



Carl Wanke Elementary School

10419 Old Prue Road • San Antonio, TX 78249 • PH (210) 397-6700 • FX (210) 257-4340

2023-2024

Student - Parent Handbook

Mission and Vision Statement

At Wanke Elementary we create opportunities for every student to be a global leader.

Wanke Wolves...

Learn from my choices

Embrace challenges

Achieve growth

Do what's right

Dear Wanke Families,

Welcome to Carl Wanke Elementary! We are a Leader in Me Lighthouse Campus!

This campus handbook is a supplement to the NISD Student-Parent Handbook and is written to address campus-specific procedures. Please take the time to read through this information and mark your calendars.

As the 2023-2024 school year begins, know that every member of the Wanke staff is dedicated to making this a productive and enjoyable year for your child. With your support and interest in your child's education, we will work together to create Leaders.

Claudia Sanchez, Principal

Samantha Weissler, Associate Principal

Dr. John M. Craft, NISD Superintendent

Important Dates and Times

First Day of School: August 28, 2023

Last Day of School: June 6, 2024

School day 7:45a.m. - 3:00pm

Office Hours 7:00a.m. – 3:30 pm (M- F)

Student Holidays

September - 4

October - 9

November - 7

November - 20-24

December - 18 - January 1

January 2

January 15

March 11-15

March 29

April 26

May 27

Early Release

January 24

February 14

April 10

May 15

Wanke Policies and Procedures

First Week of School

Students in ECC, ECSE, Pre-K, Kinder and Special Education may have parents drop off at the designated meeting point inside the building through the first week of school only. Students in second through fifth grade, we ask that parents drop off their students in the front car line or at the school entrance. Please do not follow your children to the classroom. Wanke staff will be there to greet students and assist them to their classrooms.

Communication From School

Important school information will come home electronically and be located in a variety of locations. Information will be located on the school website at <https://www.nisd.net/wanke> and limited information will also be posted on the marquee due to spacing constraints. The campus may also send important campus information via School Messenger (home phone, text, and email message). Upcoming events will also be shared through our school newsletter. Be sure to register for School Messenger through Home Access Center (HAC) and follow us on Twitter @NISDWanke. Check your email often for the most up to date information from our school and teachers.

Appointments

Please schedule appointments and other activities away from school hours. Parents who are planning to check students out for medical appointments, etc. during the school day, should make contact with the classroom teacher. Parents will go to the front office to check out the student. The children will be called to the office upon your arrival. Children will not be released to parents without identification. If a student misses instruction due to early pick-up, it will be considered a partial day absence.

Attendance, Tardies, and Make Up Work

The School Messenger System will call you when your child is absent the day of the absence. We will also ask you the reason for the absence. When your child is absent, parents must send a note or email to the teacher upon his/her return with the student's name, reason for absence, and the date of the absence. These excuses can also be emailed to our attendance secretary directly at amanda.urias@nisd.net. All excuses must be turned in within three days or the absence will be considered unexcused. Illness, death in the family, and family emergencies are all considered excused absences. All religious holidays are considered to be excused as long as the parent sends a note of explanation within three days of the absence. Teachers keep a record of all absences electronically. Wanke will accept six excused absences with a parent note per school year. All six excused absences must come from a doctor or other medical professional. A student's parent will be notified and will receive an *Attendance Warning Notice* if the student has been absent without excuse for three days or parts of days within a four-week period. The notice will serve as a notification of absences, explanation of the attendance policies and procedures, and notification of the State's Compulsory Attendance Law.

When requesting make-up work for students who are absent, please call before 8:30 a.m. on the second day of absence. The teacher will send materials to the office. Parents may pick up the materials after 3:00 p.m. Please do not request makeup work unless the student will be out more than one day.

