LAURA INGALLS WILDER ELEMENTARY SCHOOL

Family Handbook

2026-27

Laura Ingalls Wilder Elementary School

Our Mission:
We, the Laura Ingalls Wilder Community, will stand proud, stand strong, and stand together to develop and nurture lifelong learning skills that will help all students become expressive, productive, and contributing members of the global community.

Our Vision:

- As a collaborative community, we persevere to ensure that students reach their fullest potential as community members.
- We foster the development of engaged and inspired learners.
- We provide an environment in which families are empowered to advocate for their children.
- We employ professional practices that are data-informed and results-driven to ensure accountability and continuous improvement.

Wilder Elementary School Website

2590 Robinson Avenue
GREEN BAY, WISCONSIN 54301
Telephone (920) 391-2460

School Office Hours
7:30am-3:15pm
Student Hours 8:12am-2:50pm

One-page 2026-27 school calendar: English Spanish and Hmong.

School Mascot – Willie the Wolf
School Colors – Blue and White

Greetings Wilder Families,

On behalf of the staff at Wilder Elementary School, I am excited to welcome you to the 2026/2027 school year. We are looking forward to a great year!

This handbook has been prepared to help you better understand the procedures and policies at Wilder Elementary School. Wilder School does adhere to the expectations of the Green Bay Area Public School District, the Wilder handbook includes more in depth information pertaining to the learning environment within the Wilder School Community.

We would appreciate you taking time to read through the Wilder Family Handbook with your child(ren), as well as the Green Bay Area Public School District Expectations & Code of Conduct. Both the Wilder Family Handbook and Student Expectations Handbook contain important information that you may need throughout the year. Please use the handbooks for future reference.

We are honored to be partners with you in your child's education!

Jenna Starry, Principal of Wilder Elementary School
& The Wilder Staff Community

ARRIVAL & DISMISSAL

School Arrival

Students are welcome to arrive at school shortly before the 8:07 bell. The play areas are supervised by staff from 7:50 until school begins. Please do not drop students off at school prior to 7:50, this is to ensure your student is supervised and safe as there are no school adults supervising outdoor locations prior to 7:50. Students line up and enter by assigned doors. The classroom letters are painted on the blacktop to help the students remember where they line up. During inclement weather, students will be let into the building at 7:50. Once a student arrives at school, they need permission to leave play areas. Students who are not in their classrooms at 8:12 will be marked tardy.

After School Dismissal

When classes are dismissed at 2:50, students will leave the building through the main office door with their teacher and then proceed on their way home. If you are picking up your student, please wait on the island to connect with your student. If a student is going to the YMCA After School Program, on the bus or on a daycare van, the teacher will direct the child to their ride. For the safety of students and family members, please cross streets where there is an adult crossing guard. Please, no cars in the staff lot after school - it is not safe for the walking students to have moving cars in the staff parking lot.

Please review Wilder's drop off and pick up maps and procedures to ensure a safe transition to and from school.

In an effort to keep all students and pets safe, we ask that **NO PETS** come on the school grounds when students are arriving and being dismissed.

THE PLAYGROUND IS NOT SUPERVISED BEFORE OR AFTER SCHOOL HOURS

ARRIVAL & DISMISSAL TRANSPORTATION

Wilder students use a variety of transportation methods throughout the year. For the safety of all children, please adhere to the following directions for dropping off and picking up students.

