



# Wolfe Elementary School

502 Addicks Howell Rd.

Houston, Texas 77079

**Phone** (281) 237- 2250

**Fax** (281) 644 -1620

## **General Information:**

**School Mascot** – Star

**School Colors** – Red, White, and Blue

## **WE MISSION STATEMENT**

Katy ISD Career and Technical Education provides students with innovative experiences by aligning theory and application to develop technical and professional knowledge and skills for a successful future.

## **ARRIVAL/ DISMISSAL**

**Regular Daily Schedule:** 8:10 AM – 3:20 PM

**PreK – 5<sup>th</sup> Grade Early Dismissal Time:** 12:20 PM

**7:50 AM** Children will be permitted to enter the building and report to the cafeteria. *Please do not drop your children off prior to 7:45 AM, as there are no staff members on duty at that time.*

**7:50 AM** - First bell rings

**8:10 AM** - Tardy bell rings and instruction begin.

Children are expected to arrive at school on time and are expected to be **in their classroom by 8:10 AM.**

Any child entering the building after 8:10 AM will be considered tardy. **If your child reports to school after the 8:10 AM tardy bell, you must walk your child inside to the front office so that they may be issued a tardy slip before proceeding to class.** Picture ID must be shown in the vestibule before entering the building. This ensures all students' safety are afforded valuable instructional time.

### **Accumulation of Tardies for PreK – 5<sup>th</sup> grade**

Updated 6/6/23

- **5 Tardies** - Teacher phone conference with parent/guardian.
- **10 Tardies** - Attendance clerk will send home copy of tardy policy.
- **15 Tardies** - Parent/Guardian conference with administration.

Students with 5 or more tardies or early release will not be eligible to receive Exemplary Attendance Certificate. Your child's education is very important, and we want to ensure your child is provided a strong educational foundation. Having your child come to school on time sets your child up for success each day.

### **Compulsory Attendance**

Texas requires a child who is at least six years of age, or who is younger than six years of age and has previously been enrolled in first grade, and who has not yet reached his/her 18th birthday to attend school for the entire period the program is offered unless exempt by TEC 25.086. While students are not required to enroll in pre-kindergarten or kindergarten, once enrolled the students are required to attend school. TEC 25.085 and Board Policy FEA (LEGAL).

For more information on attendance, please visit:

<http://www.katyisd.org/dept/campusadmin/Pages/Attendance>

### **BACKPACKS**

Children in Grades Pre-K–5 can use a backpack to carry items to and from school.

### **CHANGES OF TRANSPORTATION**

For safety purposes, any change in the normal transportation of your child must be stated in writing to your child's teacher with a parent/guardian signature, or by an email with a valid driver's license attached to **wecot@katyisd.org**, no later than 2:40 PM

**PHONE CALLS ARE NOT ACCEPTABLE.** This is for the protection of your child. However, faxes are accepted. All faxed transportation changes should be sent to (281) 644-1620 and must include parent name, student name, teacher name, contact number, dates the change is in effect and a photo identification. **Please call the front office at 281-237-2250** to verify that your change of transportation was received.

Staff members cannot permit a student to change his/her mode of transportation without written notification from a parent/guardian. **Phone calls, emails or messages on a teacher's voice mail are not acceptable ways to notify of transportation changes.**

Parents should plan to provide the homeroom teacher with your children's primary mode of transportation home (and rainy-day plan) in writing at the beginning of the school year.

**For the safety and security of our students, parents are unable to pull students out of the car rider line, bus line, off the bus or out of the day care line without reporting to the office first and providing proper identification.**

## **COMMUNICATION**

There are a number of ways the WE staff communicates with our families. Each week students will bring home **Wednesday folders** containing graded papers and any pertinent memos and flyers. Please sign and return the folder the following day. In order to keep you informed about academic and behavioral progress, student work and messages are sent home via this folder. Please review the folder contents each week. The Communication Folder will also contain WE and Katy ISD correspondence. Parents should always discuss classroom academic or behavioral problems with the teacher before contacting the principal. This can alleviate confusion or misunderstanding. In most instances, there will be information the teacher can provide for clarity.

