

# Welcome to Jacob's Well Elementary



## Rangers RISE!

### Parent Handbook 2020-21

Welcome to Jacob's Well Elementary! Our current and former students have a wonderful history of success. We believe this is a result of us all working together for the benefit of all students and ensuring that each child is making progress. We are honored to work with your children and to work within the community of Wimberley. This handbook contains helpful information for the families of our Jacob's Well Rangers. Please take some time to read over the following information, as it will assist you throughout the school year. If you have any questions, please contact the JWE office.

**Jacob's Well Elementary (JWE)**  
**(512) 847-5558**                      **FAX (512) 847-6176**  
**3470 FM 2325**  
**Wimberley, TX 78676**

SueAnna Thomas, Principal - [sueanna.thomas@wimberleyisd.net](mailto:sueanna.thomas@wimberleyisd.net)  
Marlayna Zachary, Assistant Principal - [marlayna.zachary@wimberleyisd.net](mailto:marlayna.zachary@wimberleyisd.net)  
Jill Jacobs, Counselor - [jill.jacobs@wimberleyisd.net](mailto:jill.jacobs@wimberleyisd.net)  
Ann Wood, Nurse - [ann.wood@wimberleyisd.net](mailto:ann.wood@wimberleyisd.net)  
Kim Hyde, Administrative Assistant - [kim.hyde@wimberleyisd.net](mailto:kim.hyde@wimberleyisd.net)  
Ana Garcia, Campus Registrar - [ana.garcia@wimberleyisd.net](mailto:ana.garcia@wimberleyisd.net)  
Melissa Ross, Campus Receptionist - [melissa.ross@wimberleyisd.net](mailto:melissa.ross@wimberleyisd.net)

*\*All JWE policies are designed for the sole purpose of keeping students safe and learning. While some procedures and policies may seem frustrating or time-consuming, please keep in mind the overall purpose of keeping our building secure and providing all students with the best opportunity to learn.*

Morning drop-off: 7:15-7:50 am

First Bell: 7:50

Tardy Bell: 7:55

Instructional Day: 7:50 am-3:05 pm

Pick-up Time: 3:00-3:20pm

**Students are not marked tardy if a parent uses the back loop. The back loop closes at 7:45. Attendance is taken each day at 10:30 a.m. Afternoon Pick-up is 3:00-3:20.**

### **Visiting JWE During School Hours**

\*At this time visitors in the building will not be allowed past the front office. Upon entering the building visitors will be screened for Covid 19 symptoms. We ask you to follow the procedures in Wimberley ISD Return to School Plan.

When we are allowed to have visitors in the building, this is the policy we will follow. We are grateful for all the support families show JWE. As you plan a visit to JWE please keep in mind all visitors must present a valid ID to sign in and receive a visitor's sticker in the front office. For security reasons, all exterior doors of the building remain locked throughout the school day. The front door will automatically lock at 7:55. To enter, you must ring the bell located to the right of the front door, show your identification, and speak with the secretary or receptionist. During classroom instructional times, visitors are not allowed in classrooms unless scheduled with the teacher. If you need an item delivered to your child (lunch, books, etc.), please drop the item(s) off at the front office, so that class time is not interrupted for deliveries.

### **Contacting Teachers During School Hours**

Your child's teacher will be working to establish close relationships with students and families throughout the school year. Good communication is essential in this process. Meet-the-Teacher, Parent Information Night, and Parent Conferences are important events so that parents have the information they need about day to day procedures and student performance. These events may look different this year but the intent is the same, to establish lines of communication between JWE and our families. If you need to contact your child's teacher during the school day, please plan to leave a message with the office, a voicemail message, or send an email. **If you need to communicate a change in the way your child is going home, or you have an urgent message that needs immediate attention, please communicate this to the staff member who answers your phone call prior to 2pm.** E-mail, text messages, and voicemail messages are sometimes not checked by staff members until the end of the school day, and can be overlooked if the teacher is absent on that day.

#### **Specials Staff Email:**

Students attend different elective, or specials, classes each day.

