2025-2026 WOOD RIVER POLICIES and PROCEDURES

OUR CAMPUS SUPPLEMENT TO THE CALALLEN ISD STUDENT-PARENT HANDBOOK

- **ATTENDANCE**- Student attendance is crucial to student learning. Texas state law requires students to be in attendance 90% of the school year, only allowing for 18 absences the entire year. (This includes excused and unexcused.) Calallen ISD policy allows parents to submit written excuses 5 times per semester. Each day absent is considered one submission. Parent may also call the attendance office to inform the school of an absence. Students who do not meet the 90% rule will have to go before the Attendance Committee at the end of the year to decide if retention is required. As a reminder: sports, cheerleading and vacations are considered unexcused.

- **BEHAVIOR**- Wood River follows the CISD student code of conduct. As Wildcats, all students are held to high behavioral expectations. We have procedures in place for students who need assistance reaching our behavior expectations. We believe that students will succeed when there is a home/school connection. We do ask that parents reinforce the behavior expectations we teach at school.

- **BIRTHDAYS**- please contact your child's teacher for her procedures on birthday celebrations.

- **BUS TRANSPORTATION**- students who live in the approved bus areas have access to bus transportation. It is a privilege to ride the bus and students who choose not to follow rules on the bus may have their privilege revoked. Please find the entire CISD Bus Standards on our webpage, Calallen.org.

  The following will occur if persistent misbehavior occurs:

  - 1st offense- student conference with administrator/warning given
  - 2nd offense- parent conference
  - 3rd offense- bus suspension 1-3 days
  - 4th offense- bus suspension 5 days
  - 5th offense- bus suspension remainder of the semester

    *** NOTE- serious misconduct will result in immediate bus suspension*

- **CAFETERIA EXPECTATIONS**- Wood River believes that breakfast/lunch are times when students are allowed to socialize, while still meeting expectations. Students who consistently do not meet expectations may be moved to another location to reflect.

- CHANGES **IN GOING HOME**- All dismissal changes are made through the Wood River Pick Up Patrol Website/App and MUST be made by 2:00 pm to ensure student safety. If you plan to pick your child up early, you **MUST** be at the office window by 2:30 to check

out your child. We are not able to call students down after 2:30 because students/teachers are in transition for the end of the day.

- **CHECKING STUDENTS OUT**- for safety reasons, we can only check students out to parents/guardians who are on the child's emergency contact list and present a valid ID (Driver's License, passport, Military ID). No exceptions. Students will not be called to the office until the parent/guardian is at the office window. Parents/guardians arriving after 2:30 will not be able to check out the child and the child will go home however he/she normally goes home. We value instructional time so we ask that you limit the times you check your child out early. If you authorize someone else to pick-up your child, it is your responsibility to make sure that person is on the emergency contact list in Skyward.

- **COMMUNICATION WITH PARENTS**- We must be able to contact parents at all times. Please be sure to update the office if your phone number/address changes.

- **DELIVERIES**- parents may drop off lunch for a child any day. Wood River will not accept food deliveries for students from outside companies (ex. Uber Eats). Wood River will not accept any deliveries for special occasions (birthday, Homecoming, etc.).

- **DRESS CODE**- CALALLEN ISD has a dress code policy and WOOD RIVER does enforce all parts of the dress code. It is a parent's responsibility to ensure your child comes to school in dress code. Please refer to the Parent/Student Handbook for the full dress code.

- **FIELD TRIPS**- Wood River students do participate in several field trips each year. Due to limitations such as space, price, etc. not all field trips are volunteer friendly. Your child's teacher will let you know if volunteers are invited on each trip. Please respect the decision the teacher/grade level has made.