All students are expected to be in class by 7:40 a.m. to prepare for their instructional day which will start promptly at 7:45 a.m.. Students entering class after 7:45 a.m. will be considered tardy. It is

suggested that students who will have breakfast at school arrive no later than 7:15 a.m., to ensure they are in class by 7:40 a.m. Teachers will keep an electronic record of dates for tardies. Children arriving after 8:00 a.m. must go to the office to be signed in by their parents and will receive an office tardy slip. Students are not to be dropped off outside by themselves prior to 7:10 a.m. or after 8:00 a.m. as there is no adult supervision. Students arriving after 8:00 a.m. will be escorted to their classroom by the office staff.

Student with Fever Policy

If your child has a fever, district policy requires that they remain at home until they are fever free without medication for 24 hours. The district guideline for exclusion from school is a fever of 100 degrees Fahrenheit or above.

Early Pick-ups

For some of our grade levels, dismissal procedures begin before 2:55 pm. Therefore, students must be signed out prior to 2:40 pm for all early pick-ups. Parents arriving after 2:40 pm will need to wait until the normal dismissal time.

Perfect Attendance

We expect every student to be at school daily, and we strive for 100% school-wide attendance. Students with no absences and/or no tardies will receive recognition during the school year. Students arriving at school after 9:00 a.m. are considered absent unless they have been to a doctor that morning and bring a doctor's note with them upon their return.

Medical Release and Emergency Information

It is required that we have current and up to date emergency information on every student. It is very important that you notify the school when you have a change of; address, telephone number (home, cell or business), or if there is a change in the name and telephone number of the person to be contacted if you are not available. Please be sure to keep your health information updated with our school nurse. Contact the school nurse at 210-397-6700 or at Jodi.Meyer@nisd.net to update all medical information.

Medication

Antibiotics and other short-term medications that have been prescribed by a physician may be administered by appropriate school personnel at school upon written request from a parent or guardian. Medications must be brought to school in the original prescription labeled bottle. Short-term medications are good for two weeks only. Long-term medications may be given only if the special medication form is completed by the attending physician and the medication is brought in a properly labeled prescription bottle. The special medication form must be filled out each school year.

All medication must be taken to the school clinic and will be dispensed from the clinic. (Please call the school nurse at 210-397-6700 for specific details). No over-the-counter medications are allowed at school. This includes but is not restricted to cough drops, aspirin, pain relievers, cough medicine, etc.

In compliance with Texas Administrative Code- Title 25, Part 1, Chapter 97, Subchapter A; the school administrator shall exclude from attendance any child having or suspected of having a communicable condition. With any communicable disease, students must be free for 24 hours of any vomiting, diarrhea or fever, (without any medication to suppress these symptoms). According to Northside ISD Health Services Department an elevated temperature (fever) is defined as 100 degrees Fahrenheit or above. This is stated in the Health Services policy under Exclusion from School for Health Conditions.

Air Quality Alert Days: Northside Independent School District has developed a plan to respond to high concentrations of ground-level ozone when reported in the Bexar County Area. There are generally more Orange Alert Days (August, April, and May) and rarely Red Alert Days (which are most hazardous). Based on the ozone warning level, certain strenuous outdoor activities, such as physical education or recess, will be altered for some or all students. Please be advised that any outdoor field trip that is scheduled on an Orange Alert Day is subject to cancellation.

Discipline and Behavior

Please read the Northside Student-Parent Handbook carefully and become acquainted with the District policies regarding student behavior, student dress, attendance, and other district policies.

Please sign and return all forms in the handbook. These forms will be kept in your child's permanent record folder. Please go over these guidelines with your child; it is important that students understand them. If your child rides the school bus, become very familiar with the guidelines for bus riders as well.

One of the most important requirements of a good learning environment is the appropriate behavior of each student. We believe each child has not only the ability to learn, but also the right to learn in an environment that is free from disruptions and/or threat of harm from other students. Our counselors implement the "Kelso's Choices" program, which teaches students decision-making skills to help them with conflict and resolution. Wanke is a Leader in Me campus. Developing leaders is our mission. We empower students to become responsible for their learning as well as their behavior. Visit the school website and click on the LIM tab for more information.

