Wheelock Elementary Parent and Student Handbook 2025-2026

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Wheelock Elementary
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As we embark on a new year together, our staff has developed the following statements to guide our daily endeavors:

Our **vision** is for those at Wheelock Elementary to GROW, SUCCEED, and ACHIEVE.

The **mission** of Wheelock Elementary is to build a family who is caring, kind, and empowered to reach their full academic and personal potential..

Values: Family, Growth, Collaboration, Love, Patience, Achievement

In order to create an atmosphere that is conducive to this mission, the following policies have been established at Wheelock Elementary:

Arriving and Leaving School

We are so excited to welcome all our Plainsmen, both old and new, back into Wheelock for the 2025-2026 school year! Please review the information below about important processes and procedures at our school. A map is included!

Arrival

Our arrival squad is stationed outside the front of the school building each morning at 7:15 to start welcoming all of our Plainsmen to school. Please have your student ready to unload from your vehicle, with kisses given and backpacks at the ready, when you enter the drop-off line. If you or your student(s) need more time to prepare for drop-off, we kindly ask that you park past the start of the blacktop fence. This will allow the flow of drop-off to be continued without delay. Our first bell rings at 7:35a and breakfast is served at that time. It is important that all of our students are in the building and ready to learn by the 7:45 tardy bell. Morning monitors will enter the building at the 7:45 bell to join our school in starting our day! If you arrive after monitors have left, you must walk your child to the door and then sign them in. As a reminder, no cars are allowed in the bus lane at any time before, during, or after school.

Dismissal

Our dismissal process happens much like our drop-off process with one small exception: Pre-K and specialized program students can be picked up outside their hallway doors (door 11) on Elgin Ave starting at 3:15 pm. All other students will be dismissed at 3:25 and stationed on the blacktop. Parents in vehicles will line up along 42nd street and stay in their cars during dismissal. No cars are allowed in the bus lane at any time nor should they block the entrance or exit. Staff members will call for students via walkie-talkies and students will come to the pick-up area as their names are called. Parents are kindly asked to stay in their vehicles and follow staff directions. Ensuring families stay in order in line and progress as called will ensure that this process goes as quickly as possible. If you would like to walk up and pick up your student, we welcome you to! Please park along Flint Ave so you are not blocking the flow of pick up traffic. All students not picked up by the last car in the line will be taken inside to the library and will need to be signed out by a guardian. We ask that parents have patience with one another (and with school staff), especially the first few weeks, as we perfect our pick-up procedures.

Alternate Dismissal

If the weather or another scenario necessitates an alternate dismissal plan, we ask that all guardians, when possible, pick up their student via a vehicle. You will be notified via text/email/social media/dojo if we are utilizing the alternate plan. We ask that you please put a piece of paper with your student(s) names on your dashboard and form a line on 42nd Street, just as we do for regular dismissal. Students will stay in their homerooms until a staff member

calls them outside. We will call for groups of students according to the dismissal line to ensure students' safety. It is very important that parents and guardians stay in their vehicles and in line during alternate dismissal. It creates more confusion when parents park and walk up to the building to collect their student(s), but if you must, please use the front door. Again, please practice patience on alternate dismissal days. We will make the process as quick and smooth as possible and appreciate your patience and understanding.

We hope that explaining these procedures will help our mornings and afternoons go more smoothly each day. Please share this information with anyone that may be dropping off or picking up your student(s).

Absences/Attendance

It is essential to attend school regularly and be on time to every class. The following procedures are in place regarding attendance:

- School begins each day at 7:35. It is best for students to arrive at or before this time to prepare for their day, begin morning work and be well-prepared to begin class when the tardy bell rings at 7:45.
- Students will be counted tardy after 7:45 each day . If students arrive after this time, they must be signed into the kiosk by an adult to receive a tardy pass before going to class. Excessive tardies and absences will be reported to the LISD Attendance Officer.
- Parents need to notify the office when a child will be absent by calling 219-7219. If you fail to call the office to report your child's absence, the automatic notification system will call you before noon. In order for an absence to be considered "excused" a note from your doctor or dentist must be on file in our office. Parents are also allowed a limited number of Parent Contact days, but you must call your student in as absent in advance or request a parent request day at least 3 days in advance.
- If a student misses more than 10% of class time at any time during the school year, parents will be required to meet with the District Attendance Officer
    - Parents will then need to submit doctor's statements for all absences.**The state requires that students be in attendance at least 90% of the days of instruction in order to receive credit for the year. If students are absent more than 10% of instructional days, a campus attendance committee will meet to determine if the student will be promoted.It is the student's responsibility to check with the teachers to arrange for make-up work. Parents may also request make-up work.
- Parents may request up to three parent request days for other absences, such as family trips and religious holy days. These absences will be considered excused if they have prior approval from the principal. Forms are available in the office.

