

# Wilkerson Intermediate



2015-2016

Student Handbook  
Supplement

Wilkerson Intermediate School  
12312 Sawmill Rd  
The Woodlands, TX 77380

### Phone Numbers

Front Office	832-592-8900
Fax	832-592-8910
Clinic	832-592-8911
Transportation	832-592-8800
Diagnostician	832-592-8961
Attendance/Registrar	832-592-8928

### Front Office Staff

Principal	J.J. Daw	<a href="mailto:jedaw@conroeisd.net">jedaw@conroeisd.net</a>
Assistant Principal	Julie Roddy	<a href="mailto:jroddy@conroeisd.net">jroddy@conroeisd.net</a>
Counselor	Karyn Carroll	<a href="mailto:kcarroll@conroeisd.net">kcarroll@conroeisd.net</a>
Secretary	Melissa Boston	<a href="mailto:mboston@conroeisd.net">mboston@conroeisd.net</a>
Receptionist	Debi Blankenship	<a href="mailto:dblankenship@conroeisd.net">dblankenship@conroeisd.net</a>
Attendance/Registrar	Alexandria Figueroa	<a href="mailto:amfigueroa@conroeisd.net">amfigueroa@conroeisd.net</a>
Nurse	Carol Barry	<a href="mailto:cbarry@conroeisd.net">cbarry@conroeisd.net</a>
Diagnostician	Emily McMurray	<a href="mailto:emcmurray@conroeisd.net">emcmurray@conroeisd.net</a>
Cafeteria Manager	Tomeka Robinson	<a href="mailto:trobenson@conroeisd.net">trobenson@conroeisd.net</a>

### Websites

Wilkerson Intermediate	<a href="http://wilkerson.conroeisd.net/">http://wilkerson.conroeisd.net/</a>
Conroe ISD	<a href="http://www.conroeisd.net/">http://www.conroeisd.net/</a>
Online Lunch Payments	<a href="https://www.myschoolbucks.com/ver2/login/getmain?requestAction=home">https://www.myschoolbucks.com/ver2/login/getmain?requestAction=home</a>
Child Nutrition	<a href="http://childnutrition.conroeisd.net/">http://childnutrition.conroeisd.net/</a>
15-16 School Calendar	<a href="http://www.conroeisd.net/pdf/calendars/15-16calendar.pdf">http://www.conroeisd.net/pdf/calendars/15-16calendar.pdf</a>
Parent Access Center	<a href="http://www.conroeisd.net/student-parent/pac.asp">http://www.conroeisd.net/student-parent/pac.asp</a>
CISD Volunteer Online Application	<a href="http://www.conroeisd.net/student-parent/volunteer.asp">http://www.conroeisd.net/student-parent/volunteer.asp</a>
CISD Transportation	<a href="http://transportation.conroeisd.net/">http://transportation.conroeisd.net/</a>
Wilkerson PTO	<a href="https://sites.google.com/site/ptowilkerson/home-2">https://sites.google.com/site/ptowilkerson/home-2</a>
Texas Education Agency	<a href="http://tea.texas.gov/">http://tea.texas.gov/</a>



### Address/Phone # Change

Please **notify the REGISTRAR** immediately if you have a phone or address change, including email. This notification of change is critical to the maintenance of a safe and orderly school environment. If an emergency arises during school hours, it is critical that the school has the correct parent contact information.

### Attendance

Attendance is one of the primary indicators of student success. Official school hours are 8:45am-3:45pm, however, students are encouraged to be in the building by 8:30am each morning in order to hear announcements and get prepared for their day without feeling rushed. Tutorials and clubs may also meet from 8:00-8:30am once the year gets into full swing. Instruction begins at 8:45am and school is dismissed at 3:45pm.

**Students entering the building after 8:45 will be considered tardy.** The following disciplinary action will be assigned to excessive tardies:

- **Tardy 1-4**            **Warning**
- **Tardy 5-8**            **Lunch Detention**
- **Tardy 9+**             **ASD**

Tardies are recalculated at the beginning of each grading period.

