

ARRIVAL AND DISMISSAL

STUDENTS SHOULD NOT ARRIVE BEFORE 8:30

- 8:40 Breakfast students enter
- 8:50 Walkers and bus riders enter
- 9:00 Final Bell - Morning announcements Begin
- 3:15 Dismissal Bell - **Dismissal starts (busses are dismissed once all busses have arrived & are parked in bus lot.)**
- 3:20 **Walkers are dismissed**
- 3:25 Final Bell - All students should be dismissed

Only use the flag loop area for dropping off or picking up students. The east lot next to the playground is for busses. **Please do not park in the loop when visiting school, use the parking lot - the far east lot by the soccer field is available for staff and visitors.**

If you pick up your child from school **at dismissal**, please be here prior to 3:30p.m. We do not have an adult to supervise the children waiting for parents past 3:30p.m. Parents will need to enter the school building to pick up their child when arriving after 3:30p.m.

All students being picked up will wait in the gym until they are called. When called, the students will exit the building through the main entrance and walk to the vehicle waiting in the loop. A school personnel member will be in the loop with a walkie-talkie to radio in to other school personnel supervising in the gym who will then call the students to be released.

This procedure will keep dismissal safe & organized and keeps students and school personnel protected from the weather. Parents that walk with their children home are asked to wait on the front walk on nice days. In rain, snow, or cold weather parents are invited to wait in the lobby.

Students who are walkers (do not have a bus assignment) are expected to physically walk home at the end of the school day unless other arrangements have been made.

ATTENDANCE

Promptness and regular attendance are an important part of your child's learning process and forms good habits for adulthood. We encourage you to send your child to school on time every day. However, in order to prevent illness from spreading among children, it may be necessary to keep your child home if he/she is ill. Attendance notifications will be sent home throughout the year around every 10 days missed to keep parents informed as to their child's attendance records.

When a child is absent or tardy a signed note must be received from the parent, giving the date and a definite reason for the absence or tardiness. Children that miss school for a vacation during school time are considered unexcused absent.

Students needing to leave school early need to bring a signed note from home to their teacher. The parent must sign the child out in the office at the appointed time.

BAND

Students in grades 4 & 5 may take instrumental music lessons. They are expected to practice and be prepared for their lessons. As band members, they are part of a team, and must be available for all winter and spring concerts; at the same time, be sure they keep up with their school work; they have a big responsibility. This is a commitment that must be met - your child cannot pick or choose when and if they want to attend performances.

BEFORE & AFTER PROGRAM

The YMCA may run a before and after school program in the school building. This program provides care and supervision of school-age children from 7:00 a.m. to the start of school and from after school until 5:30 p.m. each school day, as well as on days of early dismissal. There is a charge for this service. Contact the YMCA at 434-8887 for current rates and details.

BICYCLES/SCOOTERS

Only students in grades 2-5 are allowed to ride bicycles/scooters to school. Students are to get off their bikes/scooters and walk them on school grounds. They should be parked in the bike racks and locked. At the end of the day, bike/scooter riders are dismissed with the walkers. Again, they must walk them when on school grounds. Please teach your child bicycle safety. Remember, it is a New York State law for children to wear safety helmets when riding their bicycles. Children will not be allowed to ride their bicycle/scooter home until they demonstrate that they are wearing a helmet.

BREAKFAST/LUNCH PROGRAM

Breakfast is available in the cafeteria every day, lunch is available every full day of school. A variety of hot and cold items are offered. Menus are sent home monthly. Please check menus for current price lists. Both breakfast and lunches are available at a reduced price/free for all families who qualify, (forms are available in the office). It is expected that students will use proper manners during breakfast and lunch.

Parents may join their children for lunch on occasion. We kindly ask that parents either bring a lunch from home or buy a school lunch. Food from outside restaurants (ie McDonald's or Burger King) causes distractions for other children. We also ask that parents do not bring other siblings when they visit as the cafeteria is a busy place. Parents may sit at the table in their own seat. Please remember you are there to enjoy lunch with your child, not to gossip or talk about other children while in school or after leaving. We ask all children to respect each other and expect the same from the adults benefitting from this privilege.

BULLYING/HAZING/THREATS

Bullying (habitual picking on, hitting, saying hurtful things, having physical or emotional control over another student, etc.) of a student by another student is strictly prohibited on school property, in school buildings, on school buses, and at school sponsored events/ activities whether occurring on or off campus.

