

WILSON ELEMENTARY SCHOOL FAMILY HANDBOOK

2025 - 2026



ANCHOR

YOUR DAY, AT WILSON ELEMENTARY

POSITIVE ATTITUDE, NEVER GIVE UP, SHOW COOPERATION, BE HONEST, OWN YOUR ACTIONS, BE RESPECTFUL



Dear Wilson Elementary Families,

Welcome to the 2025–2026 school year!

Inside, you'll find the Wilson Elementary School Family Handbook.

Strong communication and the sharing of information are key to a successful partnership between home and school. This handbook outlines many of the important guidelines we follow and is designed to support a smooth and positive start to the new school year.

Please take time to read through and familiarize yourself with it, as updates are made each year.

As always, don't hesitate to contact me, the main office, or your child's teacher with any questions.

We're looking forward to a fantastic year ahead!

Best,

A handwritten signature in black ink that reads "Jason Wilkie". The signature is fluid and cursive, with the first letters of the first and last names being capitalized and prominent.

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.

WHO SHOULD I CONTACT @ WES?

Have a question or concern?
Look for your topic, then reach out to the first person listed.
If needed, move down the list in order.

Academics



Teacher



Principal

Special Education



Speical Education Teacher



School Psychologist



Director of Special Education

Food Service



Director of Food Services

Behavior



Teacher



Dean of Students



Principal

Attendance / Pickup Patrol



Main Office

Building Use



Main Office



Principal

Social Emotional



School Counselor



Social Worker



Teacher



Principal

Health & Medical



Clinic



Principal

AIS



AIS Teacher



Teacher



AIS Facilitator



Principal



Important Contacts:

-School Phone Number:
(716) - 751 - 9341

-Principal:
jwilkie@wilsoncsd.org
X118

-Dean of Students:
tpawlukovich@wilsoncsd.org
X281

-Main Office:
jmoote@wilsoncsd.org
rsimpson@wilsoncsd.org
X133 or X117

-Clinic:
mcanfield@wilsoncsd.org
lbarnum@wilsoncsd.org
X160

-School Counselor:
djangochian@wilsoncsd.org
X169






-Social Workers:
mtaylor@wilsoncsd.org
mstarnar@wilsoncsd.org
X132

-Check with your child(ren)'s
teacher on the best way to
connect with them!






School Schedule

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

Full-Day Schedule

- **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; bus students head to buses
- **3:25** –  Final Bell – All students should be out of the building

Half-Day Schedule

- **8:50** –  Students enter & head to classrooms
- **9:00** –  Final Bell / Morning Announcements
- **11:42** –  Walkers & Pickups head to the gym for release
- **11:45** –  Dismissal Bell – Walkers leave; bus students head to buses
- **12:00** –  Final Bell – All students should be out of the building

Drop-Off & Pick-Up Quick Guide

Where to Go

- **Flag Loop (Front of School)** – *Only* for dropping off or picking up students directly from your vehicle.
- **Bus Area (East Lot by Playground)** – For buses only.
- **Parking** – Do not park in the flag loop when visiting. Use the main parking lot or the far east lot by the soccer field.

Be On Time

- Arrive **before 3:25 p.m.** for pick-up.
- After 3:30 p.m., you must come inside to sign out your child—no curbside pick-up after that time.

How Pick-Up Works

1. Students wait in the gym at dismissal.
2. A staff member in the loop radios inside when you arrive.
3. Your child is called to the main entrance and walks to your vehicle.

Important Reminders

- All students are picked up in the **front loop**—parking and walking up to the doors is **not allowed**.
- Walkers (students without a bus) are expected to walk home unless you've made other arrangements.

ATTENDANCE

At Wilson Elementary School, we believe that every school day matters. Prompt and regular attendance not only supports your child's learning—it builds habits of responsibility, commitment, and perseverance that will benefit them well into adulthood. When students are present and on time, they are better prepared to engage with their teachers, classmates, and lessons from the very start of the day.

We ask all parents/guardians to make school attendance a top priority. Aim for your child to be in class, on time, every single day possible. Even a few missed days can have a big impact on learning progress.

Of course, we understand there are times when a child may be too ill to attend. Keeping sick children home helps protect the health of our school community. Throughout the year, we will send attendance notifications—approximately every 10 days missed—so parents/guardians can stay informed about their child's attendance record.

When your child is absent or tardy, please provide a signed note with the date and a clear reason for the absence or lateness. Absences can also be reported through Kinvo. Please note that vacations during the school year are considered unexcused absences.

If your child needs to leave school early, send a signed note to the office that morning. A parent/guardian must come to the office to sign them out before they leave the building.