Weapons, Real or Not

Weapons or items associated with weapons should not be brought to school for any reason. Laser pointers, fireworks/firecrackers, water guns, BB guns, ammunition, or any other item deemed a possible weapon may not be brought to school. Students who bring a weapon(s) to school will receive automatic disciplinary action per NISD policy. See the NISD Student –Parent Handbook for more information.

Morning Routine

Children may begin to arrive at school at 7:10 a.m.. Breakfast begins at 7:10 a.m. and ends at 7:40 a.m. Students arriving between 7:10 a.m. and 7:40 a.m. that need to eat breakfast should go straight to the cafeteria. If your child is eating breakfast in the cafeteria they need to arrive by 7:15 to allow enough time to eat.

Students arriving between 7:10 a.m. and 7:30 a.m. that are not eating breakfast should go to the following areas:

- Pre-K/ECC/ECSE report to the cafeteria.
- Kinder through 5th Grade will report to the hallway outside of their classrooms.

Parent- Teacher Conferences

All parents are required to attend a conference during the first grading period. Parents are encouraged to ask for conferences throughout the school year as questions or concerns arise. A parent or teacher may request conferences at any time during the school year. Conferences should be face-to-face when discipline or behavior problems are persistent or of a serious nature. Conferences should also be face-to-face in the event that there are serious academic concerns. It is to everyone's advantage that you discuss concerns with the teacher first before calling an administrator. If the situation cannot be resolved at that level, feel free to contact an administrator. Parents may not disrupt instructional time (7:45 a.m.-3:00 pm) to talk to the teacher. We ask that you schedule a conference through electronic, written or

verbal communication. The goal of this is to protect all instructional opportunities.

Reading and Math Programs

A Reading Specialist, Math Specialist, and Language Support Teacher are available at Wanke to assist with concerns and/or issues in the area of language arts and reading, language development, and math. In addition to our daily 90 minute reading program and 90 minute math curriculum, our students will have an additional Reading and Math intervention program that allows all students to read at their own instructional reading level and participate in reading/math activities that strengthen their individual skills. The entire staff will provide focused instruction on a daily basis during HOWL Time. You may contact any of our specialists through electronic, verbal or written communication.

Cafeteria Policy (Lunch with your child)

Parents may eat only with their own children, on the assigned Friday, at the visitor tables provided on the stage. Refer to the Wanke Newsletter to know the dates you can eat with your child.

Change in how your child is going home

Please make sure your child's teacher knows how your child will get home each day (riding a school bus, daycare van, or is being picked up by a parent or alternate adult). If you need to change your child's going-home routine please let the teacher and front office know by 10:00 a.m. We want to make sure your child gets to where they need to be. Those families with multiple students at Wanke will need to notify each classroom teacher. Wanke staff members will not change a child's regular way home without notification. Wanke staff will not take the word of the student, regardless of age. Should a late emergency occur, parents must notify the office by calling no later than 2:25 p.m.

Delivering Items to the Classroom

Parents may need to bring items like coats, glasses, lunches, etc. to be delivered to students after 7:45 a.m. Office staff will deliver the items personally to the classroom in a timely manner. This will decrease the number of disruptions to classroom instruction.

Excessive Cafeteria Charges

Students with excessive cafeteria charges will be called on the School Messenger System on a daily basis.

General Student Grooming Guidelines

Students may wear shorts and skirts that are at the mid-thigh. They may not wear cutoffs or exercise/bike shorts. Tights/leggings are only permitted when worn with the appropriate length dress, skirt, or shorts. Skirts must be long enough to reach to the end of your fingertips. Girls may wear shorts under their dresses or skirts for PE classes. Muscle shirts, backless blouses, spaghetti straps, halter-tops, sundresses, see-through garments, cut-off tee shirts, or midriffs may not be worn. All pant items are to be worn at the waist. Students are not allowed to wear jeans with "torn holes". Tight fitting pants (e.g. tights, spandex, bicycle pants) are also prohibited.