Cell Phones

Students are allowed to bring cell phones to school but they must be turned off and out of sight during the school day. Teachers will have the option to collect all cell phones at the beginning of the day if they choose. If a cell phone is visible, vibrates and/or rings anytime

during the school day, the phone will be confiscated and placed in the principal's office until it is retrieved by the parent/guardian. The State Board of Education does not allow any student to possess a cell phone during state mandated tests (STAAR).

Changing Addresses and/or Telephone Numbers

It is very important that our office always has your correct address, email and telephone numbers. Please contact our office if you make changes during the school year so we are always able to contact you in case of an emergency. If you move out of our attendance area, you may apply for a "right-to-remain" transfer for the semester and/or school year.

Birthday Celebrations

Students' birthdays are recognized on the announcements each morning and teachers honor each child's birthday in different ways. Because we must protect our instructional time, a small treat (cookie, cupcake, etc.) may be distributed to the class as they are dismissed at 3:25. Please make a plan in advance with the teacher. **Celebrating birthdays with food during the two hour period in which lunch is being served in our cafeteria is not allowed due to nutrition policy and guidelines.

Early Leave from School

Students are expected to stay in school until dismissal time for instructional purposes. If a student must leave school before 3:25, the person who picks them up must be listed on the enrollment form to sign them out of school. To ensure a safe environment, this person will be asked to show identification. Students will not be pulled from instruction to come and wait in the office for someone to pick them up.

Electronics/Toys at School

The primary focus at Wheelock is to create a positive and productive learning environment. Articles such as handheld games, Pokemon cards, etc. are only permitted at Wheelock with the principal's/teacher's permission. If students bring these items to school without permission, they will be taken up until the end of the day and parents/guardians may come and pick up these items. Any items left after the end of the school year will be donated to a charity.

Fundraisers

Wheelock may choose to participate in up to two major fundraisers per year. Students are never to go door-to-door selling things and participation is always voluntary. Money that is raised through these fundraisers will be used for the benefit of the students and teachers of Wheelock Elementary.

Gradebook Online

Parents/guardians can monitor your child's grades over the internet. LISD teachers use the electronic gradebook system to record each assignment and grade given to your students. In order to access the system and create your account, you must have a valid e-mail address and follow these steps:

Step 1...Create your account	Step 2...Add students to your account
• Go to www.LubbockISD.org • Click on Parents/Students • Click on Grade book • Click on New Account • Follow the instructions on the screen	• Click on Add Student • Follow the Instructions on the screen • Student ID is a 9-digit number that can be found on your student's report card • PIN ID is the student's social security number without dashes • Name is the student's legal name

If you have trouble adding a student to your account, please contact our office.

Grade Reports

Students will receive a formal report card every nine weeks if they are in second through fifth grade. In addition to the report card, parents/guardians will receive a progress report every three weeks. Pre-K & Kindergarten have a different grading system that will be discussed at GOALS conferences.
Grades will be derived from averaging daily work, projects and test scores. Additional information on the report card may include a student's assessment scores. Our Wheelock Grading Policy, which is in alignment with district recommendations, is posted on Wheelock website.

Illness

Children who are not feeling well will be sent to the nurse's office by a staff member. If they have a temperature of 100 degrees or more, vomiting, or diarrhea parents will be called to come pick them up. If a student suffers any kind of head injury, parents will be notified immediately by the school nurse or office personnel to decide if they should remain in school or see a doctor.

Immunizations

The Texas Department of State Health Services recently adopted new immunization requirements for students entering kindergarten and 7th grade. Texas law requires current immunizations for all students enrolled in public schools. More information about immunizations is posted on LISD's website. Please provide a current record of

your child's immunizations to the school nurse/campus office immediately. By law, students who are not fully vaccinated may be excluded from school attendance.

Lost and Found

Students need to have their name on all personal supplies and clothing such as sweaters and jackets. Lost coats, lunch boxes, backpacks, etc. will be hung outside of the cafeteria. If a student loses something, parents and students need to frequently check lost & found.