Hazing activities are demeaning, abusive and/or illegal behaviors that harm victims, and are inconsistent with the educational goals of the District by negatively impacting the school environment. Hazing of a student by another student or group of students is strictly prohibited on school property; in school buildings; on school buses; by school sponsored groups, clubs or teams; and at school sponsored events and/or activities whether occurring on or off campus. Hazing of a student refers to soliciting, encouraging, aiding, or engaging in “hazing” behavior as defined pursuant to District policy, regulation and/or law.

Threats made by a student toward another student or staff member are not tolerated and will be taken seriously. Threatening comments or statements in gesture, spoken, written or electronic form while on school property will be addressed by school administration. After an investigation by school personnel, the child that made the threat may be disciplined including, but not limited to, a warning, parental contact and suspension from school.

In accordance with the Dignity for All Students Act, School District policy and practice must ensure that no student is subject to discrimination, bullying or harassment, based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender/gender identity or sex by school employees or students on school property, on a school bus, or at a school function. If you feel that your child has been subject to discrimination, bullying or harassment, please contact the Dignity Act Coordinator for your child's school.

BUS CONDUCT

Students who ride the bus are expected to follow all bus behavior rules so that no accidents or injuries occur. Bus safety rules include:

1. The bus driver is in charge. Obey all directions of the driver promptly and courteously at all times.
2. Students should remain seated in their assigned seat. Hanging out the window, throwing objects or yelling out the window is not allowed.
3. Walk when getting on and off the bus. There should be no pushing, shoving or tripping of others.
4. Respect the property of others. No throwing of books, clothing, lunches, etc.
Any damage to the bus or other property will become the responsibility of the parent.
5. Avoid any unnecessary noise or rude, discourteous and annoying conduct.

If a student does not follow any of the above rules, a bus conduct report may be filled out by the bus driver and given to the principal. Once a bus conduct report is investigated the following steps may occur:

1. The principal will review reports and speak with child/children.
2. A letter and a copy of the bus conduct report is sent to the parent and/or parental contact is made by principal.
3. Parents and student are requested to come in for a conference with the Principal.
4. Parents are notified that the student is suspended off the bus. The number of days of suspension is determined by the seriousness of the offense.

CHORUS

Children in grades 3 - 5 may be in chorus. As chorus members, they are part of a team. Members must be present at all concerts.

CONFERENCES

When requesting a conference with a teacher, please arrange for a mutually convenient time. Teachers cannot hold conferences with parents when class is in session or during arrival/dismissal times. At these times, a teacher's attention must be given to the supervision and instruction of the students. With regular morning routines and responsibilities, teachers cannot stop to conference.

ELECTRONIC DEVICES

No electronic devices should be brought to school. This includes cell phones, iPods, MP3 players, Nintendo DS, etc.

FIELD TRIPS

Field trips are planned as an extension of the curriculum. They are planned by the teacher and are fully supervised. Proper behavior is expected from all students as this is a school-sponsored activity. Whenever plans are made for a class field trip, a note explaining the trip and a permission slip will be sent home. Students must return the permission slip signed by a parent or guardian in order to go on the trip. The PTA funds most field trip costs. Field trips are a privilege and can be taken away due to poor behavior or not completing required work as determined by school staff.

HEALTH INFORMATION & MEDICATION

2015-16 - Regulations from NYS Health Department for immunizations. All children must meet the requirements for school as per NYSDOH. Families will be notified if a child is not in compliance.

There may be times when your child will become ill at school. Should this occur, the school will make every attempt to contact a parent or the person designated on the emergency information card.

According to NY State Education Law, any child with an undiagnosed rash, temperature over 100 degrees, vomiting or a communicable disease will be excluded from school until diagnosed and treated. If your child is sick and had a fever or vomited, they must remain at home for at least 24 hours after the fever “broke” **without medication** or the last time they vomited.

In order for the school nurse to administer medication during school hours, the medication must be brought in by a parent in its original labeled container and must be accompanied by a written request signed by the physician as well as the parent. **Medication is NOT to be sent with a child on the school bus. Students must not have medication in their possession.** The parent must inform the school nurse of any change in the child's medication or health.

LOST AND FOUND

The school is not responsible for any loss of personal property. Each year many articles are turned into the office, where they are stored, and never claimed. Personal belongings should be clearly marked with the student's name. The school donates these unclaimed articles to appropriate organizations at the end of the school year. Lost and found articles are on display in the cafeteria. Students should check there for any items they may be missing.