**Students entering the building after 10:00am will be regarded as absent.** A student may be marked present if they arrive later in the same day with documentation of a Health Care Provider (HCP) appointment. In the event of an absence, the parent must contact the attendance office as soon as possible at 832-592-8928 to notify us of the absence. Upon the student's return, the parent should provide a note explaining the reason for the absence for documentation.

State law requires that students must be in attendance for a minimum of 90 percent of the instructional days for which they are enrolled during a school year in order to be promoted. Further, parents are required to ensure the student is in attendance. Regular school attendance is critical. Please make vacation arrangements during holidays and weekends to avoid students missing important classroom instruction. Additionally, it is important for students to remain in class for the entire day. Instruction continues until 3:45pm.

For further information, please refer to all attendance guidelines in the CISD Elementary/Intermediate Handbook at <http://www.conroeisd.net/pdf/policies/ElementaryHandbookEng.pdf> and in Spanish at <http://www.conroeisd.net/pdf/policies/ElementaryHandbookSpan.pdf>.

### Make-Up Work

A student will be given the opportunity to make up work missed due to absence. **It is the responsibility of the**

**student to request and complete any assignments or tests missed because of absence.** (Students will be permitted one day for make-up work for each day of an excused absence. Teachers may extend this time limit at their discretion.) Make-up work will NOT be provided in advance of an absence.

### Arrival and Dismissal Procedures

For their safety, students should not be dropped off at school prior to 7:45am unless they have an appointment or a scheduled extracurricular activity where they will be supervised. Students arriving between 7:45-8:00am must enter through the Front Doors and go directly to the gym/cafeteria for supervision.

Once students arrive on campus, whether from the bus or private transportation, **they may not leave** under penalty of discipline. All students arriving before 8:30am must report directly to the gym/cafeteria area or their designated club or tutorial session. Students are not permitted to go to their home base class until 8:30am.

**Front Door Entry** is for **Car Riders, Walkers, Bikers** and **Visitors**.

**Back Door Entry** is for **Bus Riders and Staff, only**.

If a parent needs to enter the building, they must park in the Front Parking Lot and enter the Front Office. ALL visitors are required to show picture identification and sign in when entering the campus. Please bring your ID each time you visit our campus.

**Dismissal** procedures require that each student be scanned out of the building according to their mode of transportation. Dismissal will begin at 3:45pm.

**Bus Riders** will be loaded as their bus arrives. Students may NOT ride a bus other than the one to which they are assigned without permission. In isolated situations, the principal may grant temporary permission to ride an alternate bus.

**Car Riders** will be dismissed through the Front Doors and be sent to a specific cone number for their vehicle. A Wilkerson Car Rider sign must be displayed in your car window with your student's name in large bold letters that can easily be read from a distance. This sign notifies the duty personnel that you are authorized to pick up the student. We are able to load approximately ten cars at one time. Please watch for directions from Wilkerson staff so you will know when and where to stop for your child.

Walkers and Bikers will be dismissed according to the direction in which they need to travel.

**Walker/Biker 5** is designated for students traveling toward Knox, Grogan's Mill and neighborhoods north of campus. **Students will exit the building through the side doors on the 5<sup>th</sup> grade side of campus near the front parking lot Exit.**

**Walker/Biker 6** is designated for students traveling toward Valero, Sawdust Rd or neighborhoods south of campus. **Students will exit the building through the side doors on the 6<sup>th</sup> grade side of campus near the front parking lot Entrance.**

**Bus Riders** will be dismissed through the back doors. No car traffic is allowed in the back lot during bus dismissal.

### **Clinic Services and Medication at School**

A student may go to the clinic only after obtaining a pass from a teacher or administrator. Students who think that they need to go home due to illness must first report to the clinic with a pass, prior to parent notification. It is important that the school be able to account for all students' whereabouts during the school day. All prescription and non-prescription medications must be checked in to the school nurse by a parent. Students may not be in possession of any medications, nor transport medication to or from school.