Another way we will communicate with families is via **remind**. Remind is a communication platform that helps every student succeed. The communication is in real time on any device. Parents, please make sure to download the Remind: School Communication App on your phone. The school will send out additional information regarding our school code. Other forms of communication include **newsletters** with vital information will be shared with the families through emails and the Wolfe Elementary **Website** to assist families with information in a timely manner. In addition, grade level teachers will have a **Canvas Page**. Canvas is a cloud-based learning management system that makes teaching and learning easier.

## **COUNSELOR**

Wolfe Elementary utilizes the services of a full-time, certified counselor. The counselor has a variety of duties and responsibilities that are directly related to the parent and child. There may be conferences throughout the year involving the teacher and the counselor. Some of the major functions of the counselor:

- Conferencing with teachers, principal, and parents regarding student progress in academic or behavioral areas
- Leading group counseling sessions in the classroom/counselor's office
- Supervising the GT testing program for the school
- Helping to identify and process paperwork for at-risk students using the RTI process
- Conducting parent-study groups on effective parenting
- Conducting counseling sessions with individual children
- Facilitating Character Strong Lessons, which focus on developing character and social emotional skills in students, staff and families.

The counselor is prepared at all times to speak with concerned parents.

**Please call 281-237-2250 to schedule a conference.**

### **DELIVERIES**

In order to minimize interruptions during instructional time, classroom deliveries MUST be received in the front office by 9:30 a.m. each day. Items that may be delivered at this time include snacks, and birthday treats and lunches. Any items dropped off will be delivered to bins in the cafeteria.

Exceptions to this campus procedure include eyeglasses and coats. Eyeglasses will be delivered immediately to the classroom. If there are unexpected weather changes, coats will be delivered throughout the day.

Parents bringing in lunch or lunch money will be checked in through the RAPTOR system and will be asked to take those items to the cafeteria. **Please note this will require you to present a valid identification card that will be scanned into the RAPTOR system.** All homework assignments will be placed in the teacher's mailbox for pick up at the teacher's earliest convenience.

Library books returned to the front office will be delivered to the library by a Wolfe staff member.

All items brought to school for delivery must be labeled with the student's name, grade, and teacher's name.

**Only Wolfe Elementary staff members are permitted to make classroom deliveries.**

**Balloons, flowers, gifts, and party favors, etc.** for students are not to be delivered at school at any time as they can cause a disruption in the classroom. **These items must NOT be sent to school.**

### **DISMISSAL**

**For safety and security reasons, we ask that all afternoon student checkouts be completed by 2:40 PM Children cannot be checked out after 2:40 PM Your cooperation is appreciated.**

All children must leave campus at their class dismissal time in the afternoon. The buses will bring children home promptly. Please encourage your children to think carefully before they leave school for the day so that they will have everything needed for homework and projects. After 3:40pm students will not be allowed to return to their classroom for forgotten items.

We will not allow your child to leave with someone **NOT** listed on your enrollment card without prior written permission from you.

### **EARLY CHECKOUT**

If you plan to check your child out early, we ask that you arrive before 2:40 p.m. (11:40 a.m. on early dismissal days).

**If a student is to leave school during the day, they MUST be signed out through the front office. Students are unable to be called out of the classroom ahead of time;** every instructional minute is crucial to our children's success.

The student will be called from the front office when the parent/guardian comes into the office and signs the student out. **Parents must show proper identification**

**such as a driver's license each time to check out their child.** The student will meet the parent in the front office foyer area.

If a parent/guardian is contacted by the nurse to pick up a child because of an illness, he/she must also come into the front office and sign the student out and show proper identification.



## **EMERGENCY PROCEDURES**

Wolfe Elementary has established routine procedures for all types of emergency situations (fire, tornado/violent storms, intruder, bomb threats, etc.) Parents on campus are expected to participate in the drill as if a real emergency were occurring. If a parent arrives to pick up a student during a drill, the parent must wait for the drill to be completed before the student may be signed out in the office. The office will then call the student from class for dismissal. It is imperative that the school is able to account for all students during a drill/emergency.