PTA

The purpose of the Wilson Elementary PTA is to bring the home and school closer together by supporting and providing supplementary services and funds that enhance the educational program for our students. The PTA depends on the help of parent volunteers for fundraising and special events held throughout the school year. If you haven't already done so, please consider joining the PTA. It's for your children!

PARKING

Visitors may park in the north and east (by the soccer fields) lots. The front loop by the flag is used for parents picking up or dropping off students throughout the day. **DO NOT** park in the front loop for any reason. No cars are allowed to park in the bus area east of the playground.

PARTY INVITATIONS

Party invitations may be distributed in class **if all girls, all boys, or every child** in the classroom will receive an invitation. If you would like to invite only certain members of your child's class to a party, you will have to do so via US mail or personal delivery outside of school. The children's feelings get hurt.

PATRIOTISM

Respect toward our country and flag is practiced in many forms at our school. Each school day begins with the recitation of the Pledge to the Flag and the singing of a patriotic song. Everyone in the building is asked to stop everything, stand, remain quiet, remove their hat and join in the pledge and song at this time.

PHYSICAL EDUCATION

Elementary school students are required by state law to participate in regularly scheduled physical education classes. On "gym" days tie-up sneakers are required. Children in grades 3, 4 & 5 will change from school clothes to appropriate gym wear.

If a student needs to be excused from physical education class, they must have a written excuse from their parent, doctor or school nurse. In order to be excused for more than two consecutive classes, a doctor's note is required. Children excused from P.E. may not participate in recess, walking club, or any other physical activity for the day(s) they are out of P.E. Students who miss P.E. for being unprepared will need to make up the class.

PLAYGROUND

The playground is provided for your enjoyment. Treat it with respect and use safe practices at all times. If you know of anyone damaging the playground or using unsafe practices, even after school, please report this to the school office. When you use the playground after school, you do so at your own risk. Play safely!

PROGRESS REPORTS

5-Week Progress Reports - Student progress reports will be issued at 5-week intervals on:
October 7 December 9 March 3 May 12

REPORT CARDS

Report Cards - Student report cards will be sent home on the following dates:

November 17, 18 & 21 - Parent Teacher Conferences
February 3, 2017
April 19, 2017
June 22, 2017

REPORT CARD STANDARDS GRADING KEY

- 4 - Student independently demonstrates an understanding of concepts and skills and applies them in an exceptional manner that exceeds the standards.
- 3- Student consistently demonstrates an understanding of concepts and skills, and can apply with minimal guidance.
- 2 - Student is developing an understanding of concepts and skills, and can apply with moderate guidance.
- 1 - Student is experiencing difficulty and is not yet demonstrating an understanding of concepts and skills. Student requires maximum guidance.
- N/A - Does Not Apply at this time.

INTERMEDIATE GRADES

Grades 3-5 Report Cards will have an overall grade in ELA, Mathematics, Physical Education, Visual Arts and General Music. This is in addition to the rubric and reflects tests and quizzes. This will be a percentage grade out of 100.

SCHOOL SAFETY PROCEDURES

All outside doors are locked during the day as part of our ongoing efforts to ensure the safety of our children. Adults must enter the building through the front doors and sign in. If you plan on volunteering in a classroom, you need to make prior arrangements with the teacher. *Visitors will need to “buzz in” and will be asked to identify themselves before entering. They will need to stop at the office window, sign in and wear an orange “visitor” sticker.*

As the start and end of the school days are busy, teachers need to be supervising children closely. Adults will not be able to go to classrooms with their children, nor pick their children up at the classroom except on the first day of school. If you want to talk to your child's teacher, please call the office to arrange for an appointment. If you want something delivered to the class – leave it at the office and we will ensure it gets to your child's room.

At times there may be the need for an emergency closing or a “lock down”. An automated telephone message will be made informing you of the situation. In order to keep our phone lines open for contacting the authorities, please do not call the school. The news can also be heard on the radio/TV. In the event your children are sent home early, please have arrangements made where your child should go and be sure your child knows what they are to do. please do not come to the school, you put both the children and yourself at risk. Listen to the radio/TV for directions as to what parents should do. We will be working with the local authorities to protect your children. Their safety is our first concern.