Michelle Wilkes- Coach and PE Teacher, [michelle.wilkes@wimberleyisd.net](mailto:michelle.wilkes@wimberleyisd.net)

Myrna Del Bosque -Music Teacher, [myrna.delbosque@wimberleyisd.net](mailto:myrna.delbosque@wimberleyisd.net)

Mary Grace Barbee- Art Teacher, [marygrace.barbee@wimberleyisd.net](mailto:marygrace.barbee@wimberleyisd.net)

Kim Martinez- Computer Instructor, [kimberly.martinez@wimberleyisd.net](mailto:kimberly.martinez@wimberleyisd.net)

Sarah Valkner- Library Instructor, [sarah.valkner@wimberleyisd.net](mailto:sarah.valkner@wimberleyisd.net)

### **Daily Routine at Home Regarding School Information**

Please check your child's backpack **daily** for notes from the school and/or teacher. School-wide flyers and notes will be sent home once a week on Tuesdays. Notes from the teacher may come home more often. Your child may also have homework assignments and/or daily reading assignments that need your signature each evening. Each student will have a folder that travels back and forth between home and school. Your child is learning responsibility through this folder and homework routine. It is beneficial for children to learn responsibility in this manner and it is an expectation. You can use this folder to send notes to your child's teacher whenever necessary. Keeping up with daily backpack checks will help your family stay up-to-date on what's happening at school. We also communicate with parents regularly through email. Emails are sent from your child's teacher and from our office staff to remind you of any upcoming events or concerns. Please make sure we have accurate email information on file. You can also access the district website to find out about dates and events for WISD and JWE at [www.wimberleyisd.net](http://www.wimberleyisd.net).

### **Student Progress Monitoring**

JWE staff members are dedicated to helping all students grow and succeed academically. In order to design instruction to effectively meet each child's needs, teachers must have a thorough awareness of students' most current reading levels and academic progress. The TEKS, Texas Essential Knowledge and Skills which are the state expectations for each grade level, are used to design each grade level's curriculum and assessments. Students are assessed using feedback during small group instruction, feedback during whole group instruction, daily assignments, STAR software, math and reading software, and assessment data from benchmarks and STAAR. Progress monitoring is completed using this data at the end of each 9 week grading period. Formal and

informal assessments are used daily in the classrooms to monitor student academic growth. For students who demonstrate a need for additional support or instruction, we provide small group instruction in classrooms and through intervention support which happens out of the classroom with intervention teachers. Our focus is to ensure that all students are making progress and mastering TEKS at their grade level. Students are placed in Intervention classes based on need.

The state requires that students in grades 3-5 are assessed using the STAAR test. Students in 3<sup>rd</sup> grade take an assessment in reading and math. Students in 4<sup>th</sup> grade take an assessment in reading, math, and writing. Students in 5<sup>th</sup> grade take an assessment in reading, math, and science. \*Our 5<sup>th</sup> grade students must pass their reading and math assessment each year in order to meet grade level requirements and advance to 6<sup>th</sup> grade. \*The requirement of 5th grade students having to pass STAAR to be promoted to 6th grade has been waived by TEA for the 2020-2021 school year. As of now, STAAR will still be given this year. While our students and teachers work very hard to prepare for these assessments and our students historically have done very well, our teachers strive to provide a curriculum that covers the TEKS and is interesting and diverse.

**Intervention** teachers target specific skills to help the student improve in those areas. We offer both reading and math intervention classes during RISE time (Rise to my best) each day for students most in need according to the data listed in the above paragraphs. Intervention teachers are specialists in the area of reading or math and meet with students for about 40-50 minutes two to five times a week for intense instruction in the area of need. This instruction is in addition to small-group and whole group instruction provided by the classroom teacher. We consider ourselves very fortunate to offer this service to our students. Historically, our intervention program has been highly successful when teamed up with our classroom teachers to help students continue to gain a strong foundation that prepares them for success throughout their academic career in WISD.

