

# WILSON HANDBOOK

FOR PARENTS AND STUDENTS

*Policies, Procedures  
and Code of Conduct*





As an educational community, Wilson has high expectations for its students' academic and behavioral achievements. Such expectations will only be achieved through combined efforts and cooperation of students, teachers, and parents. Wilson's primary goals are keeping students safe, maximizing student learning, and empowering student leadership. **We believe we will accomplish these goals by following our three basic rules, which are:**

- **Be safe**
- **Be respectful**
- **Be responsible**

**To help us follow these rules and accomplish these goals,** this handbook is provided for your preference. Please keep it in a safe location, so that you can refer to it as needed.

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## School Information

<b>Office Phone</b>	(385) 646-5102
<b>Office Fax</b>	(385) 646-5106
<b>Office Hours</b>	8:30 am to 4:30 pm
<b>Website</b>	<a href="http://schools.graniteschools.org/wilson/">http://schools.graniteschools.org/wilson/</a>
<b>School Hours</b>	Regular hours: 9:00 AM to 3:45 PM <ul style="list-style-type: none"><li>○ AM Kindergarten: 9:00 a.m. to 12:05 p.m.</li><li>○ PM Kindergarten: 12:35 a.m. to 3:45 p.m.</li></ul> <ul style="list-style-type: none"><li>• Early day: 9:00 AM to 1:40 PM<ul style="list-style-type: none"><li>○ AM Kindergarten: 9:00 a.m. to 11:05 a.m.</li><li>○ PM Kindergarten: 11:35 a.m. to 1:40 p.m.</li></ul></li></ul>

## POLICY AND PROCEDURES

<b>Accidents, Illness Or Medications At School</b>	<ul style="list-style-type: none"><li>• If a student becomes ill or is injured and requires more than minor first aid, we will contact a parent for a decision whether the student will go home or remain at school.</li><li>• Parents will be asked to take the child out of school for vomiting, suspected fever, suspected pink-eye, or lice or as deemed necessary by administration.</li><li>• If a student has been ill or has some other medical reason not to go outside for recess, please provide a note from home. Students staying in will be asked to read a book and provided a place to do so.</li><li>• Please refer the HEAD INJURY GUIDELINES for head injury procedures.</li><li>• Please refer to the attached MEDICATION POLICY HIGHLIGHTS.</li></ul>
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**Attendance,  
Tardies, And  
Absences**

- Attendance is required by state law. Please refer to the attached GSD ATTENDANCE POLICY FORM and ATTENDANCE HIGHLIGHTS FORM.
- School starts at 9:00 each day and tardy minutes will accrue toward attendance awards and truancy follow up. "*Roadrunners run on time.*"
- Please call the office if your student will not be attending.
- Please send a doctor's note for any medical, dental, or orthodontic appointment.
- District generated calls for a student's unexcused absence go out at 11:00 each day.
- You may check out your student by coming to the office and showing valid ID. Only people permitted on the registration card will be allowed to check out students.
- We discourage calling ahead and having the students ready as we are unable to verify ID first, so please plan enough time to come into the school and check them out.
- Please be aware that checking students out of school before the end of the day may affect their attendance and subject them to truancy follow up.
- Because of the confusion in the office at the end of the day, students will not be allowed to be checked out the last 15 minutes. Please make appointments accordingly and plan ahead to check students out at least 30 minutes before the end of the school day.

**Check Out**

**Contact  
Information**

Please notify the school office of any change of address or telephone number. Having a current list of telephone numbers is very important in the event of a student's illness or injury or in case of an emergency.

**Deliveries To  
Students And  
Classroom  
Treats**

- If you need to bring forgotten items or classroom treats to school, please be prepared to leave them in the office. We will call for the student to come down to claim their item during recess periods to avoid classroom interruptions.
- State Law requires that treats for school parties must be commercially packaged.
- Due to student allergies, no latex balloons will be allowed at school.

**Dress Code**

A real and reasonable connection exists between proper dress/grooming and the successful operation of the school with respect to discipline as well as student achievement. We will notify parents for inappropriate clothes, soiled clothes, bloodied clothes, or wet clothes that distract from learning.

Approved dress:

- Modest, clean, clothes
- Suitable for activities including recess, dance and PE.
- Shorts and skirts lengths longer than fingertips with straight arms.

Prohibited dress:

- Clothing that promotes violence, cigarettes, alcohol, or drugs
- Clothing that shows vulgar, degrading, or demeaning sayings or art
- Mutilated clothing
- Gang related clothing
- Halter tops, tank tops or spaghetti straps without another shirt for cover.
- Bare midriffs
- Visible undergarments
- Hats and scarves that are not recognized religious wear
- Flip flops or backless sandals.
- Wheelie shoes

## **Electronic Devices, Toys And Other Neat Things**

- Cell phone or other electronic devices must be kept in a student's backpack and turned off. Students who violate this policy during the school day, including recess and lunch, will have the phone or electronic device confiscated, and parents will be required to pick the item up from the office. The school assumes no responsibility for lost, stolen, or damaged phones or electronic devices.
- Pets, toys, and other neat things should be left at home. If they are to be displayed for show-and-tell, arrangements should be made with the teacher to bring them to school and should go home with the parent.
- Toys brought from home will be confiscated by the teacher or office until the end of the day.
- Wilson does not assume responsibility for loss, damage, or theft to personal property brought from home.

## **Field Trips Grades And SEP Conferences**

- Report card grades are given at the end of each quarter.
- You can check your student's progress at any time by going to our website <http://schools.graniteschools.org/wilson/>>quick links>GSD>quick links>parent portal and gradebook. Only legal parents and guardians can set up parent portal accounts. If you do not have access to a computer, a parent portal computer is available in the office.
- SEPs are held twice a year. Information will be sent home 2 weeks prior to SEPs with scheduling information.
- If you would like additional information on your student's progress, please make an appointment with the teacher.

