



Sheppard Elementary Parent Orientation 2025-2026



coBack to School Information

MEET THE TEACHER - August 13th 4:30–6:00 PM - Come and go during this time. Please bring your student's school supplies labeled with their name.

- [2025-2026 School Calendar](#)
- [School Supplies](#) - 6th grade can use the 5th grade list
 - [PreK List](#)
- **August 14th - First Day - Doors open at 7:45 AM**
- **[SCHOOL Entry TRAFFIC LINE by SAFB Security Forces](#)**

Visitors - All visitors must enter the front doors and sign in with your ID

Drop Off and Dismissal Procedures

SCHOOL ENTRY / BREAKFAST PROCEDURE - Morning drop off will begin at **7:45 AM**. Please do not drop your student off before 7:45. Breakfast will be served from 7:45–8:15. Breakfast is free to all students. Students will eat breakfast in the classrooms to start our day off smoothly. Parents will drop students off at the front door and Sheppard Staff will get them to their classroom.

- **Walkers/Bike Riders** - Students who walk or ride bikes may enter the back door of the building from the playground, go pick up breakfast, and walk directly to their classroom. When walking, please ask your children to remain on the sidewalk so they don't walk through the middle of any parking lots.
- **Car Riders** - For those dropping off in the circle drive, parents will remain in their vehicle in the drop-off lane and Sheppard Staff will help students get out of the car and to class. Students will enter the front door and will go through the cafeteria to pick up breakfast and take it to their classroom. PreK breakfast will be delivered to the classroom.

SCHOOL HOURS - Doors open at 7:45 AM. The school day is from 8:20 AM–3:40 PM for PreK–2nd grade and 8:20AM–3:50 PM for 3rd–6th grade. Classroom instruction will begin at **8:20 AM**. Students are considered late when arriving at their classrooms after 8:20 AM. **Please walk your child into the school if they are tardy.**

- Drop off - 7:45–8:20 AM
- Classroom Instruction Begins: 8:20 AM
- PreK–2nd Grade Dismissal - 3:40 PM
- 3rd–6th Grade Dismissal - 3:50 PM
- **All parents in the front circle drive will stay in their car, and all students will be walked to and from your car in the morning drop- off and in the afternoon pick-up.**

TRANSPORTATION / AFTERNOON DISMISSAL **Please hang your car tags on your passenger side sun visor** so they can be seen by Sheppard staff as you are driving through the circle drive. Each family will receive one car tag and may purchase another one for \$1.00 as needed. Please communicate to the teacher on Meet the Teacher night how your student will leave school (Car rider, Walker, Youth Center). Youth Center kids riding the bus will be picked up from the cafeteria by Youth Center staff members. Walkers will be dismissed out the back door of the school to walk through the playground. Car Riders will be escorted out front by their teachers and Sheppard staff will get students to their car. . Parents will not be allowed to pick children up from inside the building during dismissal .

***If you have younger and older students, we ask that you come at 3:50 PM so that we do not hold up traffic waiting on your older student. Younger students will stay with their teacher until you arrive.**

- ✓ **We ask parents to wait in their vehicles**
- ✓ **Please do NOT block our parking lots or spaces by parking your car in the middle of any parking lot.**
- ✓ **Please stay in your car in the right drop-off lane of the front drive to keep traffic flowing.**

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LUNCHES/WATER - All students will eat lunch in the cafeteria. Student lunches are **\$3.25** a day, unless they qualify for free or reduced lunches, which are all free of charge this school year. Adult lunches are \$4.45. Please complete the lunch form at heartlandapps.com to see if your child qualifies for reduced pricing. This allows our school to receive federal funding and could help your child get reduced pricing. You can find the school lunch menus at <https://wfisd.nutrislice.com/menu>. **All students must bring a water bottle each day.** We have water bottle filling stations for students to refill their water bottles. Please put your child's name on their water bottle. You can add money to your student's lunch account by creating an account on [My School Bucks](#) (there is a small processing fee). Please see our secretary to get your student's WFISD ID number. You may also send lunch money in an envelope with your child's name and teacher's name on it. Pre-K parents please note that due to Federal Guidelines, the Pre-K breakfast and lunch menus will be different from the K-6 menus. Chocolate milk will not be served to Pre-K students. You can find the Pre-K menu at <https://wfisd.nutrislice.com/menu> under Headstart.

STUDENT ILLNESS - Students should be closely monitored by parents and they should NOT attend school if they are sick. Our campus nurse will determine if a student needs to be sent home from school if they become ill. Please read our district's policy about when to keep your child home [here](#).

VISITORS - Parents **must** have a scheduled appointment before visiting classrooms. We would love for parents to get connected with our Parent Teacher Organization and sign up to volunteer during the school day. These volunteers help us so much throughout the year. Please complete the WFISD volunteer form [here](#).