### **Clubs/Organizations**

Wilkerson offers a variety of activities and clubs. Not all events start at the beginning of the year; therefore, it is important that students listen to the announcements every day. Please be aware that students not meeting deadlines for enrollment may not be able to participate.

Students desiring to organize a club must have the principal's approval and an adult on campus to be their sponsor. Meetings will be held at the discretion of the adult sponsor.

### **Counselor**

The school counselor is available to parents and students needing assistance in academic, personal, or social situations. The following is a list of services offered by the school counselor:

- Academic counseling
- Short term crisis counseling
- Scheduling/facilitating parent/teacher conferences
- Referrals to appropriate school and/or community programs and agencies
- Small group presentations
- Parent information
- Student information

Students wishing to speak with a counselor should stop by the front office before or after school to sign up. Students may also sign up between classes if provided with a hall pass from their teacher. The counselor will then initiate a pass to arrange a conference. In the case of an emergency, the student should obtain a pass from the teacher to go directly to the counselor.

Parents wishing to speak with a counselor should contact the school at 832-592-8900 to schedule an appointment, or contact the counselor by email at [kcarrol@conroeisd.net](mailto:kcarrol@conroeisd.net).

### **Behavior Expectations**

- Students will walk quietly throughout the building in a single-file line as they transition from one area to another.
- Students will respect the learning environment so that all students are able to benefit from the daily activities.
- Students will refrain from harming others verbally or physically.
- Students will display a positive attitude when discussing issues with staff members and classmates.
- Students will demonstrate respect for school property and items belonging to staff members and classmates.

### **Deliveries to Students**

Because of the interruption to the school schedule, the delivery of flowers, balloons, etc., is not permitted. If a student forgets a lunch, class project, money for pictures, etc., deliveries can be made to the front office. Students may check the "Drop Off" station with a pass from the teacher. Class instruction will not be interrupted with notifications and/or deliveries.

### **Disciplinary Actions**

Teaching good citizenship is a primary goal of our school. All students should respect other's property and rights, practice honesty, and show respect to Wilkerson students, staff, and guests. The academic and extra-curricular benefits and privileges received by students are dependent upon the good behavior of each student. Behavior that threatens the welfare and morale of the school will be prohibited. In order to provide a safe and orderly school environment, students are expected to follow the established student behavior expectations. When students violate these expectations, the school staff has the responsibility of correcting the student. A variety of disciplinary actions to remediate the behavior and encourage future compliance with expectations may be used. The level of consequence is determined by the severity of the misbehavior and/or previous discipline history.

### **Lunch Detention**

A student can be assigned lunch detention for minor or infrequent infractions, including tardies. Lunch detention can be assigned by teachers as well as administrators. If a student is assigned to lunch detention, he/she will report directly to the location designated for lunch detention. The student will remain in lunch detention to eat and to work for the student's entire lunch period.

### **After School Detention (ASD)**

A student assigned to After School Detention for disciplinary consequence is expected to serve for each time assigned. ASD is held after school hours from 4-5pm. Parents need to be at school promptly at 5pm to pick up their student.

ASD will be a study period. The student is required to stay

busy with school assignments the entire time and will be dismissed for failure to comply with this requirement. A student who fails to attend ASD, who leaves without permission, who is asked to leave for any reason, or who fails to work diligently on the classroom assignments is subject to further disciplinary action.

### **In-School Suspension (ISS)**

ISS (located on the Wilkerson campus) is provided as a disciplinary action for repeated offenses, dress code violations that cannot be resolved, or offenses of a serious nature. Students assigned to ISS must report to the ISS room immediately upon arriving on campus. A student assigned to ISS will attend school during regular hours of 8:45am-3:45pm.

