



2021-2022
Student - Parent Handbook

Mission and Vision Statement

At Wanke Elementary we create opportunities for every student to be a global leader.

Wanke Wolves...

L earn from my choices

E mbrace challenges

A chieve growth

D o what's right

Dear Wanke Families,

Welcome to Carl Wanke Elementary...a Leader in Me Lighthouse Campus! This campus handbook is a supplement to the NISD Student-Parent Handbook and is written to address campus-specific procedures. Please take the time to read through this information and mark your calendars.

As the 2020-2021 school year begins, know that every member of the Wanke staff is dedicated to making this a productive and enjoyable year for your child. With your support and interest in your child's education, we will work together to create Leaders.

Information to Remember

First Day of School	August 23, 2023
Last Day of School	June 2, 2021
School day	7:45am - 3:10pm
Office Hours	7:00am – 3:45pm M- F

Student Holidays

Sept. 6	Labor Day
Oct. 11	Student Holiday
Nov. 22-26	Thanksgiving Break
Dec. 20-Jan. 2	Winter Break
Jan. 17	MLK Day
Feb. 21	Student Holiday
Mar. 14-18	Spring Break
Apr. 8	Battle of Flowers
Apr. 15	Easter Break
May 30	Memorial Day

Report Cards Go Home

Oct. 22
Jan. 7
March 25
June 2

PTA Meetings

Oct. TBD
Dec. TBD
Feb. TBD
Mar. TBD

May TBD

School Pictures

TBD Fall Individual Pictures

TBD Group Pictures

TBD Spring Individual Pictures K-2

Wanke Policies and Procedures

First week of school

Parents of students in pre-k through first grade may drop off their children at the designated meeting point on the first week of school only. We ask that parents say their final goodbye at the designated drop off location and not follow their children to the classroom. After the first week of school we ask that parents drop off their students in the student drop off line or at the school entrance. Wanke staff will be there to greet students and assist them in getting to the classroom.

Communication of Information from School

Important school information will come home electronically and be located in a variety of locations. Information will be located on the school website at <http://nisd.net/wanke/> and limited information will also be posted on the marquee due to spacing constraints. The campus may also send important campus information via School Messenger (home phone, text, and email message). Upcoming events will also be posted on the school Twitter feed. Be sure to register for School Messenger through Home Access Center (HAC) and follow us on Twitter @NISDWanke. Check your email and your child's Pride Folder daily for information, forms, and their teacher's monthly newsletters.

Appointments

Please schedule appointments and other activities away from school hours. Parents who are planning to take students out for medical appointments, etc. during the school day should make contact with the classroom teacher stating that the student will be picked up early. The children will be called to the office upon your arrival. Children will not be released to parents from the classroom. If a student misses instruction due to early pick-up, it will be considered a partial day absence.

Attendance, Tardies, and Make Up Work

The School Messenger System will call you when your child is absent the day of the absence. We will also be asking you the reason for the absence. When your child is absent, parents must send a note or email to the teacher upon his/her return with the student's name, reason for absence, and the date of the absence. These excuses can also be emailed to our attendance secretary directly at Amanda.Urias@nisd.net. All excuses must be turned in within 3 days or the absence will be considered unexcused. Illness, death in the family, and family emergencies are all considered excused absences. All religious holidays are considered to be excused as long as the parent sends a note of explanation within 3 days of the absence. Teachers keep a record of all absences electronically. Wanke will accept 6 excused absences with a parent note (coded EAPN in our attendance system) per school year. After 6 EAPN, all excused absences must come from a doctor or other medical professional (coded EADN in our attendance system). A student's parent will be notified and will receive an Attendance Warning Notice if the student has been absent without excuse on three days or parts of days

within a four-week period. The notice will serve as a notification of absences, explanation of attendance policies and procedures, and notification of the State's Compulsory Attendance Law. When requesting make-up work for students who are absent, please call before 8:30 a.m. on the second day of absence. The teacher will send materials to the office. Parents may pick up the materials after 3:00 p.m. Please do not request makeup work unless the student will be out more than one day.