During a real emergency involving the school and student body, emergency plans are in place and will be implemented according to the type of emergency. Please do not try to call the school. Parents will be notified as soon as the situation allows. School officials understand parental concerns; however, incoming calls tie up the phones lines and prevent school personnel from reaching emergency agencies and parents in a timely manner.

## **GUARDIANSHIP**

Immediately notify the school of a change in your child's living status (divorce, marriage, death of a parent, change of guardianship, etc. The school counselor may also be contacted if your child might benefit from small group or individual counseling sessions.) **It is necessary to have court documentation on file if one of the natural parents is not allowed visitation/pick-up privileges.**

## **LEAVING CAMPUS DURING THE SCHOOL DAY**

Students are not allowed to go home for lunch. Students needing to leave during the school day for dental/doctor appointments, etc. may not leave school without first checking out through the office.

## **LIBRARY**

The library houses all types of instructional materials and equipment. Children are encouraged to come to the library regularly. Each class is scheduled for

instruction and browsing. Children are also encouraged to participate in the reading incentive programs conducted by the librarian. Students are personally responsible for books checked out of the library.

## **LIBRARY MATERIALS USAGE POLICY**

Katy ISD is pleased that your child will be benefiting from the resources of the district's library media centers. It is the district's library policy to serve patrons with a broad selection of materials to satisfy the informational needs of the students, faculty and community members.

When you sign receipt of the handbook, it is important to understand that you are accepting the responsibility for any materials checked out by your child. If a book is lost or damaged, a replacement fee is required so the material can be replaced by the library media specialist. The damaged item will then be disposed of as per Katy ISD's property disposal procedures. Students are not allowed to keep the damaged items.

Students have unrestricted access to most materials in the library media centers, and the library staff will not restrict the child's choice of library materials. Self-selection is encouraged as we strive to build and develop a love for reading with all our Wolfe Stars. Please familiarize yourself with the materials your child borrows from the library media center. It is the parent's responsibility to determine any restrictions limiting access to materials for his/her child and to discuss those restrictions with the child.

The Katy ISD Library Media Specialists look forward to fostering your child's academic achievement as materials are provided to meet the student's reading and informational needs.

## **LOST AND FOUND**

Please mark all items of clothing, lunch boxes, and supplies with your child's first and last name and possibly the name of his/her homeroom teacher.

This enables us to return lost items to a child. Student property that is not labeled will be placed in the school "Lost and Found." Students and parents are encouraged to periodically look through the "Lost and Found" for missing items. Jewelry, glasses, money, any small items will be placed in the front office. The lost and found is located in the back corner of the gym and is periodically referenced during PE classes. All lost and found items will be donated at the end of the semester.



## **LUNCH VISITORS**

To comply with federal privacy laws, we have a separate **visitor table** in the cafeteria for parents who wish to eat lunch with their child. **Remember to show your ID each time to sign in at the front office and obtain a printed visitor's badge to allow you access to the cafeteria. Due to space and safety concerns, lunch visitors are restricted to parents/ stepparents/ guardians, non-school aged siblings, grandparents (with written permission from parent) and campus mentors per GKC(REGULATION). Visitors do not include aunts, uncles, or neighbors.**

Due to confidentiality issues and to the Family Educational Rights and Privacy Act (FERPA), visitors may not use video recorders, voice recorders or cameras while having lunch with his/her child.

Parents will be allowed to eat lunch with their child after Labor Day. It is important for all Wolfe students to learn lunch procedures and expectations with their class. We appreciate all visitors support with this policy. Parents and/or guardians are only allowed to have lunch with their children and bring food for their family.

## **MANNERS**

At Wolfe Elementary, we are committed to providing a focused learning environment with limited interruptions. Students and guests are expected to use quiet voices, be courteous and to use good manners at all times. Students are expected to respond courteously when they communicate with teachers and staff. Guests are asked to silence all phones upon entering the building.

