

WILSON ELEMENTARY SCHOOL FAMILY HANDBOOK

2023 - 2024

WE CAN DO IT!



Wilson Elementary Parents/Guardians,

Welcome to the 2023 - 2024 school year!

Enclosed you will find the *Wilson Elementary School Family Handbook*.

Communication and information sharing is extremely important in the relationship between home and school. The information in this handbook highlights some of the most important guidelines our school follows and will help serve us as we hope for a smooth transition into the new school year.

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

As always, feel free to reach out to me, the main office, or your child(ren)'s teacher if you have any questions.

It's going to be a great year! WE Can Do It!

Best,

A handwritten signature in black ink that reads "Jason Wilkie". The signature is written in a cursive, flowing style.

Mr. Jason Wilkie
Principal, Wilson Elementary School

OUR MISSION

We recognize that to be effective, human beings must work in a spirit of mutual understanding; therefore, we must establish and maintain open lines of communication between students, professional staff, Board of Education and community.

A Philosophy of Education for the Wilson Central School District will enable Board of Education members, administrators, teachers, students, and citizenry to establish directions and priorities for the assignment of resources in order to facilitate student growth and to create an educational setting which will result in positive attitudes toward our school system, and life-long learning. This will be possible only if lines of communication are kept open.

STUDENTS SHOULD NOT ARRIVE BEFORE 8:40.
(There is no adult supervision prior to 8:40.)

- 8:50 Students enter & head to classrooms
- 9:00 Final Bell/Morning announcements
- 3:07 Walkers & Pickups head to the gym for release.
- 3:10 Dismissal Bell - Walkers leave the building. Bus students head out to buses.
- 3:25 Final Bell - All students should be out of the building.

Only use the flag loop area for dropping off or picking up students directly from your vehicle. The east lot next to the playground is for buses. Please do not park in the loop when visiting school - use the parking lot. The far east lot by the soccer field is also 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. All students will be picked up in the front loop at dismissal. There is no longer an option to park in the lot and walk up to the front doors.

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. Missing school for a vacation is considered an unexcused absence. 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.

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. Instrumental practice at home is no different than class assigned homework. It is a graded component of band class.

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.

BIRTHDAY / HOLIDAY TREATS

Pre-packaged treats (treats that are in a sealed container or individually wrapped from the baking facility [Wegmans, Tops, Entenmanns, etc.] or bakery [Cookie Cottage, etc.]) are the only ones that can be sent in to school. These items must have an ingredient list to help protect our students with allergies. Adults will distribute items that are in a sealed container, but not individually wrapped, to help reduce the spread of germs and viruses. Please call the school prior to purchasing treats if you have questions or are unsure if the treats you want to send in meet these requirements.

BREAKFAST/LUNCH PROGRAM

Breakfast will be available every morning. Lunch is available every full day of school. A variety of hot and cold items are offered. Menus will be on-line. 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 and eating habits during breakfast and lunch.

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 (DASA), 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.

Please review the district Code of Conduct for more information regarding these behaviors.

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.

CHORUS

Children in grades 4 & 5 may be in chorus. As chorus members, they are part of a team. Members must be present at all concerts.

CODE OF CONDUCT

The Wilson District Board of Education recognizes the importance of policies regarding conduct on and around school grounds. To ensure a safe, fair and appropriate education, the Board is committed to practices that will promote an orderly school environment. Students will obtain a quality education without excessive disruption and interference. Students, staff, parents and all visitors will be expected to act responsibly to minimize any degradation of this objective.

This Code of Conduct will be the foundation for behavioral expectations on school property and at school sponsored functions. The principles of this Code will be based on honesty, integrity, respect, character, citizenship and civility. Compliance to these virtues will create a positive learning exchange that is both safe and effective. Deviations from these expectations may result in disciplinary action when the behavior has been determined to be unacceptable.

The Board adopts this Code of Conduct in the spirit of providing the best possible surroundings for children to learn, grow and develop. A review and analysis of this Code will be done on a regular basis to ensure that this document is adapted to new District needs and concerns. Unless otherwise indicated, the Code of Conduct applies to all students, school personnel, parents and other visitors when on school property or attending a school function.

For a complete reading of the District Code of Conduct, visit the school website www.wilsoncsd.org and look under "Parent Resources".

DRESS CODE

All students are expected to give proper attention to personal cleanliness and to dress appropriately for school and school functions. Students and their parents have the primary responsibility for acceptable student dress and appearance. Teachers and all other District personnel will reinforce acceptable student dress and help students develop an understanding of appropriate appearance in the school setting.

Please review the Dress Code policy in the district Code of Conduct.

Students who violate the student dress code shall be required to modify their appearance by covering or removing the offending item and, if necessary or practical, replacing it with an acceptable item.

Any student who refuses to do so shall be subject to discipline. Any student who repeatedly fails to comply with the dress code shall be subject to further discipline.