Students assigned to ISS report to ISS bringing school-books, lunches, and needed study materials. In this supervised class the student studies regular school-work, receives assistance from the teacher and takes all required tests. All school rules and regulations will be in effect for students during the ISS assignment. Failure to abide by ISS rules will result in further disciplinary consequences.

Students are **not permitted** to participate in any school/extra-curricular activities until they have completed their ISS assignment.

The student's regular teachers make ISS assignments for the duration of a student's stay in ISS. A student who fails to complete a full day in ISS, who is absent on the assigned day, who leaves without permission, who is asked to leave for any reason, or who fails to work diligently on classroom assignments is subject to further disciplinary action

### **DAEP**

DAEP placement can be for 5, 10, or 15 days. It is located in Conroe. It is the consequence for serious or persistent misbehavior identified in the Student Code of Conduct. If a student is placed in DAEP, there is a strict dress code, and the student must ride CISD transportation. The principal or assistant principal will make sure the student and parent are aware of all rules and regulations.

For further information, please refer to all Disciplinary information in the CISD Elementary/Intermediate Handbook at

<http://www.conroeisd.net/pdf/policies/ElementaryHandbookEng.pdf> and in Spanish at <http://www.conroeisd.net/pdf/policies/ElementaryHandbookSpan.pdf>.

### **Dress Code**

School is a place of business, and dress code regulations will provide appropriate standards for the general appearance of students, foster good physical and mental health, and encourage students in appropriate dress habits.

The school staff will enforce the policy governing dress and grooming uniformly. All students have the responsibility to wear clothing that contributes to their own health and safety as well as those of others.

**Important Note:** If the dress or grooming of a student is immediately impeding the educational process, the student will be placed in ISS for the day or until the infraction is resolved.

In addition to the Dress Code requirements stated in the CISD Elementary/Intermediate Student Handbook, the following guidelines are in effect for Wilkerson Intermediate:

- Pictures, emblems, or writings on clothing that are any of the following are prohibited: lewd, violent, suggestive, offensive, vulgar or obscene, or advertise or depict tobacco products, alcoholic beverages, drugs, weapons or any other prohibited items.
- Halter-tops, racer back shirts, muscle shirts, and spaghetti-straps tops are not permitted unless covered by another shirt. Shirts must fit under the arm so as not to expose undergarments or torso.
- Midriff shirts, or shirts exposing the midsection of the body, are not permitted.
- Heavy make-up/cosmetics may not be worn or applied at school.
- Hats/hoods are not to be worn inside the school.
- Hair and hairstyle should not be distracting. Unnatural hair colors are prohibited.
- Pants/shorts may not be worn lower than undergarments.
- Shorts, dresses and skirts must reach fingertip length when the student rests his/her arms at his/her side (even when leggings/tights are worn underneath).
- Girls are encouraged to wear shorts/tights under their dresses.
- Closed toed shoes with backs must be worn in PE. Tennis shoes are recommended. Flip flops may not be worn during PE.
- Leggings/jeggings may only be worn with a long, loose fitting, flowing top that covers the hips.
- Additionally, any clothing or grooming that in the principal's judgment may reasonably be expected to cause disruption of or interference with normal school operations will be prohibited.

*Any other dress code issues that are not written in the handbook will be considered on a case by case basis. Wilkerson administrators have final discretion as to what is or is not appropriate.*

### **Phones, Electronic Devices and Games**

Electronic devices (**including phones**) are permitted but **MUST** be turned off and concealed prior to entering

the building. Students may notify parents of their arrival to campus before entering the building. Students may notify parents of departure after stepping outside the building. Student cell phone use is never permitted inside the building. No exceptions. An electronic device should be stored with the student in his/her backpack.

**Your student may not respond to a call/text on his/her cell phone during the school day. Doing so will result in disciplinary action.** If you need to reach your student, please contact the school and we will assist you.

Electronic readers are allowed for **reading purposes ONLY** during lunch time in the cafeteria or library. E-readers must be turned off during class time unless given permission to use by the teacher.