1) **Walkers**: Many children walk to and from school each day. They should plan to leave the house so they arrive at Wilder no earlier than 7:50am or 7:45am (if having breakfast). Upon walking home they should walk directly home after school is let out using the crosswalk.
2) **Cars**: Please adhere to street parking regulations. If you are parked in an area in which your child will need to cross the street, we ask that you cross with your child and/or encourage them to cross at the crosswalk, not in the middle of the street. Please do not pick-up or drop-off in the parking lot due to safety hazards for the children.
3) **Daycare Vans**: Children riding daycare vans will be picked up in the front of the school. Vans will park in the drop off zone. Students are asked to wait after school with their group and with a supervisor who will dismiss them to their van upon arrival.
4) **Bike**: The decision to allow children to ride bicycles from home to school is a decision parents make. There is no school policy regarding age limits or restrictions. We do emphasize bicycle safety and encourage children to obey traffic laws. Bicycles should be walked on the school grounds and sidewalks.
5) **Bus**: Students who are transported by bus will arrive and depart in the front of the school driveway along the front of the building. For the safety of the students, please do not pick up in this area.

   Students must adhere to bus regulations. A violation or misbehavior on the bus will be processed with the school bus driver and the bus company, and enforced by the school. Misbehavior may result in a bus conduct report and consequences, including potential suspension from the bus.

Roller blades, skateboards, scooters, etc. are not allowed

ASSESSMENTS

Students will be involved with formal and informal, formative and summative assessments throughout the year, some of which are required by the State of Wisconsin, some by the Green Bay Area Public School District, and others that guide teacher's instruction.

The State of Wisconsin requires all Third, Fourth, and Fifth Graders to take the FORWARD Exam, which is taken every spring. Results of the exam are received the following summer or fall.

Report cards are sent home three times a year with the end of our trimesters. **Parent/Guardian/Teacher Conferences** are held twice a year**.** Parents may call or schedule a conference as needed at other times throughout the year.

ATTENDANCE POLICY

Students who attend school daily will learn more than those who are absent!

(See district handbook). Students are required to attend school regularly unless they have the following reasons: personal illness; funerals, religious services as requested by parents; professional appointments that could not be scheduled outside of the regular school day; serious personal or family crisis; student not in proper physical

and/or mental condition to attend school in accordance with Statute 118.15(3)(a). Class work and tests missed due to absences must be made up.

Parents should call the school office, 920-391-2460, before 8:00am to report an absence. An answering machine will record calls any time of day. In place of a phone call, a written note explaining an absence could be sent with a sibling and given to the secretary the morning of the absence. If we do not hear from you, a phone call will be made to you for verification. The district uses an automated system that calls from School Messenger. This system will detect any unknown or unexcused absences and call parents automatically. The only way not to receive this phone call is for the school office to enter the absence into the computer system by 8:30 a.m.

Family vacations must be pre arranged through the school office. Please stop by the office to obtain a pre-excused absence form to be filled out before a student is excused for a family vacation that is three days or longer. It is important to note that this is to be completed before the student is absent (preferably as many days prior to leaving as the length of the vacation).

Please note that it is State Law that only 10 pre-excused absences are allowed per student, per school year. Days beyond 10 are considered unexcused.

Truancy is an unexcused absence for a day or part of the day. Tardies are arriving to school late. The principal may request the parent or guardian to obtain a written medical excuse. When a child is habitually truant, parents will be notified and requested to meet with school personnel. Students.

BEHAVIOR

School expectations will be taught and practiced throughout the school year! Following school expectations will continually be positively reinforced by all staff at Wilder School. Consequences for not following behavior may include:

- Loss of privileges
- Calls/letters sent home
- Restorative Practices
- Structured Recess
- Detention
- Suspension

CLOSING OF SCHOOL

When weather makes travel hazardous, classes in Green Bay may start late, be dismissed early, or canceled for the day.

If school should be on a two hour delay due to weather conditions or some unforeseen situation, school will begin at 10:12am. Supervision will begin at 9:50am.. Please do not drop off your child before that time. There will be no breakfast served during this time.

Whenever there are inclement weather days and school may or may not be dismissed early in the day, parents are reminded that they may pick up their child anytime. Students will not be dismissed prior to the assigned time unless parents pick them up. The Inclement Weather form will be shared with parents/guardians at the

beginning of the year, make sure that you complete the form and return to the teacher so we know how your student will be going home on early release due to weather.