## **Information Sharing**

The school tries to keep parents informed in a variety of ways. Any or all methods may be used.

- School wide and classroom notes will come home usually on Wednesdays; we call this the Wednesday Folder. Please check your student's backpack.
- A monthly school calendar will be sent home in the Wednesday Folder.
- The Website is kept updated as soon as dates are set. Please check it often: <http://schools.graniteschools.org/wilson/>
- PTA and Community Council meeting times are posted on the website calendar and you are encouraged to attend and participate.

## **Parent Concerns**

Parents have the right to express concerns respectfully, freely and openly, without fear of retribution from the school personnel. Concerns should be brought to the teacher's attention first and then to the principal next. Please make an appointment to speak with either. As you approach a school faculty member, please remember that you or we may not have all the facts. All concerns will be addressed, but be advised that we are unable to inform you of results that concern another student.

## **Safety: Environment**

The following expectations should be adhered to for a safe-school environment:

- No animals are allowed on school grounds with the exception of certified service animals
- No hard balls or bats – wood or metal
- No tackle games of any kind
- No scooters, skateboards, skates, wheelie shoes
- No snowballs throwing, or kicking snow– snow stays on the ground
- No playing in the parking lots
- No swearing or fighting

**Safety:  
Walking And  
Biking**

- No weapons or facsimiles of weapons
- Students must keep hands, feet, and other objects to themselves and refrain from any conversations or actions that are sexual in nature

Wilson is a safe walking and biking school.

- Please refer to school website or office for safe walking paths.
- Problems that occur off school property should be handled through appropriate community resources.
- Walk bikes on school grounds
- Scooters and skateboards are not allowed at school. If they cannot be locked up outside they are not permitted
- Provide your own lock
- Wilson does not accept responsibility for lost, stolen or damaged bikes.

**Supervision  
Outside Of  
School Hours**

- Students are asked not to arrive at school before 8:30 a.m.
- Supervision is available 15 minutes before school and 15 minutes after school.
- When weather is extreme, students will be invited into the gym at 8:45.
- Students are not allowed to be in the halls before or after school without direct parent supervision unless assigned by safety patrol, student council, or administration.

**Visitors**

- You MUST have a visitor's pass to be in the school a photo ID is required to issue a visitor's pass. Exceptions are made for school programs which take place in the gym; in that instance only, no visitor pass is needed to remain in the gym.
- You may visit your student's class at any time by contacting the teacher and letting him or her know.
- Drop in visits to students or teachers are disruptive to classroom learning and are discouraged.

**Weather**

The community council has decided the school will hold a mandatory "in-day" if the temperature is below 26 degrees, the air particulates are in the red zone, or during heavy rain or snow. PLEASE HAVE YOUR CHILD DRESS APPROPRIATELY FOR THE WEATHER!

**Withdrawing  
From Wilson**

If you plan to withdraw your student from Wilson during the year, please come to the office and complete a withdrawal form and settle any lunch or library or classroom money due.

**CODE OF CONDUCT**

**Behavior  
Expectations**

- BE Safe**
- BE Responsible**
- BE Respectful**

**What  
Happens  
When You**

Wilson Elementary promotes positive, school-wide behavior, hard effort and achievement. Students are continuously recognized for the accomplishments, effort, and appropriate behavior. Within our positive school-wide framework, there are several opportunities for students to be recognized, including, but not limited to:

## **Follow The School Rules?**

- Roadrunner Tickets – Individual students can earn Roadrunner tickets for following the school rules and for overall school effort. Roadrunner tickets are drawn out periodically and recipients are featured during morning announcements. Roadrunner tickets can be used to purchase prizes and supplies at the monthly Roadrunner Store.
- Class Cash – Classes “caught” following the school rules can earn Class Cash from any of the school staff. Class Cash is cashed-in to purchase special class activities or prizes hosted by the school under the supervision of the classroom teacher and the Social Worker.
- B.U.G.S. Lunch- One student from each class will be recognized monthly for “Being Unbelievably Great Students” during a lunch activity with the Assistant Principal.
- Classroom and Grade Level Recognition and Activities – Teachers and grade-level teams design recognition programs for their students within the school-wide framework of positive behavior management. These vary by teacher and grade level.
- Best Classroom Attendance Award- awarded monthly

## **What Happens When You Don't Follow The School Rules?**

The goal of Wilson's school-wide management plan is to teach students appropriate behavior for school. Likewise, the intent of the following consequences is to redirect students toward that appropriate behavior:

- Stop and Go
- Clip down
- White slip
- Lunch school
- Work duty
- Successful recess
- In-school suspension
- School conference
- Out-of-school suspension
- Referral to alternative school placement

## **GSD Internet Use Agreement**

Internet and school computer use is governed by the GRANITE SCHOOL DISTRICT INTERNET USE AGREEMENT. A copy is attached.

## **GSD Safe Schools Policy**

Granite School District has adopted the following "Safe Schools" policy prohibiting:

- Any threat or act of violence
- Possession of a real weapon, explosives, and noxious or flammable material.
- Actual or threatened use of look-alike weapons.
- Any form of organized gang activity
- Any type of criminal behavior
- Destruction or defacement of school property
- Conduct at locations away from the school that threatens or does harm to the school or persons associated with the school.

Consequences for violation of the GSD Safe School policy may include but is not limited to:

- Mandatory parent/guardian conference at school and /or district offices
- Suspension from school
- Referral to law enforcement
- Placement in alternative educational programs
- Severe consequences may be imposed for any incident involving weapons.
- Other consequences and action steps appropriate for the specific circumstance.