Jacob's Well Administrators lead a committee called **GIST** (General Intervention Support Team) in which teachers communicate about students' progress and test data. GIST meetings are used to problem-solve and ensure that we are meeting the needs of each learner.

Your child's academic progress will be communicated to you through parent-teacher conferences, progress reports at 4 ½ weeks, report cards at 9 weeks, and STAAR test results. Please look through assignments that are sent home for grades/comments from the teacher. If you have questions or concerns about your child's academic progress, please contact your child's teacher. The number one thing you can do to help your child succeed in school is provide a consistent routine at home where you reinforce skills through homework and READ daily with your child. When you work with your child, you promote good study habits, communicate the importance of school, and help your child develop academic skills.

Parent conferences- If you have questions about how your child is doing, parents are encouraged to schedule a conference with their child's teacher. You can do this at any time but we will also have designated days for each grade level in November. Staying in contact with your child's teacher is important as we work together for your child. \*At this time, parent conferences are scheduled to be conducted by Zoom or other virtual means.

## Traffic and Parking Issues on Campus

Our campus simply does not have enough parking for all 550 students. Because of this situation, we had to develop drop-off and pick-up procedures using loops in the front and back of the campus where parents remain in cars and traffic continues to flow. Waiting in line is never fun and we thank you in advance for your patience and courteous behavior. All procedures become much faster after the first two weeks of school.

**\*Because of the current situation, parents will not be allowed to walk students into the building, including the first two days of school. School personnel will be on site to help students find their classrooms.**

### Morning Car Drop-off and Afternoon Pick-up Procedures

*Please note: It usually takes about 14 days for parents/students to become familiar with these procedures. Experience has shown that once these procedures are followed and implemented, drop-off and pick-up becomes smoother, much more time-efficient, and very safe for the children. \*Tip for avoiding tardiness and traffic- get here between 7:00-7:40. During this time, cars move easily through campus.*

#### Morning car drop-off procedures at JWE:

*Car drop-off times are from 7:00 a.m. to 7:50 a.m. Children are considered tardy at 7:50 a.m. each day.*

#### **When dropping your child off, there are two choices:**

1. Early drop-off using back loop (7:00-7:15)- You must pull into campus and drive through the back loop. Follow the loop behind the school until you reach the covered porch near the cafeteria. Any student may be dropped off here between 7:00-7:15 and traffic will flow freely. If you do not arrive prior to 7:30, YOU MUST WAIT FOR BUSES TO EXIT OUR CAMPUS. The person on duty will signal when it is ok to proceed.
2. Regular drop off using both loops- 3rd grade parents have priority in the front. **If there is space available**, other grades may use the front loop too. If there is traffic, grades 4-5 will drive through the loop that goes behind the school and drop-off students near the cafeteria. Without using the back loop, traffic would be much slower and would back up on RR 2325 which is a dangerous situation. All help with this is appreciated. If you do not arrive prior to 7:30, YOU MUST WAIT FOR BUSES TO EXIT OUR CAMPUS.

Tardy Policy- We do not count students tardy if a parent arrives in the back loop by 7:45. Therefore if you are in the back loop and stuck in traffic for a few minutes, you do not need to worry that your child is tardy. We do not want anyone punished for doing what we ask them to do to help us deal with our traffic. However, all other students will be marked tardy if they enter the building after 7:50. We try to avoid this but there comes a point where we must insist on timeliness. Please remember that 3 tardies or leave earlies count as an unexcused absence.

#### Afternoon car pick-up procedures at JWE:

Car pick-up times are from 3:00-3:25. All children must be picked up by 3:25.

When picking your child up at the end of the school day, parents of 3rd grade students enter the front loop. Parents of students in grades 4-5 enter the back loop. All parents must display their car tag so that we can move things along efficiently.

If you are waiting for a child to come from Blue Hole Primary, they will not arrive until 3:30-3:35. Please pull into the front parking lot and park so that you do not block traffic. You must wait until after buses arrive AND DEPART to pull through the front loop.