SCHOOL EXPECTATIONS

Our goal is to help students grow to be responsible, thinking, empowered citizens. The following guidelines are to insure a cooperative effort on the part of students and faculty:

1. Respect for all will be shown through courteous behavior and speech.
2. Coming to school prepared to learn is the student's responsibility. Materials or items not needed for instruction are not to be brought to school without the teacher's permission.
3. Drugs, alcohol, tobacco and weapons are prohibited from school buildings and grounds.
4. Teasing and bullying is disrespectful and will not be tolerated.
5. Students are expected to dress in an appropriate manner. If clothing is judged to be distracting or a safety hazard, you will be notified and expected to change to more appropriate clothing. Halter tops, spaghetti straps, short-shorts, bare mid-drift tops, and clothing more suitable for a picnic are not to be worn at school. Shorts and skirts should be at least as long as the fingertip of arms at their sides. Use good judgment.
 - a. Hats are not to be worn in school. All visitors should remove their hats when entering.
 - b. T-shirts and hats need to be school appropriate regarding language, pictures, and double meanings.
 - c. Pajamas, lounge wear, or clothing resembling these are not appropriate for school. Students wearing such items will be asked to change.
 - d. Make-up is not appropriate for elementary students.
 - e. Shoes must have backs so they stay on the foot.
6. Throwing objects like snowballs and stones may cause serious injury and is not permitted.
7. Hall passage is to be done in a quiet and orderly manner.
8. Gum chewing is not allowed.

TELEPHONE/ADDRESS CHANGES

Please notify the school as soon as possible if there is a change in your telephone number, address, child care provider, or the person to contact in an emergency. This information is very important in case of illness, injury or other emergency.

TESTING

As a part of the education process, students will participate in various types of testing to monitor how they are progressing in relation to grade expectations. Some assessments are done in-house to progress monitor academic growth and some are State assessments. All children attending public school in grades 3-8 are required to take the NYS ELA, MATH and SCIENCE assessments. Being a public school, we are required to administer all State tests. NYS does not have an “opt out” provision in its regulations or policies. (Children who refuse to take a state test may be required to remain in their testing location until the test is over. They will need to follow all testing rules and regulations.) Administration will try to work with parental requests while also meeting NYS requirements for public schools.

Please avoid scheduling vacations, doctor, dentist or other appointments during testing weeks.

TRANSPORTATION REQUESTS

When children need bus transportation to/from a child care provider on a regular basis, please complete a blue request form available in the school office. It is not allowed for children to ride on a bus to/home with a friend for play time activities.

The end of the school day is busy due to band, chorus and “extra” physical education classes. Please make all transportation requests in writing (via note to school) or by phone PRIOR TO 2:30 so we can safely and properly notify our faculty and staff of the change. We understand that in rare instances emergencies will happen and last minute changes will need to be made.

Please do not email transportation requests. They may not be seen or received in time to fulfill the request.

VISITORS

We are happy to have parents or others visit our school. We ask that all visitors use the **MAIN FRONT ENTRANCE ONLY**. Please **do not** attempt to use any other entrance at any time as they will be locked. **All visitors will need to be “buzzed in”. Please sign-in at the office window.**

VOLUNTEERS

There are many opportunities for parents to help with their child's classroom. Some teachers have parents work with children or help with special activities. Parents should wear appropriate work attire while volunteering. You can sign up on the PTA Volunteer Form and your child's teacher will contact you as needed. When volunteering, you must sign in at the office before going to the class.

Teachers have specific tasks/activities for volunteers to assist with in the classroom. Siblings can be distracting to the class and the parent who is volunteering in the room. Therefore, all siblings are to remain with someone else when a parent/guardian is volunteering in a classroom.

Volunteers must also use discretion when working in classrooms. All volunteers are asked to keep all information about students confidential. As much as we appreciate volunteers, we need to be sure that sensitive information or data is not disseminated. Volunteers who are confidential will be welcomed back. **Please be considerate and mindful of confidentiality like you would want someone else to be with your child.**

Parents/Guardians -

Welcome to the 2016 - 2017 school year! We are looking forward to many great things happening here at Wilson Elementary School!

Please read and understand this handbook as it changes/gets modified each year.

Bold items are either new for this year or are important and we want to draw them to your attention.

Please see some highlighted items below:

Thank you,

John Diodate, Principal

**** Transportation change requests are to be in by 2:30 pm**

**WILSON ELEMENTARY SCHOOL
GOALS for 2016 - 2017**

**90%+ Passing Rate on all NYS Elementary
Assessments
for ELA, Math & Science**

LEXILE GOALS:

**These goals are set as one indicator of your child's
readiness for the next grade.**

Grade 1—300

2—600

3—800

4—1000

5—1200

Wilson Central School District

ELEMENTARY SCHOOL

FAMILY HANDBOOK