CLOTHING

We strive to have everyone comfortable throughout the school day. Student dress should not affect the health and safety of students or disrupt the learning process within the classroom or school. Please see that your child is dressed according to the weather conditions outside as well as activities in which they may be involved with during the day. Please make sure they bring outerwear with them just in case as the weather is ever changing.

No student will be permitted to wear clothing that contains pictures of and/or writing referring to alcoholic beverages, tobacco products, sexual references, profanity, violence, and/or illegal drugs.

It is always a good idea, especially for younger children, to have an extra change of clothing (socks, underwear, pants/shorts, top) in case there is a need to change. Also, having an extra set available may eliminate the need to contact the parent/guardian to come to school.

Oftentimes students will choose to wear sandals to school. This is acceptable; however, they do need to have appropriate shoes for Physical Education class and recess. Wood chips and playground equipment can be a safety issue in sandals. We want all students to be safe and to be able to participate fully in their Physical Education.

EMERGENCY CONTACT INFORMATION

Annual Updates - Please complete your family's Annual Updates online for the 2026-27 school year. All families with students who completed the 2025-26 school year can access the Parent Portal to submit the annual information update.

It is important that all families complete the annual updates through the Parent Portal to ensure the district has the most accurate information in Infinite Campus. More information, including a guide for families to complete their annual updates online, can be found on the Registration page of the District website. All parents should have a Parent Portal account and can use the self-service tools. If they forgot their username or password parents should email servicedesk@gbaps.org from the email they have on record with the district. If email is not an option, parents should contact the Department of Technology Help Desk at (920) 448-2148 for assistance.

FIELD TRIPS

Classroom teachers may take field trips throughout the year that reinforce and enrich the curriculum. Some field trips do have a cost with them (admission and/or busing). At the beginning of the school year teachers will send home the GBAPS Universal Permission Field Trip form, signing this form gives permission for your student to attend field trips throughout the year. Parents/Guardians will be notified throughout the year of upcoming field trips and can opt their child out of the field trip if they wish. It will be at the teacher's discretion, and upon prior discussion with the parent/guardian, if for some reason a child should not attend. Any student not participating in the field trip will be expected to be at school on that day and if not, they will be recorded as absent.

FOOD SERVICE

The staff of the Green Bay Area Public Schools Food Service Department is committed to providing all children with quality meals that are safe and nutritious.. Students receive a main entrée, fruits or vegetables, and milk.

Menus for elementary students will be printed for students to pick up in the main office on a monthly basis and are posted on the Green Bay Public School and Wilder websites. Click on Green Bay School District Food Service for menus and other information. Questions regarding free and reduced application forms should call the Food Service office at 391-2565. Questions regarding dietary needs, allergies or any other questions or concerns should call 391-2460.

Breakfast is available at Wilder school beginning at 7:45am every morning. Every day a selection of cereals are available, as well as another choice. The choices include pop tarts, muffins, bagels, and all follow federal dietary guidelines. All entrees include juice or fruit and milk.

Every student in the district has a food service account. Depositing money or eating a meal, which will be charged to the account, activates the account. A deposit can be divided between several children in a family within Wilder school. You will be contacted via email when the balance falls below $5.00. Balances remaining will transfer to the next school year.

Classroom teachers take a daily school lunch count. If they are eating lunch or if they will be arriving late due to an appointment, please inform the Main Office Clerical when you call in the absence.

Learn more about the Free & Reduced Meal Program information on the GBAPS Webpage.

HOME/SCHOOL COMMUNICATION

Talking Points and School Messenger will be utilized as communication methods. School Messenger is an email and phone based messaging system, and Talking Points is a phone based messaging system that either alerts via text message or you can download the app and the messages will be housed there. These systems both rely on email and phone information recorded in our database. These can be updated anytime using the Parent Portal, or by calling or emailing the office clerical. If there is a form for parents to fill out (parent teacher conferences, etc.) the paper forms will be sent home with the student. The Wilder Elementary School website is a public website and can be viewed 24/7.