Encourage your child to refrain from wearing clothing, jewelry, accessories, etc., that may become disruptive to the learning environment. All clothing must be modest and reflect the importance of education. Clothes may not be significantly oversized. Headwear (hats, caps, bandanas, etc.) may not be worn in the building. Clothing cannot have written derogatory statements that put down self or others. Beer, alcohol, tobacco, drug, or any slogans promoting violence may not be worn including but not limited to WWF, Southpark, etc.

Steel toed boots/shoes, or clothing associated with gang membership is not permissible. A type of athletic shoe is strongly recommended for PE classes. We encourage you not to send your child to school with flip-flops due to safety and health concerns.

Hair must be neat and clean. Hairstyles are not permitted if they cause a major distraction to the learning environment. Refer to the NISD Student-Parent handbook for further information.

Cell Phones

Cell phones are to be turned off and kept in students' backpacks while at school. Upon violation of this policy cell phones will be confiscated by staff and held by administration and may be picked up by parents/guardians only at the school office during regular school hours. This policy will also be in effect while students are on the bus.

Electronic Devices

Electronic devices including but not limited to music devices, video games, and electronic tablets are allowed at school but only for educational use. Upon violation of this policy electronic devices will be confiscated by staff and held by administration and may be picked up only by parents/guardians at the school office during regular school hours.

Toys, Fidget Spinners/Fidget Cubes, Trading Cards, Wheeled Footwear, etc.

The above mentioned and any other non-instructional items that may cause disruptions to the learning environment may not be brought to school unless approved by classroom teachers for special projects/events or specifically listed in the individual student's IEP or 504 plan. Any of the above mentioned items may be confiscated and can be picked up from school by parents only.

Lost and Found

Clothing articles and lunch boxes are kept in the hall near the cafeteria. Small articles such as glasses and jewelry are kept in the office. Children should make an inquiry concerning items as soon as possible if they discover they have a lost item. Please do not allow your child to bring expensive articles of clothing or accessories to school. Coats, caps, sweaters, lunch boxes etc. should be marked with the child's name to facilitate their return to owners in case they are lost. The school is not responsible for students' lost belongings. The school periodically empties out the lost and found and donates the items to other campuses or charities. Parents will be notified via our communication systems a few days prior to this occurring.

Meals at School

Breakfast begins at 7:10 a.m. and ends at 7:35 a.m.. Lunch begins at approximately 10:45 a.m. and ends at approximately 12:50 pm. Lunch times vary according to grade levels. All students are provided a 30 minute lunch. School breakfast and lunch for the 2023-2024 school will be free to all students on campus. Snacks for students will be available for purchase. All prices may be accessed online at www.nisd.net. You may also call the school cafeteria at 210-397-6735.

Parents may eat only with their own children on Fridays, according to the student's last name, at the visitor tables provided on the stage (when not in use). Please sign in at the front office via the Raptor System and wear a Visitor Badge before going to the cafeteria.

Parents may make payments/deposits into student lunch accounts online at www.myschoolbucks.com.

Home Access Center (HAC)

NISD's Home Access Center allows parents to view information regarding their child's grades and attendance at any time throughout the school year. HAC also allows parents to sign up for School Messenger voice, text, and emails directly from the campus as well as cafeteria account information and payments. Here's how to sign up:

1. Go to <https://hac.nisd.net>
2. Follow instructions to create an account for each user.
3. To add students user accounts; click *Add Students* link.
4. You will need your child's student ID number which can be obtained from the school office. The password (PIN) is the first four letters of the student's last name followed by the last four numbers of their social security number.

Sending food items to school

Elementary schools are required to follow nutrition rules established by the Texas Department of Agriculture. Parents may choose the food items sent to school for their own child, but may not send, bring, or purchase food for other students. This limitation also prohibits students from selling food fundraising items to students during the school day or extended school day. These guidelines apply to field trips as well as activities provided during the extended school day with two exceptions: two school parties, and a third special day as designated by the campus principal. Please contact our office for more information regarding designated days.