By working together, we can ensure that every student benefits from consistent learning, strong routines, and the full school experience. Thank you for making attendance a priority—it truly makes a difference.

BAND

Students in grades 4 and 5 may participate in instrumental music lessons. As part of the band, they are joining a team and are expected to:

- Practice regularly at home (this is graded, just like any other homework)
- Be prepared for lessons and rehearsals
- Participate in **all** winter and spring concerts—attendance is required and not optional
- Keep up with their schoolwork while meeting their band responsibilities

Band is a commitment, and students are expected to attend all scheduled performances and rehearsals.

Whole-group band rehearsals take place before school from 8:00–8:50 a.m. There is absolutely no adult supervision before 7:45 a.m. Students should not be dropped off or left standing outside unattended. Doors will open only when an adult is present—please do not leave your child outside the building waiting for entry.

Strong communication between families and the band director is essential for student success. Please reach out directly to the band director with any questions, absences, or concerns.

BICYCLES/SCOOTERS

Only students in grades **2–5** are permitted to ride bicycles or scooters to school.

For everyone's safety:

- Students must **dismount and walk** their bicycle or scooter as soon as they enter school grounds.
- Bicycles and scooters should be parked in the bike racks and securely locked. The school is not responsible for lost or stolen items.
- At dismissal, bike and scooter riders will leave with the walkers and must **walk** their bicycle or scooter until they are off school property.

Families are asked to review and practice bicycle and scooter safety rules with their children.

New York State law requires all children to wear a safety helmet when riding a bicycle.

Students will not be permitted to ride their bicycle or scooter home unless they are wearing a helmet and have demonstrated proper helmet use.

Thank you for helping us keep all students safe before, during, and after school.

BIRTHDAY / HOLIDAY TREATS

To help keep our students safe—especially those with food allergies—**only pre-packaged treats** may be sent to school. Acceptable treats must:

- Come in a sealed container or be individually wrapped from the baking facility (e.g., Wegmans, Tops, Entenmann's) or bakery (e.g., Cookie Cottage).
- Include a **clear ingredient list** on the package.

Items that are in a sealed container but **not** individually wrapped will be opened and distributed by an adult to help reduce the spread of germs and viruses.

If you have any questions or are unsure whether a treat meets these requirements, please **call the school before making a purchase**. This helps ensure the treat can be shared safely with the class.

Thank you for your cooperation in keeping all students healthy and safe.

BREAKFAST/LUNCH PROGRAM

A nutritious breakfast is served **every morning**, and lunch is available on **all full school days**. Students can choose from a variety of hot and cold options, with menus posted online for easy viewing.

Best of all—**breakfast and lunch are free for every Wilson Elementary student!**

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 Dean of Students.

CHORUS

Students in grades **3–5** have the opportunity to participate in chorus. Chorus rehearsals take place **during the school day** with the entire grade level together.

As chorus members, students are joining a team and are expected to:

- Participate fully in all rehearsals and class activities
- Be present at **all scheduled concerts**—attendance is required and not optional
- Contribute positively to the group while keeping up with regular classwork

Chorus is a commitment, and every student’s participation impacts the success of the group. By being present, prepared, and engaged, students help create performances they can be proud of. Strong communication between families and the chorus director is essential. Please contact the chorus director directly with any questions, absences, or scheduling concerns.

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, 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, and 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/guardians have the primary responsibility for acceptable student dress and appearance.

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

Students who violate the student dress code shall be required, at the direction of the principal or dean of students, to modify their appearance.

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.

FIELD TRIPS

Field trips are planned as an extension of the curriculum. They are planned by the teachers 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/guardians 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 the principal.

HEALTH INFORMATION & MEDICATION

All students must meet the **New York State Department of Health** requirements, including immunizations, in order to attend school. Families will be notified if a child is not in compliance, and the child will not be permitted to attend until all requirements are met.

If a child becomes ill at school, we will contact a parent/guardian or the person listed on the emergency contact form. In accordance with **New York State Education Law**, any student with an undiagnosed rash, a fever over 100°F, vomiting, or a communicable disease will be excluded from school until they have been diagnosed and, if necessary, treated. Children must remain home for at least 24 hours after their fever has resolved without medication or after their last episode of vomiting. Students who return before the 24-hour period has passed will be sent home.

If a student requires medication during school hours, the medication must be brought to school by a parent or guardian—never sent on the bus—and must be in its original labeled container. A written request signed by both the physician and the parent/guardian is required before the school nurse can administer any medication. Students are not permitted to carry medication, and the school nurse should be informed immediately of any changes in medication or health status.