- **LUNCH VISITORS**- Guests who have completed the volunteer training/background check are welcome to have lunch with their child on Fridays, starting the first Friday in October. Please be on the lookout for the lunch calendar as we have a specific start date and some blackout dates due to things such as campus testing. *** Please note: ***YOU MAY ONLY BRING LUNCH FOR YOUR CHILD & PHOTOS and VIDEO ARE NOT ALLOWED IN THE CAFETERIA AT ANY TIME***. ***Failure to follow school rules may result in a revocation of your volunteer privileges.*

- **SCHOOL HOURS**- Our school hours are 7:50-3:10 daily. Doors open at 7:20 and breakfast hours are 7:20-7:45. Students arriving after 7:45 will not have an opportunity to eat breakfast. If a child arrives after the tardy bell (7:50) an ***ADULT*** must walk the child into the office and sign him/her in. Please do not send another child in to sign in your tardy student.

- **SKYWARD FAMILY ACCESS**- Family Access is a secure, district official website that gives parents/guardians information on their student's daily performance at school. Teachers post grades weekly and attendance daily. You can also find nursing information and discipline information here. Please note: this is where your will find your child's report

card as we ONLY print the final report card at the end of the year. This is where parents/guardians can make sure your phone number, address and emergency contact list are up-to-date.

- **STUDENT DROP OFF AND PICK UP**

ARRIVAL PROCEDURES

- **Bus Riders** – Students who arrive on the bus before 7:30 am will go to the cafeteria for holding until 7:30 am. At 7:30 am students not eating breakfast will be sent to their holding areas until 7:45, at which time they will be sent to their classroom.
- **Student Drop Off** – Student drop off begins as early as 7:20 am. We do have a staff member inside the door directing students to their holding area until 7:45 am.

  Students dropped off from 7:20 through 7:45 am will be sent to their holding areas. At 7:45 am they will be directed to the classroom.

DISMISSAL PROCEDURES

Wood River Elementary uses the Pick-Up Patrol (PUP) dismissal program. Please make sure you have signed your student up in Pick-Up Patrol.

- **Bus Riders** – Students who are bus riders will be dismissed from their classrooms to a holding area within the school and escorted by a staff member to their bus. As students load buses, a staff member will check the bus list to monitor the correct students are loading the bus. Students that are not on the list must have a bus change form in hand to load the bus. This form is giving to the bus driver for determination of the drop off location for the student.
- **After Hour Kid Power (Latchkey)** – Students who are Latchkey will be dismissed from their classroom to a holding area where a staff member escorts the students to the cafeteria. When students arrive to the cafeteria for Latchkey they check the students in to the program.
- **Flag Pole** – Students will be escorted to the Flag Pole area. Flag Pole is for students who live within the Wood River area and are not bus eligible. Parents will be required to request a Flag Pole pick up sign from the school office. Address must not be "bus eligible" to be dismissed from Flag Pole.
- **Walkers** – Parents who wish for their student to walk home, will have to complete a "Walker Release" form. This will allow a student to be released from the Flag Pole area to walk home by themselves.
- **Car Riders** – Car riders will remain in their designated area until called upon by the teacher. Parents or Guardians MUST have a car rider tag to pick up students. Place car rider tag in the driver side window for staff to call the student.

Car riders and Flag Pole Pick-up, if you do not have the required tag, you will be directed to the office to get the appropriate tag. Remember, all of our arrival and dismissal procedures are in place for the safety of our students.

Dismissal changes must be made through Pick-Up Patrol before 2:00 pm the day of the dismissal change.

- **TEACHER COMMUNICATION**- consistent communication between the parent and teacher is essential for student success. We encourage parents to email or message the teacher through Parent Square with any questions/concerns. Please note that teachers are very busy during the day and cannot check e-mail frequently. Please allow 24 hours for a response as teachers are not required to respond after work hours. Please refrain from messaging teachers after work hours as they have homes/families to attend to.

- **VISITORS**- ALL volunteer training ***MUST*** be done **YEARLY**. ALL visitors wishing to come on campus during school hours MUST have a current volunteer training/background check on file. These will be completed every year to remain current. There will be no exceptions to this rule. Calallen also does not allow younger siblings/family/friends to visit campus during school hours. The volunteer training can be found on the Calallen ISD webpage, as well as the Calallen East webpage.

- **WALKERS**- Wood River does allow walkers but a walker "release form" must be signed by a parent/guardian. If you want to request your child to be a walker, you must meet with the assistant principal for special permission. Please contact the office to make an appointment with the assistant principal to discuss this.