Birthdays

Parents may send store-bought, individually frosted cupcakes, cookies, or doughnuts only for their child's classroom to recognize their child's birthday (no cakes, ice cream., etc.). As an alternative to food, parents may send an item for each student in the class such as stickers, stationary, pencils, etc. These items should be safe, inexpensive, easy to pass out, and not promote any political, religious, or other slogans/beliefs. School personnel will have the sole discretion as to whether or not the items are appropriate to pass out. It is best to check with your child's teacher in advance.

Balloons, goodie bags, or food items (other than those above) are strictly prohibited. When purchasing cupcakes, be aware that there are a number of students on campus that have food allergies. **Check with your child's teacher before sending cupcakes to school to ensure items sent can be taken to the classroom.** Cupcakes are to be dropped off at the school office and our staff will deliver them to the classrooms near the end of the school day. The cupcakes must not be eaten in the cafeteria and will be passed out to the children at the very end of the school day in order to limit disruption to instructional time. Parents and family members are not allowed to deliver cupcakes to the classroom.

Birthday Invitations

District guidelines state invitations to parties should be passed out to the entire class, or all the boys/all the girls must receive one.

Balloons/Flowers

The delivery of balloons and flowers to students is not permitted. Additionally, we will not send these items home with a child on the school bus.

Parties

Each classroom may have two parties per school year. One may be held on the last day before the holiday break in December. The other date will be discussed and decided at a later time by the school's Lighthouse team. It is critical that teachers coordinate with room parents as a grade level to ensure the party is the same across the grade. Structured activities should be planned.

Field Trips

Field trips must be based on the current curriculum and reflect NISD Standards. Students, staff, and chaperones may not take money for snacks, souvenirs, etc. Teachers may ask parents to chaperone small groups of students, but the teacher is ultimately responsible for all students and should have his/her own group as well. The teacher should keep all of her/his students within eyesight at all times. Volunteers are not allowed to take small groups out of the teacher's sight and direct supervision. All students must return to school and be dismissed as usual. Parents may not take siblings on field trips if they are going as a chaperone. A permission slip must be signed by a parent before a child may attend a field trip. If there is no permission slip signed, the child will not attend the field trip. Phone calls home are not to be made on the day of the trip for permission as per NISD policy. **All chaperones must be cleared through the NISD criminal background check prior to attending a field trip.**

Pets at School

Please do not bring pets (other than service animals) to the Wanke campus unless you have written permission from the campus principal. We have numerous children with a wide variety of allergies, including animal fur and dander. Also, we want to keep our kids safe from possible bites and scratches.

PTA

This year at Wanke we are striving to reach a goal of 100% faculty and parent enrollment! Please fill out the appropriate information and send in your dues. Becoming a member does not commit you to participating in all school events and meetings. You will have the opportunity to volunteer, as you wish, throughout the school year.

School Bus Service

School bus service is made available to many students at Wanke. You are welcome to ask in our office or call the Northside Transportation Office at 210-397-0900 for additional information. Information can also be found at www.nisd.net and clicking on Boundaries and Buses.

Traffic/Dismissal

All parent drop offs and pick-ups will be in the long driveway that is closest to Prue Road. The front driveway is divided into two lanes: the right lane is for student drop off/pick up and the left lane leads into the front parking lot for families wishing to park and enter the school. Students that are dropped off in the mornings will enter the building through the main foyer entrance. Afternoon pick-up will also take place in the front of the school. Students will be escorted to the front sidewalk by staff. Students will be arranged in grade level order. Parents are asked to pull their vehicle as far forward in the driveway as possible according to the number cone they are assigned in the car line. Staff members will be on duty to assist students into their cars. Please stay in your car at all times.

The entrance nearest Bandera is reserved for buses, day care vehicles and staff only. We will have student leaders on patrol and staff on duty each morning and afternoon to assist you with drop offs and pickups beginning at 7:10 a.m. Please observe signs and kindly follow directions from our parking lot patrols.

State law prohibits use of cell phones and other electronic communication devices while driving in the school parking lot.