ELECTRONIC DEVICES

No electronic devices should be brought to school. This includes cell phones, iPods, MP3 players, Nintendo Switch, etc. If these items are in school, they may be confiscated and held in the office until a parent comes to school to retrieve it.

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, however, parents may be asked to pay for their child to attend. 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

All children must meet the health requirements for school as per the NYS Dept. of Health in order to attend. Families will be notified if a child is not in compliance and the child will not be allowed to attend school until the State requirements are met.

There may be times when your child will become ill at school. Should this occur, we 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 and/or vomited, they must remain at home for at least 24 hours after the fever “broke” without medication or the last time they vomited. Families of students who are not past the “24 hour rule” will be contacted to pick their ill child up from school.

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 our wonderful & supportive 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!

PARENT/TEACHER 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. Parent/Teacher conferences are scheduled for all students after the first quarter, in November. If a teacher contacts you through email, phone, class messenger, 5-week reports, report cards, or other means about conferencing, please reply and set up a meeting to discuss your child's progress. Virtual conferences may be an option for the 2023-24 school year. Teachers will forward information on this.

PARKING

Visitors may park in the north (by the main entrance) 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 other 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 who are not invited have their feelings hurt.

PHYSICAL EDUCATION

Elementary school students are required by state law to participate in regularly scheduled physical education classes. On “PE” days, tie –up sneakers are required. Students who are not properly prepared for PE class will lose points and their grade will be negatively affected. No students will change for PE this school year. If the weather is conducive, PE classes may be held outside. Rain and bitter cold will prevent outside PE classes. Please make sure your child is prepared for outside PE class.

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 ONE consecutive class, a doctor's note is required. Habitual parental notes to excuse a child from PE will not be accepted. If a child has a medical reason to miss PE on a regular basis, a doctor's note is required. Children excused from PE may not participate in recess or any other physical activity for the day(s) they are out of PE.

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!

During the school day the playground is reserved for students attending WES. After school is dismissed, the community can use it.

PROGRESS REPORTS

5-Week Progress Reports - Student progress reports will be issued at 5-week intervals on:
October 6 December 22 March 15 May 23

REPORT CARDS

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

November 15 and 16 - Parent Teacher Conferences

February 8, 2024

April 26, 2024

June 27, 2024

REPORT CARD STANDARDS GRADING KEY

4 - Student is exceeding NYS standards.

3- Student is meeting NYS standards.

2 - Student is working towards meeting NYS standards with guidance and support.

1 - Student is not meeting NYS standards and is experiencing significant difficulties.

N/A - Does Not Apply at this time.

* - Reflects appropriate accommodations.

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. Grades that are 65% or higher are considered passing.

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. Visitors will be allowed to enter WES on an as-needed basis. *Visitors will need to “buzz in” and will be asked to identify themselves before entering. They will need to stop at the office window, show government issued identification (i.e. driver’s license) that will be scanned and a visitor sticker may be printed. If they do not have this type of scannable ID with them, then they will not be allowed to visit WES.*

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 prior 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

WE CAN DO IT at WES!

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. All clothing needs to be school appropriate regarding language, pictures, sayings, memes, double meanings, etc.
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.

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.

NYS ELA Testing Dates (Grades 3-5): April 9, 2024 - April 12, 2024.

NYS Math Testing Dates (Grades 3-5): May 7, 2024 - May 9, 2024.

NYS Science Testing Date (Grade 5): May 15, 2024

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 2:00 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

Visitors will be allowed to enter WES on an as-needed basis. If you feel that you need to come to school, please call first to see if we can help you with your concern before you arrive.

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” and show appropriate Government issued photo ID to visit our school. Visitors who do not have this type of scannable identification with them will not be allowed to visit WES.

VOLUNTEERS

The Board of Education recognizes the need to develop a school volunteer program to support District instructional programs and extracurricular activities. The purpose of the volunteer program will be to:

Assist employees in providing more individualization and enrichment of instruction;

Build an understanding of school programs among interested citizens, thus stimulating widespread involvement in a total educational process;

Strengthen school/community relations through positive participation.

Volunteers are persons who are willing to donate their time and energies to assist principals, teachers, and other school personnel in implementing various phases of school programs. Volunteers shall serve in that capacity without compensation or employee benefits except for liability protection under the District's insurance program.

An application shall be filled out by each prospective volunteer and forwarded to the District Office for evaluation. The building principal will forward his or her decisions concerning selection, placement and replacement of volunteers to the Superintendent for final evaluation. Following approval from the Superintendent of Schools, volunteers selected for work in the District shall be placed on the list of approved volunteers. However, the Superintendent retains the right to approve or reject any volunteer applications submitted for consideration.

Please reach out to your child's teacher to ask if they are in need of a volunteer for their classroom before filling out an application. Not all classrooms need volunteers.

After being board approved, volunteering can commence.

Parents should wear appropriate work attire while volunteering. When volunteering, you must sign in at the office and be scanned into the Raptor system 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 at home 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.