INCLEMENT WEATHER – For Detailed District Information click HERE.

When bad weather conditions arise such as rain and extreme cold, a yellow flag will be displayed outside on the marquee children are allowed to come into the building at 7:50am. If conditions exist during recess times, students will remain inside for that time.

LOST & FOUND

During the school year it is possible your child may lose or misplace jewelry and clothing . All means of locating the owners are used; however, many items remain unclaimed. Any unclaimed clothing is placed in the lost and found located in the cafeteria hallway; non-clothing items are placed in the school office. If your child is missing

an item, please have them check the lost and found areas. We set any unclaimed items out during Conferences and at the end of the year for families to look through. Any unclaimed items will be donated to charity and/or kept at school to lend out.

WILDER'S PARENT TEACHER ORGANIZATION

The Wilder PTO, school Parent Teacher Organization is composed of interested parents and teachers who meet monthly during the school year. Parent members assist in various school activities, events and fundraisers. PTO also provides an opportunity for parents to meet staff members and learn about our school. Your support is needed and we encourage your participation. Watch for help requests throughout the school year. We need your help and support to continue to foster our strong Wilder Community! Learn more about Wilder's PTO on the pto website **Feel free to email the Family Network at** wildergbpto@gmail.com **for any information or to get connected!**

MEDICATION

School personnel may dispense medication, including prescription and over-the-counter, only when/if the parent or guardian has completed the medication authorization form (*Parent/Physician Medication Authorization* - English | Español). Medication must be supplied in a properly labeled container with the following on it: student's name, physician's name, name of the medication, dosage and pharmacy name/phone. Students are permitted to retain their own inhalers per physician's authorization. The office will need one form per medication. If parents suspect that a visit to a physician may result in the administration of medication to a child, it is advisable to pick up the forms prior to a visit to the physician.

OUTDOOR CLOTHING

Children do spend time outside for recess periods. Please dress your child appropriately according to the weather. During the winter season, proper clothing to keep your child warm is essential. Boots, mittens, and hats are essential for Wisconsin winters. All K-5 grade students wearing boots and snow pants when there is snow on the ground are best equipped to be comfortable in the winter elements. If students do not have boots and snow pants, they will be asked to stay on the blacktop. Even without snow, boots and snowpants are recommended, as they can provide additional warmth during cold temperatures, even with the absence of snow.

PETS ON SCHOOL GROUNDS

It is the district policy that **NO PETS** come on the school grounds when students are arriving or being dismissed.

RECESS

Students will go outside unless weather conditions are extreme, in which case recess will be indoors in classrooms or other accommodations will be made. Outdoor recess will take place during the winter months unless the temperature or combination of temperature and wind is below zero. School officials do have the discretion to shorten or eliminate outdoor recess due to weather conditions other than these listed.

While at recess, students are expected to adhere to playground safety rules and expectations as well as respecting others.

Please understand some activities that may be allowed at home, are not at school, and students do need to be aware of the differences that exist. A doctor's note may be requested should you request your child remain indoors during recess.

SCHOOL SAFETY DRILLS - For Detailed District Information click HERE.

Students and staff will participate in fire, tornado, and safety drills throughout the year.

Fire drills are completed monthly including various times and scenarios such as blocked exits. We want everyone to be prepared in the event such an emergency should take place.

Tornado drills are held twice per year. Students and staff have emergency locations located throughout the building that have been established for the best safety possible.

Just as we practice for natural disasters, we also practice safety drills in the event that a situation may arise that poses a threat to student safety. These drills will be done twice yearly.

Students and staff engage in classroom discussions regarding safety scenarios one time per month.