## **PHOTOGRAPHS/VIDEOGRAPHY**

Due to confidentiality issues and to the Family Educational Rights and Privacy Act (FERPA), visitors may not use video recorders, voice recorders or cameras unless it is a performance open to the public.

Public events are those events occurring when the general public has an opportunity to view students (i.e. outside for field day) or when students are not required to participate (i.e. talent show). If the event is during the instructional day

(i.e. classroom event), students are considered a "captured" audience so directory information and FERPA rules apply. This is true even if parents are invited to observe.

The same rules that apply to parents apply to students. Devices MUST be turned off and not visible at all times during the instructional day, while on school property or during school transportation.

### **PARTIES**

**There are two school parties each year.** There will be one party held during the fall semester and one during the spring semester.

Parents may be asked for assistance in providing food, games or help for the parties. If a parent comes to volunteer we are unable to accommodate younger siblings.

### **PLAYGROUND/SAFETY**

Playground safety rules are frequently reviewed with the children in homerooms and in PE classes. Each child has access to the playground during supervised recess daily for approximately 20 minutes. Safety on the playground is vital. Please remind your children to play safely when at recess. In order to ensure the safety of the children, parents are not allowed at recess with their child.

### **PTO**

Wolfe Elementary PTO will conduct a membership drive at the beginning of the school year. We encourage all parents to join our PTO. The dues are for a one-year membership and set by the PTO Executive Board.

The Wolfe PTO is extremely supportive of our school and this support benefits every Wolfe Elementary student. There will be many opportunities for all parents to become active in PTO functions throughout the year. If you are interested in becoming active in our PTO, please fill out the Volunteer Information Form that is

sent home with your child during the first week of school. Please send it back to your child's homeroom teacher. The more parental involvement in your child's school increases the child's academic success.

### **RAINY DAY PLAN—SEVERE WEATHER CONDITIONS**

There are times in the Houston area when we have severe weather during the school day. When this occurs, many children become quite concerned about how they are to get home. If your child is a walker or bike rider, please instruct your child's teacher in writing as to what your child should do on days when it is raining or there is a severe weather condition.

**The teacher needs to have your child's rainy-day plan in writing by the end of the first week of school.** This is only for walkers and bike riders. Your child's teacher will need a written copy of your "Rainy Day Plan" in order to have a record of what your child is to do on days when the weather conditions warrant dismissal changes. This is very important as severe weather occurs often without warning. Please have a rainy-day plan on file with the teacher rather than try to make a last minute change.

If weather is unsettled at approximately 2:55p.m., a decision will be made as to whether the conditions are safe or unsafe for our students. The principal or assistant principal will alert the staff/campus if we are going to use the "Rainy Day Plan" when there is inclement weather. Children will be told to follow their "Rainy Day Plan" if the following weather conditions exist:

- It is raining hard enough for your child to get wet;
- There is lightning or thunder in the area;
- The Katy area is under a severe weather warning issued by the National Weather Service.

Once a rainy-day plan is called, children must follow their rainy-day plan regardless of weather changes. **It is either a rainy day or a regular day, nothing in between.** If the rain is not a downpour or it is just wet or drizzly, routine dismissal procedures will be followed. **There are NO walkers on Rainy Days.** Safety is our #1 priority so please be aware the weather can change at the last minute.



## **SAFETY PATROL**

The safety patrol is a trained group of fifth grade boys and girls organized to promote safety in and around the school. These students are recognized as leaders of Wolfe. Children in every grade level are expected to obey our safety patrol students.

Wolfe elementary staff will organize, instruct, and maintain the Safety Patrol. Students on the Safety Patrol must maintain satisfactory grades and demonstrate appropriate behavior and work habits. A student who receives a grade below a 70 and/or a "U" under conduct will be suspended until they demonstrate satisfactory improvement. Students receive written guidelines for Safety Patrol when they are selected.