All students are expected to be in class by 7:40 a.m. to prepare for their instructional day which will start promptly at 7:45. Students entering class after 7:45 a.m. will be considered tardy. It is suggested that students who will have breakfast at school arrive no later than 7:15 a.m., to ensure they are in class by 7:40 a.m. Teachers will keep an electronic record of dates for tardies. Children arriving after 8:00 a.m. must go to the office to be signed in by their parents and will receive an office tardy slip. Students are not to be dropped off outside by themselves prior to 7:10 AM or after 7:45 AM as there is no adult supervision. Students arriving after 8:00 AM will be escorted to their room by office staff.

Student with Fever Policy

If your child has a fever, district policy requires that they remain at home until they are fever free without medication for 24 hours. The district guideline for exclusion from school is a fever of 100 degrees Fahrenheit or above.

Early Pick-ups

If a student missed instruction due to an unexcused early removal from campus, it may be considered a partial day absence and a violation of the state's compulsory attendance law.

For some of our grade levels, dismissal procedures begin before 2:55pm. Therefore, students must be signed out prior to 2:40 for all early pick-ups. Parents arriving after 2:40pm will need to wait until the normal dismissal time.

Perfect Attendance

We expect every student to be at school daily, and we strive for 100% school-wide attendance. Students with no absences and/or no tardies will receive recognition each grading period. Wanke rewards students with a "Never Late" and "Always Here" recognition as appropriate every nine weeks. Students arriving at school after 9:00 a.m. are considered absent unless they have been to a doctor that morning and bring a doctor's note with them upon their return.

Medical Release and Emergency Information

It is required that we have current emergency information on every student. It is very important that you notify the school when you have a change of; address, telephone number (home or business), or if there is a change in the name and telephone number of the person to be contacted if you are not available. Please be sure to keep your Health information updated with our school nurse. Contact the school nurse at 397-6700 or at Jodi.Meyer@nisd.net to update.

Medication

Antibiotics and other short-term medications that have been prescribed by a physician may be administered by appropriate school personnel at school upon written request from a parent or guardian. Medications must be brought to school in the original prescription labeled bottle and are good for two weeks only. Long-term medications may be given only if a special medication form is completed by the attending physician and the medication is brought in a properly labeled prescription bottle. The special medication form must be filled out each school year.

All medication must be taken to the school clinic and will be dispensed from the clinic. (Please call the school nurse at 397-6700 for specific details). No over-the-counter medications are allowed at school. This includes but is not restricted to cough drops, aspirin, pain relievers, cough medicine, etc.

In compliance with Texas Administrative Code- Title 25, Part 1, Chapter 97, Subchapter A; the school administrator shall exclude from attendance any child having or suspected of having a communicable condition. With any communicable disease, students must be free for 24 hours of any vomiting, diarrhea or fever, (without any medication to suppress these symptoms). According to Northside ISD Health Services Department an elevated temperature (fever) is defined as 100 degrees Fahrenheit or above. This is stated in the Health Services policy under Exclusion from School for Health Conditions.

Air Quality Alerts

Northside Independent School District has developed a plan to respond to high concentrations of ground-level ozone when reported in the Bexar County Area. There are generally more Orange Alert Days (August, April, and May) and rarely Red Alert Days (which are most hazardous). Based on the ozone warning level, certain strenuous outdoor activities, such as physical education or recess, will be curtailed for some or all students. Please be advised that any outdoor field trip that is scheduled on an Orange Alert Day is subject to cancellation.

Discipline and Behavior

Be sure to read the Northside Student-Parent Handbook carefully and become acquainted with the District policies regarding student behavior, student dress, attendance, and other district policies. Please sign and return all forms in the handbook. These forms will be kept in your child's permanent record folder. Please go over these guidelines with your child; it is important that students understand them. If your child rides the school bus, become very familiar with the guidelines for bus riders as well.

One of the most important requirements of a good learning environment is the appropriate behavior of each student. We believe each child has not only the ability to learn, but also the right to learn in an environment that is free from disruptions and/or the threat of harm from other students. Our counselors will implement the "Kelso's Choices" program which teaches students decision-making skills to help them with conflict resolution. Wanke is a Leader in Me campus. Developing leaders is our mission here at Wanke. We empower students to become responsible for their learning as well as their behavior. Visit the school website and click on the LIM tab for more information.

Every Wanke student will have a Pride Folder that they carry with them throughout the day. This folder serves as a communication tool between the school and the home. Student choices are documented and the folder is sent home daily for a parent to sign. It is important that this folder is signed and returned to school promptly. The emphasis of the Pride Folder is a POSITIVE one, with frequent rewards and/or recognition for students who display satisfactory behavior.