### **Bus Procedures**

Buses drop off JWE students each morning at 7:30. We load buses in the afternoon at 3:15. A transportation form must be completed and turned in to the transportation office for a child to ride the bus to or from school. The WISD transportation office phone number is (512) 847-2781. Please call this number for bus information or to handle a bus request. Bus drivers do not allow students on buses who are not regular route riders. If your child is going home with another child, you must call transportation and make that request. These requests are considered based on availability on the bus. Many of our buses are too crowded to add children.

JWE students are expected to maintain the same kind of behavior on the bus that is expected at school. When you register for a bus, you will be given a conduct policy. Students who do not follow the policy guidelines may be suspended from the bus. On-going misconduct can lead to removal of bus privileges. Bus drivers are expected to complete a student bus referral form (Bus Conduct Report) for any misbehaving student for the Assistant Principal to use in deciding corrective actions. Parents will be notified for each bus referral and are expected to assist in correcting the behavior for the safety of all students.

### **Changes in How Your Child Goes Home**

If you need your child sent home in a different way than usual, please send a signed, dated note to your child's teacher. **If the change is last-minute, please call the school office by 2:00** so that our office staff can notify the teacher before the end of the day. If your child's teacher does not receive a note or phone call from a parent indicating a change, they must send your child home in the usual way. Just telling your child is not sufficient as we experience too much confusion when parents rely on simply telling their child.

### **Lunch Procedures**

JWE students can bring lunch from home or purchase a school lunch. The cost of a cafeteria-provided student lunch is \$2.60. WISD uses the [www.lunchmoneynow.com/lmnwim](http://www.lunchmoneynow.com/lmnwim) so that you can set up an electronic account for your child. For more information, look on our district website under child nutrition ([www.wimberleyisd.net](http://www.wimberleyisd.net)), or you can send money with your child to school. Our cafeteria staff members will include it in your child's account. A cafeteria lunch and breakfast menu will be sent home each month and is posted on our website.

**\*Because of the current situation, visitors are not allowed on campus during the school day. The following is the policy we will revert to when we are able. Please refer to the WISD Return to School Plan.**

**\*Please see above about this policy.** Parents/family members are always welcome to have lunch with their child during the designated school lunch period. If you are visiting for lunch, please sign in and receive a

visitor's sticker in the front office. Please wait in the office or in the cafeteria for your child's class to enter the cafeteria. You and your child will be sitting with your child's class.

### **Breakfast Procedures**

Cafeteria-provided breakfast is available everyday at JWE. The cost of a cafeteria-provided student breakfast is \$1.45. Your child may purchase breakfast from their electronic account or with cash. Breakfast is served from 7:15-7:50 each morning. **If your child will be eating breakfast at school, please make sure he/she arrives by 7:40, so that he/she will have enough time to eat breakfast and get to class by 7:55 and avoid being tardy.**

If your child has needed to charge a meal, the cafeteria staff will work to communicate the amount that you owe. This happens at times when a child forgets their lunch money. As a school, we are required to inform you of these charges and remind you until it is paid. It may seem petty to remind someone about a small amount such as \$2.40, but the charges add up when you have 550 students. Thank you for responding to our efforts.

### **Attendance Procedures**

Once a child enrolls in public school, we are required to enforce attendance policies based on state law. These policies are outlined in our district handbook and are for students throughout the district. The following is a summary of the policy in an effort to make JWE parents aware of Wimberley ISD policy and procedures.

Regular attendance at school is essential for each child's learning, and absences from school often disrupt the learning process. Each child's attendance is closely monitored to ensure that he or she is present for at least 90% of the school year's instructional days, and that he or she is arriving to class on time each day, and remaining at school for the entire school day in order to receive credit for the school year (*this includes both excused and unexcused absences*). **This means that if a child misses more than 10% of the school year for any reason, we are required to consider mandatory retention.** This is our reason for sending letters during the year reminding you of the state policy. \*The state is requiring districts to adhere to the 90% rule for all students enrolled whether learning by distance or in-person.