## **SECURITY**

The safety of our students is our #1 priority. To supplement existing security procedures, Katy ISD has added a Visitor Tracking system (Raptor) to our campus. This system logs visitors as they enter and exit the campus, produces visitor badges, and electronically checks all visitors against the federal sex offender database. Every visitor who is not a Katy I.S.D. employee will need to present a driver's license to be scanned by Raptor. No exceptions. **Please make certain that all parties visiting campus bring a valid ID every time.**

## **SELLING ITEMS AT SCHOOL**

Wolfe PTO and/or the Administrative staff are the only entities allowed to sell items at school. All items sold must be through a school sponsored fundraiser.

## **SPECIALTY CLASSES**

All students at Wolfe receive regular instruction in Art, Music, and Physical Education.

Proper attire is especially necessary in Physical Education classes because your child will be moving for much of the class time. Please ensure your child is wearing rubber soled, closed toed shoes for them to be eligible to participate in PE. Sandals, open-toe or open-heel shoes, cleats, high-heels, and shoes with hard soles are not

safe footwear. Students will not be dressing out; therefore, we suggest girls wear shorts under their dresses or skirts during their P.E. time. Students not following these guidelines may not be allowed to fully participate in activities.

Any time a child is unable to participate fully, he/she must have a note from home stating the reason. Students wearing casts, splints, etc., will not be allowed to participate fully.

### **HOUSE LEADERS**

House Leaders gives students in grades 3-5 the opportunity to take on leadership positions and be a part of student government on campus. A representative is selected for each house. These House Leaders are elected by majority vote.

### **STUDENT ID's**

All students K – 5 will be required to wear lanyards with their school ID. The school will purchase the lanyards for all students. The expectation is for students to wear them through the instructional day. The cost for a broken or lost ID is \$3.00. If a student only needs a lanyard replaced the cost is \$1.00.

### **TELECOMMUNICATION DEVICES**

Students who bring cellular phones to school may NOT access the device during the instructional day unless under the direction of the teacher. Devices must be turned off and not visible at all times during the instructional day, while on school property or during school transportation. Students who violate this policy will result in the telecommunication device being confiscated and submitted immediately to office administration which may result in disciplinary consequences.

This also includes the use of earphones/earbuds. Please refer to the District Code of Conduct handbook on Page 18.

### **TESTING/CLOSED CAMPUS DAYS**

Due to security, our campus will be closed to all visitors throughout the school year on testing days. Please check the school calendar for these dates as visitors to the building and lunch visitors will not be allowed on these scheduled testing dates. Thank you for your patience while we try to provide optimal testing conditions for our students.

## **TRANSPORTATION**

Bus Transportation Children are permitted to ride the bus and there is no charge for bus service. Your help will be greatly appreciated in determining the bus your children should ride and the appropriate bus stop. The bus will bring the children to school by 8:10 AM They will leave at dismissal time for a prompt return of the children to their homes. When students are boarding the busses in the afternoon. **NO ONE IS TO REMOVE A CHILD FROM THE BUS OR BUS LINES.**

A student must ride only his/her designated bus unless a note signed by the parent/guardian is sent to the principal for approval.

- **Bus Drive:** The area at the front of the building will be designated as the area for loading and unloading the buses. Students will board and/or exit the buses at the front of the building. Students must abide by the school and Katy ISD bus rules for safety.

## **Car Riders**

Student drop off will begin at **7:50 AM** in the driveway located at the south entrance to the building by the staff parking lot. Cars entering the drop off/pick up line should not cut into the line. Any students who are dropped off before 7:50 AM will not be supervised, please only drop off at 7:50 AM.

WE will provide a transportation tag for parents to use in order for teachers to quickly identify students in the car rider lines. **THESE TAGS ARE MANDATORY AND MUST BE VISIBLE AT ALL TIMES WHILE IN THE CAR RIDER LINE.** Please place this tag in the front window of your vehicle each day when you come to pick up your child. This is for the line caller to see and to expedite the dismissal process. If your student identification tag gets lost or worn, replacements are available in the office for a **charge of \$1.00**. Parents will receive two car rider tags for unexpected car or driver changes. If you do not have a tag when you arrive, you will be asked to report to the front office and present your ID and sign your student out from the front office.