Weapons, Real or Not

Weapons or items associated with weapons should not be brought to school for any reason. Laser pointers, fireworks/firecrackers, water guns, BB guns, ammunition, or any other item deemed a possible weapon may not be brought to school. Students who bring weapons to school will receive automatic disciplinary action per NISD policy. See the NISD Student –Parent Handbook for more information.

Morning Routine

Children may begin to arrive at school at 7:10 am. Breakfast begins at 7:10 a.m. and ends at 7:40 a.m. Students arriving between 7:10 and 7:40 that need to eat breakfast should go straight to the cafeteria. If your child is eating breakfast in the cafeteria they need to arrive by 7:15 to allow enough time to eat. Students arriving between 7:10 and 7:30 that are not eating breakfast should go to the following areas: Pre-K/ECC/ECSE report to the cafeteria. Kinder and 1st students report to the courtyard; 2nd, 3rd, 4th, and 5th grades report to the blacktop/big playground or gym. 2nd/3rd grades and 4th/5th grades will be grouped together. They will alternate monthly between the gym and blacktop/big playground. The computer labs will be open in the morning for students not wanting to play outside or for those who are in need of early-morning intervention. On designated Orange Alert Days, rainy days, or days where the temperature is below 40 degrees, students will go to their previously designated early morning areas which are: Pre-K/ECC/PPCD report to the cafe. Kinder students report to the stage; 1st, 2nd, & 3rd grades report to the gym; 4th and 5th grade students assemble in their designated hallways.

Parent- Teacher Conferences

All parents are requested to attend a conference during the first grading period either in person or via a Zoom style platform. Parents are encouraged to ask for conferences throughout the school year as questions or concerns arise. A parent or teacher may request conferences at any time during the school year. However, this initial conference must be pre-scheduled. Conferences should be face-to-face when discipline or behavior problems are persistent or of a serious nature. Conferences should also be face-to-face in the event that there are serious academic concerns. It is to everyone's advantage that you discuss concerns with the teacher first before calling an administrator. If the matter cannot be resolved at that level, feel free to contact an administrator. Parents may not disrupt instructional time (7:45am-2:45pm) and will be asked to schedule a conference through their child's teacher if they are found to be disrupting instruction. The goal of this is to protect all instructional opportunities.

Reading and Math Programs

A Reading Specialist, Math Specialist, and Language Support Teacher are available at Wanke to assist with problems, concerns and/or issues in the area of language arts and reading, language development, and math. In addition to our daily 90 minute reading program and 90-minute math curriculum, our students will have an additional Reading and Math intervention program that allows all students time to read at their own personal reading level and participate in math activities that strengthen their individual skills. The entire staff will be involved in teaching reading and math between 8:00-8:45 a.m. Monday through Thursday, beginning in September. Please remember that no staff member will be available for a conference at any time other than their conference period or before/after school by appointment.

Cafeteria Policy (Lunch with your child)

Parents may eat only with their own children at the visitor tables provided on the stage (when not in use) on Fridays. On the few days of the school year where the stage is in use and parent tables are not available, parents will not be permitted to eat with their children.

Change in how your child is going home

Please make sure your child's teacher knows how your child will get home each day (riding a school bus, day care van, or is being picked up by a parent or alternate adult). If you need to change your child's normal routine, send an email to your child's teacher no later than 7:45am. Those families with multiple students at Wanke will need to send an email to each classroom teacher. Wanke staff members will not change a child's

regular way home without notification. Wanke staff will not take the word of the student, regardless of age. Should a late emergency occur, parents must notify the office by calling no later than 2:25 p.m.

Delivering Items to the Classroom

Parents may need to bring items like coats, lunches, etc. to be delivered to students after 7:45am. Office staff will deliver the items personally to the classroom in a timely manner. This will decrease the time and number of disruptions to classroom instruction.

Excessive Cafeteria Charges

Students with excessive cafeteria charges will be called on the School Messenger System on a daily basis.