*Your child's phone and any other electronic device will be confiscated if used inappropriately.* Repeated misuse of an electronic device will result in detention and/or loss of privilege to bring an electronic device to school.

**Please note: The school is not responsible for lost or stolen cell phones and/or electronic devices.**

### **Food/Drink/Candy**

Food, drink, and candy are not allowed in any part of the building except the cafeteria.

### **Leaving Campus during the Day**

Any student who must leave campus during the day must have parent/guardian permission to do so. The person providing transportation must report to the front office to sign the student out from school before they will be released. Identification is required. The school must receive notification from the parent prior to release if someone other than the parent will be providing transportation. It is very important that parents contact the office no later than 2:30 in order for us to have time to get passes delivered to students. Once a student is on campus, they may not leave on their own

### **Library Media Center**

The library strives to supply students with the best sources for research, learning, and for personal interests, as well as good novels for reading enjoyment. Student suggestions for purchases are always welcome.

Library hours are from 8am-3:45pm daily. **Students must have a Library Pass to enter the Library.** Students wishing to utilize the library before school must secure a pass from the duty person in the gym/cafeteria (prior to 8:30am) or from their homeroom teacher (after 8:30am).

A leisure reading area for quiet reading is available. Books may be checked out in two week intervals.

Food and/or drinks are not allowed in the library at any time. Appropriate conduct is expected at all times. Students who do not conduct themselves properly will have their library privileges revoked.

### **Lunch/Cafeteria Procedures**

Menus are published monthly and are available on the Wilkerson website. Applications for FREE or REDUCED-RATE lunches are distributed through the registrar and online. *All students are encouraged to apply.*

Specific cafeteria procedures will be covered the first few days of school, but a few to remember are as follows:

- Students are asked to proceed to the cafeteria in an orderly manner without running.
- Students are seated by homeroom and seats may be assigned.
- Students must have a pass if not in the cafeteria during lunch.
- All food and drink must remain in the cafeteria area of the building.
- Students are expected to clean up after themselves.
- Students must raise their hand for permission to leave their seat.
- Students may **not** order food to be delivered to the campus at lunch or any other time.
- Lunch is a good time to visit with friends, but there will be several hundred students in a relatively confined area. Avoid shouting or horseplay of any type.
- Theft of items sold in the cafeteria or school store is a criminal act. Individuals caught will receive disciplinary action.
- Students may not leave campus during lunch.
- Throwing objects in the cafeteria is prohibited and may result disciplinary action.
- Anyone desiring to have lunch with a student must first have written permission from the student's parent. The school has the right to close lunch to visitors if needed.

### **Parent Involvement**

Parent support is an integral part of a student's total educational experience. We encourage parents to become active participants by joining PTO, visiting our school, volunteering time whenever possible, and by attending parent meetings and student activities.

### **Parent Conferences**

Parents are encouraged to contact the school to arrange for a parent conference. Conferences can be scheduled before or after school or during a teacher's conference period. If the administrator, counselor, or teacher is unavailable, the parent can leave his/her name and number, and someone will return the call. You may also email your child's teacher to request a conference. Please allow 24 business hours for emails and/or phone calls to be returned. Counselors and administrators will also assist in conferences with teachers as facilitators and as extended resources if requested. Parents should report to the main office of the school to check in.

home and school without a jump drive.

### Parents Visiting Classrooms

Parents are more than welcome to arrange a time in advance (at least 24 hours) to visit some or all of their student's classrooms. Administrative approval is required, and the visit will be scheduled with the teacher(s). All parents must check in through the front office. The parent must be a **spectator only** and may not engage any student or teacher during the observation. All information about any student is confidential and should remain confidential.

### Parent Access

Email is our primary communication tool for all school events and information. Additionally, Parent Access is a vital information tool. Once you register for a PA account, you will have access to grades, report cards, attendance, discipline records, cafeteria accounts, and more. \*You must have your child's 6-digit student ID to register for your account. If you have forgotten this number, ask your child their lunch number. This number is also on previous copies of report cards or progress reports. In addition, we can provide this number for you through the homeroom teacher or at the front office. Follow the simple steps to complete your Parent Access Registration at <http://www.conroeisd.net/student-parent/pac.asp>

### Animals/Pets

Animals and pets are NOT allowed on campus.