Naturally, if your child is sick, your child should remain at home. We fully support you making sure that your child is healthy enough to return to school. When a student is sick, it is important that a parent sends a note so that the absence can be excused. A note stating the reason for the absence, signed by a parent/guardian or doctor, must be provided **within three days of the child returning to school.** Failure to provide a signed statement within the following three days of the absence will result in the absence being recorded as unexcused. A parent note can excuse up to 3 consecutive days of absence. A physician's note is required to excuse 4 consecutive days of absence or more. Notes may be emailed to [ana.garcia@wimberleyisd.net](mailto:ana.garcia@wimberleyisd.net).

According to state law, it is the parent's duty to monitor their child's absences and follow these attendance procedures. When there are excessive unexcused absences, parents are subject to prosecution under the Texas Education Code (TEC) 25.093 "Contributing to Non-Attendance." This filing with the court can take place after the **fourth unexcused absence within a 4-week time period or if a student is absent from school on 10 or more days or parts of days within a 6 month period of time during the same school year.**

Please be aware that three tardies/leave earlies = 1 unexcused absence. Parents must be very careful about both tardies (tardy bell rings at 7:55) and withdrawing students early during the day (i.e. signing a student out before 3:05). The rules require that students attend all parts of the day.

### **Textbook Information**

**(This information also applies to school library books and guided reading books)**

Non-consumable textbooks can be sent home with students, at teachers' discretion. **Damaged and/or lost textbooks become the financial responsibility of the student's family.**

Textbooks that are sent home should be treated with care by the student, to keep damage to each book at a minimum. If a textbook issued to your child is lost or damaged, the teacher will send home a textbook replacement form, indicating the cost of the textbook and the reason for replacement. The replacement cost usually ranges between \$10 and \$30. Until the lost or damaged textbook is paid for, the student will be provided textbooks for use at school during the school day. The final report card will not be released to the parents until all textbook fines have been paid.

Damaged textbook replacement fines most often occur due to the following:

- Water/liquid damage (any amount requires replacement due to possible mold growth)
- Broken binding
- Ripped/severely creased pages or pages missing from the book
- Writing/coloring on pages that renders the book unusable

Here are some ways to keep textbook damage to a minimum:

- Be careful with food and drinks around books.
- Make sure your child does not carry a water bottle inside the same bag that carries the textbook.
- Monitor siblings and pets around textbooks.
- Encourage your child to treat textbooks as he/she treats library books.
- Have a special place at home where textbooks can be stored and used.

If you notice any damage, or if a textbook becomes lost, please contact your child's teacher. For more information about the district textbook policy, please see the WISD Student/Parent Handbook.

### **Medicines at School**

If your child needs to take medication at school, the medication must be stored in the nurse's office, whether it is prescription or over-the-counter. All medication must be in the **original container**. Only the school nursing staff can administer medication to students. Parents are asked to bring the medication to the front office, along with written directions for administering the medication. When it is time to take the medication home, parents are asked to come to the front office to pick it up. Children will not be allowed to transport the medication to or from home. Children are also not allowed to keep any medication in the classroom including cough drops.

In regard to students returning to school after an illness: Please refer to the WISD Return to School Plan.



### Lice Policy

If you discover that your child has lice, please contact your child's teacher right away. When a teacher identifies that a student in her room has lice, the teacher is required to send the child to the nurse's office. The teacher then needs to conduct a lice check of all students in her classroom. Any time a confirmed lice case has been identified (live bugs, eggs, or nits), the child must report to the nurse's office. If a confirmed case of lice is identified in a classroom, a note will be sent home to all classroom parents.