RECESS/OUTSIDE - PreK-2nd grade students will have two recesses each day to allow them extra activity time. 3rd-6th grade students will have one recess each day with possible added recess on Fridays. We will monitor heat and cold and abide by the WFISD weather guidelines. Please send a water bottle each day with your student.

Cell Phone & Communication Device Policy - Students are required to have their cell phone, smart watches or any other communication device turned off and put away in their locker for the instructional day. Students may use the front office phone to contact a parent within the school day.

Attendance Procedures/Parent Communication

TARDY, ATTENDANCE, LEAVING EARLY - Texas law requires 420 minutes attendance per day.

- o The state of Texas requires students to be in attendance 90% of their enrollment days to receive academic credit for the school year. Letters will be sent home for those who are in jeopardy of losing credit and repeating the grade level or transfers being revoked from WFISD.
- o Attendance Review Meetings will be held for those students who do not meet the 90% attendance rule and their transfers may be revoked.
- o Tardies or early dismissals may prevent eligibility for perfect attendance or citizenship awards. This will be reviewed by the administration for credit. Students **MUST** be signed in by a parent when arriving late. Minutes will be counted against perfect attendance for those arriving late or leaving early. If the student accrues more than 420 minutes of absence, they will not be eligible for perfect attendance.

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- o There is a limit of 6 parent notes per semester for absences. For an absence to be excused, a doctor's note **is required no more than 72 hours after** their visit. Excused absences *still count* against the 90% attendance.

PARENT COMMUNICATION

- **Parent Square** will be the form of communication between the campus, teachers and parents at Sheppard Elementary. Teachers will share this information at Meet The Teacher and administrators will send out schoolwide notices throughout the year. You can also message the teacher directly through this app.
- **SHEPPARD FACEBOOK** Please follow the Sheppard Elementary page on Facebook to keep informed with everything going on at our school. We will post regular updates and reminders throughout the year.
- **PARENT TEACHER ORGANIZATION** If you are interested in becoming a parent volunteer for the school, please email your information to sheppardpto@gmail.com. You can also join the Sheppard Elementary [PTO Facebook Group](#) to see opportunities to serve our students. If you choose to volunteer you must fill out a background check with WFISD. [Register Here](#).

Other Information

CAMPUS EXPECTATIONS - One reason our school is rated very high is that we do our best to be respectful and practice good character traits and our expectations for parents, staff, students and visitors is to do this as well. Students are recognized for outstanding character traits. When a child is having trouble with their behavior, we always try to talk to them about what they could have done differently and relate it to a good character such as: Trustworthiness, Caring, Responsibility, Respect, Fairness, and Citizenship. We love to catch students demonstrating one of these pillars and genuinely “doing the right thing.” Parents will be called if there is an issue that can’t be corrected. We try to remember that the students have only been on this earth for very few years and school should be a learning experience. We all mess up. It’s what we do to change it that counts. Brag calls home are one of our favorite things! We love celebrating our students’ successes!

CURRICULUM/TESTING - The Texas Essential Knowledge and Skills, or **TEKS**, are the objectives and skills we are required to teach for every grade and every subject in the State of Texas. The **STAAR** test is similar to an end-of-course test for 3rd-6th graders and demonstrates how well a child has mastered the grade level objectives.

- TEKS and sample tests can be found on the [Texas Education Agency website](#).
- You can view the WFISD curriculum on the [TEKS Resource website](#). Click on the Guest or Parent section and choose the grade level and subject.

Device Usage Fee - A \$10.00 fee will be required for all students, except PreK. Students in PreK do not have to pay this fee. This fee can be paid online through [MySchoolBucks.com](https://www.myschoolbucks.com) or cash (no checks or credit cards) can be paid at Meet The Teacher to Donna Hale, our DoDEA Director.

SPECIAL EDUCATION - We work diligently to identify any student who may have academic struggles and provide them with individual and small group interventions during a time that has been built into our daily schedules. This process of intervention and constant evaluation is known as **Response to Intervention**, or

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RTI. If we have exhausted all RTI techniques and the child is still not learning sufficiently, then we may conference with parents to consider a referral to our **Special Education Department** for learning disability evaluations.

GIFTED AND TALENTED NOMINATIONS

- o Students may be nominated by their parents in January.
- o New students may submit prior GT paperwork to be considered for admission to the program.
- o Testing will be in February/March 2025 and results will be received in April.

Parents will receive more information at Meet The Teacher, so in the meantime, please feel free to email any questions or concerns as we move forward to cwaddell@wfid.net or jucannon@wfid.net.

**We believe that every student matters and has a story worth telling.
We are blessed to have your student with us at Sheppard Elementary and we continue to
be gifted with the pleasure of serving this military community.
We look forward to a great year!**

A digital copy of this document will be sent to parents through Parent Square.

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Sheppard Elementary Attendance Policy

Please sign this page and leave it with your child's homeroom teacher.

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Parent Signature _____ Student's Name _____

Your signature indicates that you have read and acknowledged the attendance policies and campus expectations.

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