General Student Grooming Guidelines

Students may wear shorts and all types of skirts that are at the mid-thigh. They may not wear cutoffs or exercise/bike shorts. Tights/leggings are only permitted when worn with the appropriate length dress, skirt, or shorts. Skirts must be long enough to reach to the end of your fingertips. Girls may wear shorts under their dresses or skirts for PE classes. Muscle shirts, backless blouses, spaghetti straps, halter-tops, sundresses, see through garments, cut-off tee shirts, or midriffs may not be worn. Encourage your child to refrain from wearing clothing, jewelry, accessories, etc., that may become disruptive to the learning environment. All clothing must be modest and reflect the importance of education. Clothes may not be significantly oversized. All pant items are to be worn at the waist. Students are not allowed to wear jeans with "torn holes." Tight fitting pants (e.g., tights, Spandex, bicycle pants) are also prohibited. Headwear (hats, caps, bandanas, etc.) may not be worn in the building. Clothing cannot have written derogatory statements that put down self or others. Beer, alcohol, tobacco, drug, or any slogans promoting violence may not be worn including but not limited to WWF, Southpark, etc. Steel toed boots/shoes, or clothing associated with gang membership is not permissible. A type of athletic shoe is strongly recommended for PE classes. Roller-skate/Heelie type shoes are not allowed at school. We encourage you not to send your child to school with flip-flops due to safety and health concerns. Hair must be neat and clean. Hairstyles are not permitted if they cause a major distraction to the learning environment. Refer to the NISD Student-Parent handbook for further information.

Cell Phones

Cell phones are to be turned off and kept in students' backpacks while at school unless being utilized for instruction. Upon violation of this policy cell phones will be confiscated by staff and held by administration and may be picked up by parents/guardians only at the school office during regular school hours. This policy will also be in effect while students are on the bus.

Electronic Devices

Electronic devices including but not limited to music devices, video games, and electronic tablets are allowed at school but only for educational use. Upon violation of this policy electronic devices will be confiscated by staff and held by administration and may be picked up only by parents/guardians at the school office during regular school hours.

Toys, Fidget spinners/fidget cubes, Trading Cards, Wheeled Footwear, etc.

The above mentioned and any other non-instructional items that may cause disruptions to the learning environment may not be brought to school unless approved by classroom teachers for special projects/events or specifically listed in the individual student's IEP or 504 plan. Any of the above mentioned items may be confiscated and can be picked up from school by parents only.

Lost and Found

Clothing articles and lunch boxes are kept in the hall near the cafeteria. Small articles such as glasses and jewelry are kept in the office until claimed. Children should make an inquiry concerning items as soon as possible after they are lost. Please do not allow your child to bring expensive articles to school. Coats, caps, sweaters, lunch boxes etc. should be marked with the child's name to facilitate their return to owners in case they are lost. The school is not responsible for students' lost belongings. The school periodically empties out the lost and found and donates the items to other campuses or charities. Parents will be notified via our communication systems a few days prior to this occurring.

Meals at School

Breakfast begins at 7:10am and ends at 7:35am. Lunch times vary according to grade levels. Lunches begin at approximately 10:45 a.m. and end at approximately 12:45 p.m. All students are provided a 30-minute lunch. All prices may be accessed online at nisd.net. You may also call the school cafeteria at 397-6735. Please sign in at the front office via the Raptor System and wear a Visitor Badge before going to the cafeteria. **Parents may eat only with their own children on Fridays** at the visitor tables provided on the stage (when not in use). Parents may make payments/deposits into student lunch accounts online at www.myschoolbucks.com.

Home Access Center (HAC)

NISD's Home Access Center allows parents to view information regarding their child's grades and attendance at any time throughout the school year. It also allows parents to sign up for School Messenger voice, text, and emails directly from the campus as well as cafeteria account information and payments. Here's how to sign up:

1. Go to <https://hac.nisd.net>
2. Follow instructions to create an account for each user.
3. Add students after accounts are created by clicking Add Students link.
4. You will need your child's student ID number which can be obtained from the school office. The password (PIN) is the first four letters of the student's last name followed by the last four numbers of their social security number.

Schoology

Teachers will continue to use our Learning Management System (Schoology) for assignments, grading, parent contact, etc. This will vary from classroom to classroom and between grade levels. Parents are asked to download the Schoology app and connect to each of their students in order to stay up to date with grades, missing assignments, etc. Schoology interacts with HAC (Home access center) and will be the most up to date information in regards to assignments that are missing.