SAFETY SECURITY PLAN - For Detailed District Information click HERE

The office has a rather detailed security plan on file. The plan includes the locking of all the building doors. To enter the main door, you must ring the buzzer. All visitors are required to register in the main office before conducting their business. All visitors must wear a visitor's badge while in the building. When leaving, please sign out in the main office.

If a child is being taken out of school during the day, the person leaving with the child must be on the emergency card or have parental permission to pick up the child. The child must be signed out in the main office and signed back in upon return.

SNACKS and WATER BOTTLES

Most classrooms have a designated snack time in the morning or afternoon. Each class varies on how they do their snack. Some classrooms will request boxes of healthy snacks be sent in, while other classrooms request each child bring in their own snack daily. As a school district, health and wellness are a focus. Please encourage your child to bring a healthy snack-no chips, cookies, or candy.

Water bottles are welcome in all classrooms. When children are hydrated their brains work better! Please send **only** water in your child's bottle. No flavored drinks or soda will be allowed in class.

STUDENT ACCIDENT INSURANCE

As a service to students and their families, GBAPS is making available an optional student accident insurance plan for your child at a very nominal cost. The district offers this program because of trends in rising family health and dental insurance costs, increased deductibles, co-payments, or lack of health or dental insurance coverage. Coverage and enrollment information is available at gbaps.org/enroll.

STUDENT PHOTOS

Throughout the year pictures may be taken at school and posted on social media outlets. If you do not wish for your student to be included in communications, please complete the digital release form that will be sent home at the beginning of the year and return it to your child's teacher. Opt out forms are also available here - 2026-27 Denial of Release - Media English | Español | Hmong | Somali.

SCHOOL SUPPLIES

The Wilder School Supply List is available on Wilder's website. Individual teachers may have an additional request and will inform students and families at the beginning of the year or when needed throughout the year.

TELEPHONE USE

Students will be allowed to use the school phone under the office or teacher supervision.

The Green Bay School District prohibits students from using or possessing an electronic paging or two-way communication device while on premises owned or rented by or under the control of the school district. An exception to this policy will be made if the School Board or its designee determines that the device is used or possessed for medical, school, educational, vocational, or legitimate use.

Personal technology devices must be turned off during the school day. It is recommended that if a student is in absolute need of a cell phone at school, parents/guardians make arrangements with the teacher or principal for appropriate safe keeping.

All staff members have a telephone in their room. When the office receives calls for the teacher or to pass along student information, the office will take a message or you may leave a voicemail.

TRADING CARDS, STUFFED ANIMALS,TOYS & MISC. ITEMS

We ask that items from home be brought to school **only** for special days. Your child's teacher will inform you of special days where toys or special items will be allowed at school. Toys, trading cards, pop its, etc. **are not** appropriate for school and should be kept at home.

VOLUNTEERS

Wilder School welcomes volunteers! Please check with your classroom teacher, as well as the school office and PTO for volunteer opportunities.

Due to a district policy in the Green Bay Area Public Schools, all parent/guardian chaperones and classroom volunteers are required to have a background check prior to working with students. More information regarding volunteering is available on GBAPS' District Website. The background check does need to be completed every other year.

The form can be found on the Wilder Elementary School website by clicking on the Volunteer Opportunities icon found below the home page picture or click here. Please call the office if you have any questions!

We appreciate your cooperation with this policy and for volunteering your time and talent.

4K SPECIFIC INFORMATION

4K will have two sessions, an AM and a PM. Classes are Monday-Thursday, no classes on Fridays. 4K students will enter the building with the teachers. Staff will be outside and will meet 4K students by the bike racks at 7:45am/11:35am, the class will be entering at 7:55am/11:45am. Class begins at 7:55am/11:45am, it is crucial that students arrive before 7:55am/11:45am to ensure that they have enough time to eat. 4K ends at 11:00am for the morning session and 2:50 pm for the afternoon session, please meet students in front of the school on the island at these times. We are looking forward to a fun-filled academic year!