Once a student has lice and has been seen by the nurse, the nursing staff will design a plan for periodic checks **for that specific student**. The first step of that plan is for the child to go home for treatment. The second step: the school nursing staff provides the parent with information about detecting and treating lice at home. Once a child returns to school after initial treatment, he/she must be checked and cleared by the nurse before going to the classroom. The third step is for the nursing staff to work with the teacher to ensure that periodic checks (once a week) are made for the child. After each of these checks, a note must go home that states what the nurse observed during the check. Periodic checks must continue for **4 weeks**, and the nursing staff will keep a calendar documenting frequency of checks. The purpose of these checks is to ensure that all lice has truly been removed and that leftover eggs have not hatched. Children who are found to still have lice during that 4 week time period must continue to go home for further treatment. At that point, the process of checking starts over as the student must be clear for 4 consecutive weeks.

### Dress Code

- Please make sure your child's shorts have at least a three-inch inseam.
- No dresses or tops with spaghetti straps are permitted unless covered by a sweater, jacket, or shirt. Straps on sleeveless tops must be at least two inches in width. Shoes with wheels/rollers are not permitted at school.
- **JWE students are required to wear or bring shoes suitable for PE/recess every day.**
- Because students have physical activity daily, either in PE or on the playground, it is suggested that shorts are worn under dresses.
- Please be aware that the district dress code addresses hairstyles, as well. Any hairstyle that is considered to be an excessive distraction at school will not be permitted. **Mohawk hairstyles (a strip of hair down the center of the head) are not permitted on any campus. Unnatural hair colors are also not permitted for our students.** Hats/caps/sunglasses should not be worn inside the building unless it is a scheduled school spirit day (i.e. Red Ribbon Week Hat Day).

For more information about the district dress code, please see the WISD Student/Parent Handbook.

### Holiday Parties and Birthday Celebrations

We are allowed to have 3 class parties per year based on the Foods of Minimal Nutritional Value Rules. Here are our parties for students:

Winter Holiday Party—in December

Valentine Party— in February

End-of-Year Party—in May

If you would like to help with these celebrations, please contact the room parent or classroom teacher. If you would like to send treats for your child's class to celebrate your child's birthday, please touch base with the

classroom teacher and plan to drop the treats off in the school office on the day of the celebration. Students' birthdays are celebrated with treats in the classrooms **after** lunch. Birthday treats cannot be served in the cafeteria during lunch times. *To protect our students with food allergies, please check with your child's teacher for suggestions.*

### **Field Trips and Parent Background Checks**

Parent background checks are necessary for any parent/guardian who wants to attend a field trip or work with small groups of students on campus under a teacher's direction. These background checks must be done every school year. Background check forms can be picked up and turned in to Kim Hyde in the Jacob's Well front office. It is advisable to complete your parent background check form well in advance of a field trip or activity so there is enough time to process the form (at least 2 weeks in advance). Note: Parents/family members/guardians may attend class parties, parent nights, awards assemblies, lunch visits, and school-wide events without completing background checks. Parents are allowed to take children home with them after a field trip. Parents must sign the child out with the teacher so that the teacher is aware and knows the child is safe. Children may not ride home from a field trip with another child's parent.

### **Jacob's Well PTO**

We are fortunate to have an active, dedicated Parent Teacher Organization on our campus. Our PTO hosts several fundraising events each school year. These fundraisers have funded many wonderful things at JWE, such as classroom materials and the shade structure on the playground. Our PTO members support our school goals and our staff, and help create a wonderful learning environment for all students. Please consider joining and becoming active in the JWE PTO, as there is always a need for active participants. Please watch for notes coming home from the JWE PTO about upcoming events.

### **Counseling Services**

Jill Jacobs is our wonderful school counselor. She works hard to support our campus in a variety of ways. She coordinates GT testing for students. She is a consultant for behavior plans and participates in problem-solving through the GIST process. Mrs. Jacobs leads groups for newcomers and small group counseling, classroom guidance lessons, and also conducts crisis counseling for students who might need extra support during a crisis. For students in need of long-term services, Jill assists families in finding outside services that will meet their needs. Mrs. Jacobs also works in classrooms to help students be proactive and use their Texan Tools. She is a wonderful educator and counselor and we appreciate the support she provides our students and staff.