Sending food items to school

Elementary schools are required to follow nutrition rules established by the Texas Department of Agriculture. Parents may choose the food items sent to school for their own child, but may not send, bring, or purchase food for other students. This limitation also prohibits students from selling food fundraising items to students during the school day or extended school day. These guidelines apply to field trips as well as activities provided during the extended school day with two exceptions: two school parties, and a third special day as designated by the campus principal. Please contact our office for more information regarding designated days.

Birthdays

Parents may send store-bought, individually frosted cupcakes, cookies, or doughnuts only for their child's classroom to recognize their child's birthday (no cakes, cupcake cakes, ice cream, etc.). As an alternative to food, parents may send an item for each student in the class such as stickers, stationary, pencils, etc. These

items should be safe, inexpensive, easy to pass out, and not promote any political, religious, or other slogans/beliefs. School personnel will have the sole discretion as to whether or not the items are appropriate to pass out. It is best to check with your child's teacher in advance.

Balloons, goodie bags, or food items (other than those above) are strictly prohibited. When purchasing cupcakes, be aware that there are a number of students on campus that have food allergies. **Check with your child's teacher before sending cupcakes to school to ensure items sent can be taken to the classroom.** Cupcakes are to be dropped off at the school office and our staff will deliver them to the classrooms near the end of the school day. The cupcakes must not be eaten in the cafeteria and will be passed out to the children at the very end of the school day in order to limit disruption to instructional time. Parents and family members are not allowed to deliver cupcakes to the classroom.

Birthday Invitations

District guidelines state invitations to parties should be passed out either to the entire class, or all the boys/all the girls must receive one.

Balloons/Flowers

The delivery of balloons and flowers to students is not permitted. Additionally, we will not send these items home with a child on the school bus.

Parties

Each classroom may have 2 parties per school year. One may be held on the last day before the holiday break in December. The other date will be discussed and decided at a later time by the school's Lighthouse team. It is critical that teachers coordinate with room parents as a grade level to ensure a level of parity across the grade. Structured activities should be planned.

Field Trips

Field trips must be based on the current curriculum and reflect NISD Standards. Students, staff, and chaperones may not take money for snacks, souvenirs, etc. Teachers may ask parents to chaperone small groups of students, but the teacher is ultimately responsible for all students and should have his/her own group as well. The teacher should keep all of her/his students within eyesight at all times. Volunteers are not allowed to take small groups out of the teacher's sight and direct supervision. All students must return to school and be dismissed as usual. Parents may not take siblings on field trips if they are going as a chaperone. A permission slip must be signed by a parent before a child may attend a field trip. If there is no permission slip signed, the child will not attend the field trip. Phone calls home are not to be made on the day of the trip for permission as per NISD policy. **All chaperones must be cleared through NISD criminal background check prior to attending a field trip.**

Pets at School

Please do not bring pets (other than service animals) to the Wanke campus unless you have written permission from the campus principal. We have numerous children with a wide variety of allergies, including animal fur and dander. Also, we want to keep our kids safe from possible bites and scratches.

PTA

This year at Wanke we are striving to reach a goal of 100% faculty and parent enrollment! Please fill out the appropriate information and send in your dues. Join in the enthusiasm, participation, and team spirit the Wanke PTA brings to our campus. Becoming a member does not commit you to participating in all school events and meetings. You will have the opportunity to volunteer, as you wish, throughout the school year.

School Bus Service

School bus service is made available to many students at Wanke. You are welcome to ask in our office or call the Northside Transportation Office at 397-0900 for additional information. Information can also be found at www.nisd.net and clicking on Boundaries and Buses.

Student-Parent Handbooks

Please take time to read the NISD Student-Parent Handbook and the Wanke Student–Parent Handbook and discuss them with your child. Return the final pages of each handbook, signed and dated, to your child’s teacher by August 31st. We are required to keep these pages in your child’s permanent record folder. Please also review the Northside ISD Administrative Regulation for Acceptable Use. Your child will have access to the District’s electronic communications system only if you sign and give your child permission on the form found on the last page in the handbook. Students are given access to computers, applications, databases, online resources, and other technology resources for educational purposes.