Lunchroom/Menus

The cafeteria at Wheelock has a tradition of being a clean and friendly place. Students may bring their lunch from home or receive a tray in the cafeteria. Some of the changes we have included this year are that we will not have printed menus but instead we will provide each elementary grade student with badges. These badges will host a QR code for parents and students to scan to keep up to date with their school's menu. We have provided an example of these badges in the "Elementary" folder for you to view. We will have these in each of the elementary schools by the first of September to send home with each student. With this new innovative resource, parents can see live updates and substitutions to menus, nutritional and ingredients we use to create these breakfast and lunch items, allergens that meals may include, etc.

Medications

The school cannot (and will not) administer medication without written parental permission. If students bring any medication, prescription or non-prescription, it must be in the original container and a formal permission slip must be completed and signed in order for the nurse to administer it at school. All medication will be kept in the clinic. Students are responsible for going to the clinic to take medications. Do not send any medications (cough drops, for example) with your child to self–medicate. Please arrange a conference with the nurse to discuss any medical issues that our staff needs to be aware of concerning your child. Don't forget to pick up your child's medication before the holidays and at the end-of-the school year.

PTA

The PTA and parent volunteer programs are vital to our school's success. There will be publicized PTA meetings held throughout the year. We encourage you to show your Wheelock pride and support by joining and supporting the PTA. Membership forms will be sent home at the beginning of the year and will also be available in the office. Reminders about PTA meetings and flyers regarding parent volunteer activities will be in take-home folders when appropriate. If parents are interested in volunteering please inform the classroom teacher and the office staff.

Parent Conferences

Teachers appreciate parental interest and involvement at Wheelock. When it is necessary to meet, please arrange times with teachers before school, after school or during teacher conference periods. Parents may call the office to set up a conference or ask to have a teacher return their call. Teachers will not have time to talk with parents when class is in session because it takes away from classroom instructional time. Please note that any classroom concerns that are brought to the attention of the office will trigger the question of “Have you spoken with the classroom teacher about this?”

Positive Behavior Support

One of the goals for the Positive Behavior Intervention Support plan is to increase the positive recognition for students who are engaged in appropriate and expected behaviors throughout our school. Wheelock Plainsmen exhibit “P.R.I.D.E” in their choices which stands for **P**ositive, **R**esponsible, **I**ntegrity, **D**etermined, and **E**mpowered to Learn.

Telephone

Teachers will notify parents in advance if students need to stay after school for an activity. The nurse or a staff member will contact parents if your child is ill. Students are not allowed to use the telephone to make after-school arrangements . These types of personal arrangements (going home with a friend, etc.) should be made before students come to school. To avoid calling parents unnecessarily at work/home and to encourage student responsibility, students will not be allowed to call and remind parents of events that have been published in the monthly calendar and/or announced during morning announcements. They will also not be allowed to make calls requesting to have you bring their homework assignments to school.

Visitors

As always, the safety of our school is our top priority. All visitors will be required to enter through the front doors of the building each day. All doors to the building will remain locked throughout the school day and will only be open if monitored by a staff member. Anytime you wish to enter the building, you will need to go to the front entrance and ring the “doorbell” to be admitted and all parents and visitors must check in with their ID at the front office to obtain a visitor’s tag before going anywhere in the building. For the safety of our students, no badge=no entry. We also appreciate your help in keeping early pick-ups to a minimum as this affects your child’s attendance and can hinder their progress. The end of the day offers very important wrap-up information, reflection time, and announcements. If you must pick up early for an appointment, you will sign your student out on the kiosk using your ID.

Volunteers

We encourage our parents and guardians to become partners in facilitating children's learning by volunteering at Wheelock. Parents and other caregivers who work in the school come to understand their child's education better. In order to volunteer in any capacity at Wheelock, you will need to complete and pass a background check. A link to the background check can be found under the "Parent" drop down menu on the LISD website (www.lubbockisd.org).

Weekly Folder

Each grade level team will send weekly folders home on Thursdays. Some grade levels may opt to send one more often. Please check your student's folder and return any needed items.

YWCAre

Wheelock has a licensed after school day care program child care program that is operated by the YWCAre. This after-school care program meets in the Wheelock Cafeteria from 3:20 – 6:00 on school days. Interested parents may contact the YWCA office by calling 806-792-2723.