### Schedule Changes

Schedule changes will be considered only after written request from the parent. Schedule changes will only be considered under the following conditions:

- Overcrowding in a class
- Correcting an error in the schedule
- Extenuating circumstances approved by administration
- 

### Fine Arts Selections are a year-long commitment.

Fine Arts courses may not be changed after the first week of school.

### Technology

CISD offers a comprehensive system of technological equipment. Users may have access to internal and external resources in order to retrieve and process information designed to facilitate learning and enhance educational information exchange. Any inappropriate or unauthorized use of the Internet, technology equipment, software, etc. may result in disciplinary consequences and/or having technology privileges revoked. (See also CISD policy)

### Computer Labs

Wilkerson has multiple computer labs, laptop carts, iPad carts and classroom computers. Students will have the opportunity to sign up for a First Class account with CISD. This account allows students to transfer data between

### Tutorials

Teachers have specific days when they come early and/ or stay late for tutorials. Students should prearrange to attend tutorials with their teachers. Parents are responsible for transportation.

### Visitors to the Building

Visitors (parents and/or friends)

- All parents and other visitors must enter through the front of the school, present some form of identification, and sign the visitor log-in.
- All visitors must wear a visitor badge.
- Students' friends/classroom visitors are not permitted on campus.
- Students from other campuses are not allowed on our campus during school hours or during arrival/ dismissal time or special events.

*This Wilkerson Intermediate Student Supplement is an addendum to the CISD Elementary/Intermediate Student Handbook. Students and their parents are expected to read and understand all information included, and should sign the acknowledgement form available on-line in your Parent Access Account. A paper copy of the CISD Student Handbook or signature page may be requested at the Wilkerson Front Desk.*

*Any questions may be referred to the campus administration.*

The Conroe Independent School District (District) as an equal opportunity educational provider and employer does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in educational programs or activities that it operates or in employment matters. The District is required by Title VI and Title VII of the Civil Rights Act of 1964, as amended, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, as amended, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, as well as Board policy not to discriminate in such a manner.

For information about **Title IX rights or Section 504/ADA rights**, contact the Title IX Coordinator or the Section 504/ADA coordinator at 3205 W. Davis, Conroe, Texas 77304; (936) 709-7752.

El Distrito Escolar Independiente de Conroe (Distrito) es un proveedor y empleador educativo que brinda oportunidades por igual sin discriminar por motivos de raza, color, origen nacional, sexo, religión, edad o discapacidad, de los programas o actividades educativas que lleva a cabo o en materia laboral. El Distrito está obligado a no discriminar por los motivos anteriores según lo establece el Título VI y Título VII del Acta de Derechos Civiles de 1964, según enmiendas, el Título IX de las Enmiendas Educativas de 1972, el Acta de Discriminación por Edad de 1975, según enmiendas, la Sección 504 del Acta de Rehabilitación de 1973, el Acta de Norteamericanos con Discapacidades, así como las políticas del Consejo.

Para información sobre los **derechos de Título IX o Sección 504/derechos ADA**, favor de ponerse en contacto con el Coordinador de Título IX o de la Sección 504/ADA en el 3205 W. Davis, Conroe, Texas, 77304; al (936) 709-7752.



# Wilkerson Intermediate 2015-2016 Student Handbook Supplement

Student Name \_\_\_\_\_ Grade \_\_\_\_\_

Teacher \_\_\_\_\_

**I acknowledge receipt of the 2015-2016 Wilkerson Intermediate Student Handbook Supplement and have reviewed the campus policies and procedures.**

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Printed Name

**Please complete, detach and return this form to your child's teacher by Friday, August 28, 2015.**

