:00-12:30
4th	10:55-11:25
5th	11:30-12:00

LUNCH MONEY
Students may pay for their lunch by the day, week or month. Please make checks payable to SBISD and include your child's number.
Lunches $1.60 (Includes milk)
Milk 50 Cents

CLINIC

Wilchester is fortunate to have a Nurse's Office that is staffed full-time every day. The clinic handles all medical situations that arise at school and administers all medications given to the children.

VISION EXAM AND HEARING TEST
It is important for all children to have a thorough eye exam by a certified/licensed professional to ensure that eye strength and movement are adequate to become a strong reader and learner. Hearing exams are also important, especially if a child has had frequent ear infections. Hearing, speech, and language development are directly related. The vision and hearing tests are given yearly to all students. Parents will be notified if any of these tests are not within the normal range.

DISPENSING OF MEDICATION AT SCHOOL
Non-Prescription Medication – The Nurse's office has a "Health Services - Parent Statement for Administration of Non-Prescription Medication" form that a parent or guardian must complete and return to the nurse with the non-prescription medication in its original container.
Prescription Medicine – The Nurse can only dispense prescription medicine at school with a signed "Health Services – Physician's Statement for Administration of Prescription Medication" completed by the child's physician.

DROP-OFF / PICK-UP PROCEDURES

ARRIVAL / DISMISSAL
At the beginning of the year, parents will complete a Transportation Form stating how their child will get to and from school (eg. bus, bike, etc). The school will abide by the parents' choice from that point forward. If on occasion your child needs to go home via a different mode of transportation, the parent will have to send a note to the teacher or call the main office by 10 am.

Email, though convenient, is not a reliable way for parents to communicate a change in dismissal plans as the staff is often too busy during the school day to read their messages. For safety reasons, children will not be allowed to ride the bus to a friend's house except in an emergency. In the case of an emergency, the parent should contact the front office.

MORNING DROP-OFF
Students should not arrive at school before 7:30 am, due to a lack of supervision.
Upon arrival, all students are to go to the cafeteria where they will be supervised until they are released to class at 7:50am. No child may go to class prior to 7:50am without teacher permission.

CARPOOL LINE
All parents will approach the school heading north on Yorkchester and circulate counter-clockwise around the main staff parking lot for drop-off. Beginning at 7:45am, teachers will be available to assist in unloading students from their vehicles. Do not drop off on St. Mary's or Glenchester as we cannot provide supervision for your children at these locations.

PARENT WALK-IN
Parents are welcome to park and walk their students in the first week of school. However, we currently do not have a dedicated parking zone for parents.

AFTERNOON PICK-UP (beginning at 3:00pm)

CARPOOL LINE
All parents will approach the school heading north on Yorkchester and circulate counter-clockwise around the main staff parking lot go pick-up. Car riders will be held in the library and called for as parents arrive.

LATE BUS ARRIVALS
In the event that a bus has not arrived at the regular time after school, students will continue to be supervised until an alternate bus is assigned or until the regular bus arrives. Parents wishing to pick their child up instead of waiting for the bus may call the office and a staff member will inform the bus duty staff not to put the child on the bus. A parent can only make arrangements for their own child and not friends.

WALKER/BIKERS
Students will be escorted to the west end of the sidewalk adjacent to the front entrance of the school to meet their parents.