Double parking in the drive will not be allowed. **We ask that you remain in your car and not walk across the drive to pick up your child. This causes added congestion, delays**

**the loading of cars, and poses a safety hazard.** In order to ensure safety of all students  
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**PLEASE DO NOT LEAVE UNATTENDED VEHICLES IN THE PARENT DRIVE. OUR DRIVE IS  
A FIRE ZONE AND VEHICLES PARKED THERE WILL BE TICKETED AND / OR TOWED.**

## **Day Care Transportation**

Day care vans will utilize the driveway located by the front entrance of the building. Please inform the daycare to bring your children between 7:50 am – 8:10 am and to pick up your children promptly at dismissal time (3:20 PM). Please be sure your child's teacher knows which daycare bus your child will be riding. If your child is absent or goes home ill from school during the day, please notify the day care center that your child will not be riding the day care van/ bus. Students who are car riders or day care riders are to be picked up no later than 3:40 p.m. There will be no supervision after 3:40 p.m. for your child.

## **Bikers/Walkers**

The help of every parent is needed to instruct their children on safety when walking or riding a bike to school. If you plan for your children to walk or ride a bike to school, **please walk their route with them several times before you permit them to walk or ride alone.** It is most important that students walk and ride on the sidewalks and cross the street using the crosswalk. When arriving at school, children MUST walk bikes to the bike racks and ensure their bikes are locked securely. This includes parents and/or guardians riding a bike to the campus. **Bicycles may NOT be ridden on school grounds.** Wolfe Elementary is not responsible for lost or stolen bicycles. Your assistance in encouraging safety with your children is appreciated.

Please note dismissal procedures for kindergarten and first grade students only. Every household will be assigned a transportation tag with a specific number. Each household will receive 2 of these tags. Teachers will have number tags to attach to your student's backpack that will match the number on the household tag. During dismissal, kinder and first grade walkers/bikers will be escorted down the front walk to the marquee at the front of the school. Parents and guardians of these students will meet their student at the marquee. The Wolfe staff member on duty will have a roster with names of kinder and first grade walkers/bikers. Wolfe staff will check to ensure the parent or guardian picking up the student has a matching tag to the one that is on the student's backpack. If the parent or guardian does not have their tag, they will be asked to go to the front office to purchase a replacement tag for \$1.00. A photo ID must be shown in order to receive a replacement. Students who are not met by a parent or guardian with a matching tag will be escorted back to the front office.

**Written permission must be provided to the front office ASAP for kinder and first grade siblings to be permitted to walk home with an older WE student. These students' backpack tags will be marked indicating that a note has been provided to the front office.** Parents and guardians may not park on campus to pick up students who have been identified as a walker.

## **Pets/Animals**

Family dogs (leashed or unleashed) are to remain off campus property at all times to prevent a child from becoming fearful or possibly injured. This requirement does not apply to service dogs.

## **TUTORIALS**

Tutorials are provided during the school day and embedded in small group instruction during the content area time.

## **VISITORS/VISITS TO CLASSROOMS**

For security reasons, **ALL** parents and visitors must **present one of the following forms of identification in order to gain access to the campus beyond the front desk: Valid Driver's License; State Issued I.D. Card; Work Visa; Green Card; or Passport.** No visitors will be admitted to the building without one of the above-mentioned items. After proper identification has been approved, visitors will receive a printed picture badge that needs to be worn at **ALL** times. Visitors need to return the printed badge to the front office before leaving the building.

Parents are welcome to visit their children's classrooms **after Labor Day and before the last two (2) weeks of school.** Visits are limited to **30-minutes & must have principal's approval at least 1 day prior to the visit.** During your observation, please do not visit with the students in the classroom or the teacher. If you need to confer with the teacher, you will need to make an appointment for a later time and day when she/he does not have students. We are unable to accommodate other children with you when you visit in the classroom.

**Walking students to their classroom will only be permitted the first day of school and for newly enrolled students.**

**We look forward to having a wonderful school year and thank you in advance for all support that we know you will provide your child and the school. Wolfe Stars Shine Bright in Everything We Do!**