



***Family Handbook
2019-2020***

Serving the Wilson Community in Grades K-3

At Wilson We Make a Difference - One Student at a Time

Dear Wilson Primary School Families,

Welcome back! The Wilson Primary staff is delighted to have the privilege of working with your child! Wilson Primary is dedicated to the learning process of your child as an individual and as a contributing member of tomorrow's society. Our mission is to provide students the foundational skills necessary to be successful in life.

We are committed to providing your child the best educational experience possible and are looking forward to a great year working together with your family and continuing our tradition of academic excellence.

This booklet contains valuable information regarding our school's policies and procedures. Please take the time to read it and discuss it with your child. Your child's teacher can help answer any questions you may have.

We are glad you are here!

Sincerely,

A handwritten signature in black ink, appearing to read "Lisa Norwood". The signature is fluid and cursive, with a large, looping initial "L" and "N".

Ms. Lisa Norwood, Principal

IMPORTANT NAMES AND NUMBERS

Wilson Primary School
 415 N. 30th Street
 Phoenix, AZ 85008
 (602) 683-2500 Phone
 (602) 231-0567 Fax

Principal: Lisa Norwood
lisa.norwood@wsd.k12.az.us
 Secretary: Kayla Ocampo
kayla.ocampo@wsd.k12.az.us
 Data Clerk: Natalia Moreno
natalia.moreno@wsd.k12.az.us
 Health Office: Monique Burns
monique.burns@wsd.k12.az.us
 Cafeteria: Yvette Lowe
yvette.lowe@wsd.k12.az.us
 Library: Santa Martin
santa.martin@wsd.k12.az.us
 Community Center: Luz Munoz
luz.munoz@wsd.k12.az.us

IMPORTANT DATES AND TIMES

<p>Office Hours: 7:30 AM – 4:00 PM</p> <p>Full-Day School Hours: 7:30 Cafeteria opens to serve breakfast 8:00 School begins 3:15 Dismissal</p> <p>Half-Day School Hours: 7:30 Cafeteria opens to serve breakfast 8:00 School begins 12:20 Dismissal</p> <p>Early Release School Hours: 7:30 Cafeteria opens to serve breakfast 8:00 School begins 1:45 Dismissal</p> <p>First Day of School: August 5, 2019 Last Day of School: May 22, 2018</p>	<p><u>NO SCHOOL</u></p> <p>Labor Day September 2, 2019 In-Service Day September 3, 2019 Fall Break October 7-11, 2019 Veteran’s Day November 11, 2019 Thanksgiving Recess Nov. 27-29, 2019 Winter Break December 23-Jan. 3 In-Service Day January 6, 2020 Martin Luther King Day January 20, 2020 President’s Day February 17, 2020 Spring Break March 9-13, 2020 School Recess April 10, 2020</p> <p><u>1:45 PM Early Release</u></p> <p>August 14, 21, 28 September 11, 18, 25 October 2, 23, 30 November 6, 20 December 4, 11 January 8, 29 February 5, 12, 26 March 4, 18, 25 April 22, 29 May 6, 13</p> <p><u>12:20 PM Half Day</u></p> <p>October 16, 17, 18 December 20 January 15, 16, 17 May 22</p>
--	---

ATTENDANCE

Students are required to be in school every day. Arizona State Law says that students can only miss 10% of the days enrolled per school year. If your student(s) go beyond that limit your family will be referred to Maricopa County Juvenile Probation Department. To encourage and improve school attendance, Wilson Primary School will be implementing a truancy program in partnership with Maricopa Juvenile Court call C.U.T.S. (Court Unified Truancy Suppression).

STUDENT ABSENCES

If your child is going to be absent for any reason, please report the absence on the school attendance line by calling (602) 683-2500 option 1. Voicemail is available 24 hours a day. For an absence to be excused it must be reported in advance or the day of the absence and it must be for one of the excusable reasons listed below.

- Illness- dr. note required after 3 days
- Bereavement- up to 3 days
- Medical Appointment- 1 day
- Family Emergency- Up to 1 day

STUDENT TARDIES

It is extremely important for students to be in class on time. Students who are tardy miss out on the beginning explanations and learning of the day. They also interrupt the routine established by the teacher. Students are considered tardy if they are not in class at the 8:00 a.m. bell, the start of the instructional day.

Excused Tardy: To receive an excused tardy, a student must bring a note signed by a doctor.

Unexcused Tardy: Any student arriving to class after 8:00 a.m. without a doctor's note will be marked unexcused tardy.

BIRTHDAYS

Due to nutrition guidelines and food allergies, we discourage sending class treats on birthdays. In lieu of treats, you may send in a new or used "birthday book" that can be signed by the birthday students and donated to the classroom for all students to enjoy. Because birthdays are so important to children, children will receive a "Happy Birthday Book" during their birthday month and birthdays will be acknowledged in the classroom.

COMMUNICATION

Positive communication and cooperation between parents and school are essential to the success of our children. Grade level specific communication sheets will be used daily. They may include behavior, homework, special assignments, and other notes home. Parents are expected to review and sign nightly. Communication sheets may be used as a part of a student's citizenship/behavior mark on the report card. To ensure consistent communication, please update your child's records in the office if your home address, e-mail address, or telephone number changes. All homeroom teachers will be using Class Dojo to communicate with parents. Parents are encouraged to create an account. To view directions for creating an account, please visit www.classdojo.com.