**Wilson Central School District
Internet Enabled Device Policy**

Effective for the 2025-2026 school year, smartphones, tablets, smartwatches, or any device that is capable of connecting to the internet, including social media applications are not to be used during school hours. Students are to turn off their smart devices and place them in their school locker or backpack (elementary only).

Process

Entering the school: Smart devices are turned off and placed in your locker or backpack.

Leaving the school: Once students exit the building, smart devices can be used by students.

Parent/Guardian Contact: If a parent or guardian needs to contact their child during the school day, please contact the school's main office.

Violations

Below is a list of potential student violations. Each of these violations will result in the student's phone being confiscated by the school administration.

- Smart devices visible in the hallways, bathroom, cafeteria, classroom, gymnasium or anywhere on school grounds.
- Using smart devices such as cell phones, smart watches, and/or earbuds during school hours.
- Refusing to put the smart devices back in a backpack/locker during or after instruction.
- Refusing to turn in a smart device to a school administrator is considered insubordination.

1st Offense: the student will be referred to the office, a warning will be given, and the student will pick up their device at the end of the day.

2nd Offense: the student will be referred to the office, a 2nd warning will be given, and the student's parent/guardian may be asked to pick up their device at the end of the day

3rd Offense: the student will receive 1 day of Alternative Learning Center ALC for insubordination, a plan will be made in partnership between the school and the family to either store the device in the office each day or to leave it at home. Parent/Guardian conference and may be asked to pick-up the device.

4th Offense: the student will receive 3 days of Alternative Learning Center (ALC) for insubordination. Parents/Guardians may be asked to pick-up the device.

5th Offense or more: the student will receive 5 days of out-of-school suspension for insubordination. Parents/Guardians may be asked to pick-up the device.

LOST AND FOUND

The school is not responsible for lost personal belongings. Many items are turned in to the main office each year but remain unclaimed. Please clearly label all personal belongings with your child's name.

Lost and found items are kept in the main office, and students are encouraged to check there for missing items. To prevent clutter, donations of unclaimed items are made to appropriate organizations every few weeks throughout the school year, with a larger donation at year's end.

PTA

Our Wilson Elementary PTA is truly the heart of our school community. The PTA supports the school by providing valuable funds and services that enhance educational programs and make memorable experiences possible for every child. None of this would be possible without the energy and dedication of parent volunteers like you!

Getting involved with the PTA is one of the best ways to support your child's education, connect with other families, and make a real difference in our school community. It's truly for your children—and it's fun, too!

PARENT/TEACHER CONFERENCES

Official conferences are held at the end of the first trimester, during the first week of December. Your child's teacher will reach out with information about scheduling this conference, if one is necessary.

When requesting an informal conference, please arrange a mutually convenient time with the teacher. Conferences cannot take place during class time or arrival and dismissal periods, as teachers need to focus on student supervision and instruction during those times.

If a teacher contacts you via email, phone, Class Dojo, or other methods to schedule a conference, please respond promptly to set up a meeting to discuss your child's progress.

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/guardians picking up or dropping off students throughout the day. DO NOT park in the front loop for any other reason.

PARTY INVITATIONS

Party invitations may be distributed in class only if **every student** in the classroom receives one.

If you wish to invite only certain classmates, invitations must be sent by mail or delivered personally outside of school. This helps prevent hurt feelings among students.

Please note that the school cannot provide contact information for other families.

PHYSICAL EDUCATION

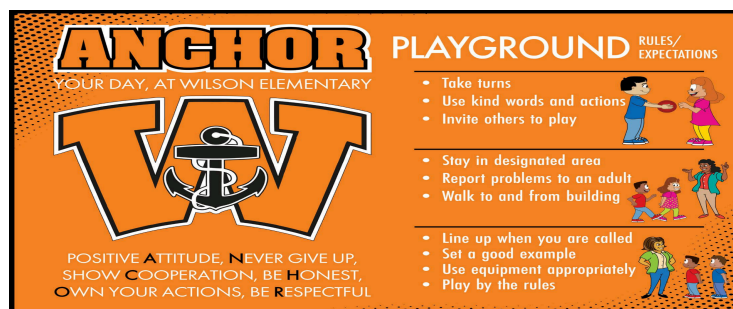
Elementary school students are required by state law to participate in regularly scheduled physical education classes. On "PE" days, tie-up sneakers are required. Students who are not properly prepared for PE class will lose points and their grade will be negatively affected. No students will change 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 may use it.



PROGRESS REPORTS

Progress reports can be issued at the request of the parent/guardian or the discretion of the classroom teacher at the halfway point of each trimester for K-4th grade students.