Traffic/Dismissal

All parent drop offs and pick-ups will be in the long driveway that is closest to Prue Road. The front driveway is divided into two lanes: the right lane is for student drop off/pick up and the left lane leads into the front parking lot for families wishing to park and enter the school. Students that are dropped off in the mornings will enter the building through the main foyer entrance. Afternoon pick-up will also take place in the front of the school. Students will be escorted to the front sidewalk by staff. Students will be sitting in grade level order with Kinder nearest the flagpole. Parents are asked to pull their vehicle as far forward in the driveway as possible. Staff members will be on duty to assist students into their cars.

The entrance nearest Bandera is reserved for busses and staff only. We will have student leaders on patrol and staff on duty each morning and afternoon to assist you with drop offs and pickups beginning at 7:10 a.m. on the first day. Please observe signs and kindly follow directions from our parking lot patrols.

State law prohibits use of cell phones and other electronic communication device (unless on Bluetooth) while driving in the school parking lot.

All drivers are to exhibit patience and good manners as we all strive to keep our kids, community, and staff safe and continue to be good role models for our children. Your help and patience is greatly appreciated!

Children are not allowed to walk across any parking lot without an adult escort. Please do not drop off children from your car before you actually park your vehicle. Our policy is that parents can enter the parking lot, park their vehicle, and escort their children across the crosswalk. Otherwise, you can use the drop off lane and drop off your children to a staff member or safety patrol on duty on the curb from 7:10- 7:45am daily.

Be aware that cars parked on the red curbs need to have a licensed driver behind the wheel at all times. City laws require this and both SAPD and Northside Police will ticket drivers found in violation of this policy. This rule is designed to allow the quick removal of vehicles in case an emergency vehicle (ambulance, fire truck) is needed to help assist in a crisis. Please do not park in the No Parking Areas on Old Prue Road or inside the Avalon subdivision. Do not cross your children or allow them to cross Old Prue unescorted. This is extremely dangerous! While there is a crosswalk, there is no crossing guard due to this being a multi-lane street with very high traffic volume. Please know that we are not trying to inconvenience you. We want your children to arrive safely to school. There is a great deal of non-school related traffic in the morning and afternoons on Old Prue

Rd. Most Wanke students are eligible to ride NISD school busses. Call transportation at 397-0900 for further information.

Video and Picture Taking

Parents are not to take videos or pictures of any students other than their own child without express written permission from the campus principal or designee and that child's parent.

Visitors

Parents are welcome to come and observe their children in the classrooms. However, prior approval must be granted by the campus principal or his/her designee and a date/time will be scheduled. All visitors must sign in using the Raptor System to obtain a visitor's badge from the school office before going to any classroom, cafeteria, or gymnasium between the hours of 7:10-2:45. This name tag must be worn at all times while the visitor is in the building and must be visible to staff members.

Volunteers

Wanke staff members know that we cannot do the job at hand without support from volunteers. We invite you to assist teachers and PTA by signing up for various volunteering opportunities that occur during the school year. Volunteers are required to submit and pass a criminal background check before they are able to assist staff with any students. This includes, but is not limited to, tutoring, mentoring, small group work, and field trips. This background check can be located at www.nisd.net and takes only a few minutes to complete. Wanke administrators can check the list weekly and you may call the school to verify whether or not you have cleared.

Snacks

Snacks will be sold during lunch daily. Students will be allowed to purchase snacks on a daily basis and ice cream will be limited to once a week.

Ice Cream Schedule: Pre-Kinder/Kinder/1st- Friday 2nd - Thursday 3rd - Wednesday
4th - Tuesday 5th - Monday

Parents may send a healthy snack for their own child only, if they wish to do so. Remember, staff and other adults may not give any form of food or beverage item to students other than their own child during the school day that cannot be purchased in the campus cafeteria.

Supplies

Supply lists are available in the office and on the school's website.

Telephone Use

Students will be allowed to use school telephones for emergencies only. Leaving homework and other school supplies at home is not considered an emergency.

Recycling Programs

Wanke has two recycling programs at this time. You may deposit newspaper, magazines, colored paper, brochures, advertisements, etc., in the two large bins in the parking lot.

Spirit Shirts

Wanke is promoting College Readiness to all of our students. Children are encouraged to wear shirts of their favorite colleges every Monday. We also promote pride in being a Wanke Wolf and encourage children to wear a Wanke school shirt or something in our school colors...Blue and Gold ...every Friday!

Insurance

School accident insurance forms will be sent home. Please mark YES or NO and return it with the other items requested for return. A company representative will pick up the envelopes from the office.