All drivers are to exhibit patience and good manners as we all strive to keep our kids, community, and staff safe and continue to be good role models for our children. Your help and patience is greatly appreciated!

Children are not allowed to walk across any parking lot without an adult escort. Please do not drop off children from your car before you actually park your vehicle. Our policy is that parents can enter the parking lot, park their vehicle, and escort their children across the crosswalk. Otherwise, you can use the drop off lane and drop off your children to a staff member or safety patrol on duty on the curb from 7:10-7:45 a.m. daily.

Be aware that cars parked on the red curbs need to have a licensed driver behind the wheel at all times. City laws require this and both SAPD and Northside Police will ticket drivers found in violation of this policy. This rule is designed to allow the quick removal of vehicles in case an emergency vehicle (a.m.bulance, fire truck) is needed to help assist in a crisis. Please do not park in the No Parking Areas on Old Prue Road or inside the Avalon subdivision. Do not cross your children or allow them to cross Old Prue unescorted. This is extremely dangerous. While there is a crosswalk, there is no crossing guard due to this being a multi-lane street with very high traffic volume. Please know that we are not trying to inconvenience you. We want your children to arrive safely to school. There is a great deal of non-school related traffic in the morning and afternoons on Old Prue Rd. Most Wanke students are eligible to ride NISD school buses. Call transportation at 210-397-0900 for further information.

Video and Picture Taking

Parents are not to take videos or pictures of any students other than their own child without express written permission from the campus principal or designee and that child's parent.

Visitors

Parents are welcome to come and observe their children in the classrooms. However, prior approval must be granted by the campus principal or his/her designee and a date/time will be scheduled. All visitors must sign in using the Raptor System to obtain a visitor's badge from the school office before going to any classroom, cafeteria, or gymnasium between the hours of 7:10 a.m. - 2:45 p.m. This name tag must be worn at all times while the visitor is in the building and must be visible to staff members.

Volunteers

Wanke staff members know that we cannot do the job at hand without support from volunteers. We invite you to assist teachers and PTA by signing up for various volunteering opportunities that occur during the school year. Volunteers are required to submit and pass a criminal background check before they are able to assist staff with any students. This includes, but is not limited to, tutoring, mentoring, small group work, and field trips. This background check can be located at www.nisd.net. It takes only a few minutes to complete. Wanke administrators can check the list weekly and you may call the school to verify whether or not you have cleared.

Snacks

Snacks will be sold during lunch daily. Students will be allowed to purchase snacks on a daily basis and ice cream will be limited to once a week. Parents may send a healthy snack for their own child only, if they wish to do so. Remember, staff and other adults may not give any form of food or beverage item to students other than their own child during the school day that cannot be purchased in the campus cafeteria.

Supplies

Supply lists are available in the office and on the school's website.

Telephone Use

Students will be allowed to use school telephones for emergencies only. Leaving homework and other school supplies at home is not considered an emergency.

Recycling Programs

Wanke has two recycling programs. You may deposit newspapers, magazines, colored paper, brochures, advertisements, etc., in the two large bins in the parking lot.

Spirit Shirts

Wanke is promoting College Readiness to all of our students. Children are encouraged to wear shirts of their favorite colleges every Monday. We also promote pride in being a Wanke Wolf and encourage children to wear a Wanke school shirt or something in our school colors...Blue and Gold...every Friday!

Insurance

School accident insurance forms will be sent home. Please mark YES or NO and return it with the other items requested for return. A company representative will pick up the envelopes from the office.

Student-Parent Handbooks

Please take time to read the NISD Student-Parent Handbook and the Wanke Student–Parent Handbook and discuss them with your child. Upon registration, you will electronically sign for the handbook to acknowledge that you have read the district and campus policies. We are required to keep these pages in your child's permanent record folder. Please also review the [Northside ISD Administrative Regulation for Acceptable Use on the district website](#). Your child will have access to the District's electronic communications system only if you sign and give your child permission. Students are given access to computers, applications, databases, online resources, and other technology resources for educational purposes.