The dates for these would be:

Friday, October 10, 2025	Monday, February 2, 2026	Friday, May 1, 2026
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Progress reports can be issued at the request of the parent/guardian or the discretion of the classroom teacher at the halfway point of each quarter for 5th grade students.

The dates for these would be:

Friday, October 3, 2025	Friday, December 12, 2025	Friday, March 6, 2026	Wednesday, May 13, 2026
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REPORT CARDS

Report Cards will be sent home three times for students in UPK-4th grade and four times for 5th grade students. The dates are as follows:

UPK-4th Trimester Reports: December 4, 2025, March 18, 2026, and June 24, 2026

5th Quarter Reports: November 19, 2025, February 4, 2026, April 28, 2026, and June 24, 2026

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 3-4 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.

Grade 5 report cards will only report overall grades in all subject areas and will not follow the grading key.

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 will 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 “lockdown.” 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 child(ren) are sent home early, please have prior arrangements made where your child(ren) should go and be sure your child(ren) understand(s) 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/guardians should do. We will be working with the local authorities to protect your children. Their safety is our first concern.














SCHOOL EXPECTATIONS



ANCHOR

YOUR DAY, AT WILSON ELEMENTARY

Positive Attitude, Never Give Up, Show Cooperation, Be Honest, Own Your Actions, Be Respectful

HALLWAY	<ul style="list-style-type: none"> Keep hands and feet to self Stay quiet - classes are in progress Follow directions 	<ul style="list-style-type: none"> Walk face forward Keep to the right Keep hallways clear and clean 	<ul style="list-style-type: none"> Go directly to your destination Set a good example Walk in a straight line 
RESTROOM	<ul style="list-style-type: none"> Respect privacy Use kind words and actions Use equipment and supplies properly Wait your turn 	<ul style="list-style-type: none"> Go, flush, wash Keep water in sink Throw trash in receptacle 	<ul style="list-style-type: none"> Report problems to an adult Walk at all times Use time wisely 
ASSEMBLY	<ul style="list-style-type: none"> Eyes and ears on speaker Participate Use appropriate applause Enter and exit quietly 	<ul style="list-style-type: none"> Enter and exit quietly Walk at all times Stay in designated area 	<ul style="list-style-type: none"> Keep hands and feet to yourself Sit appropriately Follow directions from adults 
PLAYGROUND	<ul style="list-style-type: none"> Take turns Use kind words and actions Invite others to play 	<ul style="list-style-type: none"> Stay in designated area Report problems to an adult Walk to and from building 	<ul style="list-style-type: none"> Line up when you are called Set a good example Use equipment appropriately Play by the rules 
CAFETERIA	<ul style="list-style-type: none"> Respect other's space Use kind words and actions Use an indoor voice 	<ul style="list-style-type: none"> Follow directions from adults Eat only your food Raise your hand for help 	<ul style="list-style-type: none"> Leave a clean space Sit with feet under table Walk at all times 
LIBRARY	<ul style="list-style-type: none"> Take care of books and equipment Respect others trying to read and learn Use appropriate voice level 	<ul style="list-style-type: none"> Follow directions from adults Walk at all times Use time wisely 	<ul style="list-style-type: none"> Stay on task Put things away in their proper place Return materials on time 
CLASSROOM	<ul style="list-style-type: none"> Pay attention to your teacher Follow instructions Use kind words and actions Raise your hand to speak Participate 	<ul style="list-style-type: none"> Use classroom materials appropriately Walk at all times Keep hands, feet and objects to yourself 	<ul style="list-style-type: none"> Complete your work Organize Be ready to learn and try your best Stay on task 
BUS	<ul style="list-style-type: none"> Keep noise down Use kind words and actions Listen for your stop Remember your bus letter 	<ul style="list-style-type: none"> Stay seated face forward Watch for traffic when entering/exiting Keep hands and feet to yourself Report problems to adult 	<ul style="list-style-type: none"> Listen to bus driver No eating or drinking Keep track of your belongings Keep your backpack closed 

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, etc.

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

NYS ELA Testing Dates (Grades 3-5): April 28, 2026 - April 29, 2026.

NYS Math Testing Dates (Grades 3-5): May 12, 2026 - May 13, 2026.

NYS Science Testing Date (Grade 5): May 6, 2026

TRANSPORTATION REQUESTS

When the need arises to make an official change to your children's transportation, it can be done by calling the main office or uploading the change into Pickup Patrol.

Please make all transportation changes in Pickup Patrol prior to 11:30 am or by phone PRIOR TO 2:00 pm, 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 same day transportation requests. They may not be seen or received in time to fulfill the request.

VISITORS

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

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 their 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.

Adults 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 classroom.

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.