### **Character Education**

Our school promotes positive character traits and making positive choices on a daily basis. Each nine weeks, students are provided instruction about various positive character traits. Staff members recognize students who are demonstrating positive character traits and write what they have done on RISE Tickets. Students place tickets in a bucket in the office. Each morning during announcements, the Principal draws 5-6 tickets and reads what positive things the children have done to earn their tickets. After announcements, students come to the office for a small prize. We will cover respect, kindness, patience, honesty, courage, helpfulness, service, responsibility, self-control, diligence, and confidence throughout the year.

JWE's anti bullying program begins with classroom discussions and instruction about the Texan Tools. The Texan Tools are conflict resolution steps to help children avoid or deal with bullying. These lessons are followed by our school counselor visiting with each classroom for guidance lessons to reinforce concepts. Posters are posted and daily reminders about our school rules are made over the announcements. Small group counseling is also used to help students develop good social skills.

### **Enrichment Activities**

We continue to challenge ourselves to provide more enrichment activities for students. Some of these activities take place during school and some of them are optional projects for students to work on at home. Flyers with very specific details are sent home about each of these activities. Flyers will come home in your child's folder.

We offer various clubs for our students including Run Club, Chess Club, Garden Club, and Sunshine Club. All of these clubs have been very popular and help promote leadership, responsibility, and self-esteem for our students.

In addition, we have a **Student Council**. Our Student Council works on various service projects throughout the year and it is a great opportunity for students to learn about leadership. During November, interested students may run for office. We will hold a school-wide election and elected students will serve on our Student Council.

### **GT Testing/Program**

Testing for the WISD Gifted and Talented Program is offered each school year for our students. All GT nominations need to be made **by the end of November for this school year**. GT testing will begin thereafter. To nominate a student for our GT program, please contact your child's teacher for the nomination forms. Students who qualify for the GT program after testing receive 45 minutes of pull-out services each week with a GT teacher.

### **Facility-Use Policy**

If you are interested in using the school building for club/organization meetings, please contact the central office at the WISD Administration Building (512-847-2414) or Katherine King to check for building availability and acquire necessary reservation forms and pay applicable fees.

### **Technology Information**

The district maintains computers, Smart boards and Chromebooks in our classrooms. WISD uses safety software and filters to help us ensure that students are only able to access appropriate sites and content while using devices at school. In addition, staff members are required to monitor student use and students are required to use devices as instructed.

### **Accelerated Reading Program**

All students participate in a reading program called Accelerated Reader. It is a program used to encourage and ensure that students are practicing their reading skills. It is **not** a reading instruction program, but reinforces reading by promoting practice. Students' reading levels are assessed using STAR software at the beginning of

each 9 week grading period. Student goals are set by classroom teachers based on student reading levels. Each goal is considered reasonable and promotes practice. To reach reading goals, students read books and take comprehension quizzes over books they have read. As students do well on quizzes, they earn points toward their reading goal. Students who reach reading goals are invited to attend AR reward parties. If a student chooses not to read and not reach their goal, they do not earn the reward party as it is a reward.

Please make sure you are aware of your child's reading goals and how they earn points. Ask your child to bring home their AR book so they can read it with you. This will help them reach their goal and also they will enjoy reading with you! Reading for AR often must take place at home during the assigned reading homework time. Please ensure that your child is doing this reading homework and keeping up with their points.

### **Student Cell Phone Use**

If you choose to give your child a cell phone, you need to be aware of the guidelines here at school. If a student does not follow these guidelines, their phone will be confiscated by staff members. The district policy states, the parent must come to campus to pick up the confiscated phone and pay a fine of \$15 in order to get the phone back.

Student Guidelines:

- Students may not use their cell phone without teacher permission during the school day.
- Students must turn the phone to silent mode during school day.
- Students may use their cell phone after school once they are outside the building.
- If a student uses their cell phone, they may not harass other students.
- Students may not show their screen to other students as not all parents agree with their children being on cell phones.

The school is not responsible for lost or stolen phones. We do our best to help students locate lost or stolen phones but we can not guarantee that the phone will be found or recovered.