HEALTH SERVICES

When deciding whether to keep your child home from school, consider the following:

ASTHMA	If a breathing treatment was needed prior to coming to school, please send your child to school and inform the health office of the time the treatment was given and any other necessary information so that treatment can be continued, if needed, during lunchtime hours.
COLD SYMPTOMS	A child with mild cold symptoms without fever, and is otherwise feeling good may go to school.
DIARRHEA	A child with diarrhea should be kept home for 24 hours after the last loose stool. Call your doctor if prompt improvement does not occur.
EARACHE	Consult your doctor without delay.
FEVER	Keep your child home if his/her fever is 100° or higher. Do not allow a child to return to school until he/she has been free of fever for 24 hours without medication for the fever.
HEAD LICE	Students found to have lice are required to go home and may not return to class until they have been treated and rechecked by the nurse or the nurse's assistant. All nits and eggs need to be removed prior to returning to school.
HEADACHE	A child whose only complaint is a headache can be sent to school.
SORE THROAT	A child whose only complaint is a sore throat and has no other symptoms should be sent to school. If the sore throat is accompanied by a headache, stomachache, or fever, keep your child home and call your doctor.
STOMACHACHE	Consult your doctor if your child has a severe stomachache which is enough to limit his/her activity.
TOOTHACHE	Contact your dentist.
VOMITING	Keep your child home for 24 hours after the last time he/she vomited and/or until the child can keep food down. . Call your doctor if prompt improvement does not occur.

CHRONIC ILLNESSES

Please indicate any chronic or serious health concerns you may have regarding your student. If your child will require any special care or health procedures make sure to contact the health office directly and we will work with you to ensure any health care needs occurring during the school day are met.

FOOD ALLERGIES AND SPECIAL DIETS

A doctor's statement is required each new school year indicating what your child's allergy is and any special dietary needs your child may have. It is the parents' responsibility to provide this information to the health office. If assistance is needed, please speak to someone in the health office.

MEDICATIONS

Students ***may not*** bring any medication, prescription or otherwise onto campus. All medications must be brought into the health office by a parent or guardian, in the original prescription bottle or box, with the pharmacy label attached. Parents must complete a consent form giving Wilson staff permission to administer any medication. Students who will need to carry any kind of medication on their person (such as inhalers) will need to meet with the nurse and parent for proper procedure.

IMMUNIZATIONS

By law, parents must provide proof of all required immunizations prior to any child attending school in the state of Arizona. (Arizona law does provide exemptions for medical reasons, lab evidence of immunity, and personal beliefs). The only exception will be students who are considered to be homeless. A five (5) day grace period will be given. If assistance is needed in obtaining your child's immunization records, please contact the community center liaison or the health office.

HOMWORK

Homework is an important part of the learning process. Homework is a reinforcement of what has been taught in the classroom. It is the expectation of Wilson Primary School that parents check their child's/children's homework daily. Please see your child's/children's teacher(s) if you have a question or concern about homework.

The District guidelines suggest minimum and maximum amounts of homework daily.

- Kindergarten10-15 minutes
- Grades 1-320-25 minutes
- In addition, children should read for 15-20 minutes daily.

FIELD TRIPS

Field trips are an extension of the classroom curriculum and are utilized to enhance the learning process. Student must have written permission from a parent or guardian to participate in a field trip. Students will not be allowed to participate in field trip experiences if behavior on campus indicates that participation is not advisable. It is expected that students will wear their uniform for field trips unless the information sent home clearly states that the uniform is not to be worn for the field trip.

FOOD SERVICE

The food available in the Cafeteria is provided by the National School Lunch Program (NSLP). Students are required to be served a lunch daily. The government has established strict guidelines we must follow to ensure the proper distribution of meals in a cost effective manner. Our Cafeteria has also made every attempt to serve food to our parents. The NSLP is intended to feed the children; it is therefore not permissible for parents to eat off their child's plate when visiting during meal service. Also, siblings who are not eligible for the NSLP may not eat off an eligible student's plate. Serving food to adults and other siblings is a privilege that may be removed at any moment if the parents do not comply with the guideline of not taking food from the child's tray.

LOST AND FOUND

Please put names on clothing and personal belongings brought to school. Students may claim lost items from the *lost and found* in the front office.

OUT OF DISTRICT STUDENTS

Out of district students attend Wilson School District as a privilege. Any incidents of discipline or excessive absences/tardies may be cause for immediate withdrawal from the district.

PHYSICAL EDUCATION ACTIVITIES

State regulations require that each child have either supervised play or physical education class depending on the grade level. To be excused from P.E., a child must have a written note stating why and for how long he/she cannot participate. For up to one week, a parent/guardian may sign the excuse; but if the excuse is to be used for longer than one week, a doctor must sign the note. The Health Services Team can give emergency excuses.

PROMOTION/RETENTION OF STUDENTS

Educational planning for students is based on the understanding that students learn at different rates and that even among students in the same grade, knowledge and skill levels differ. The goal of the district is to provide opportunities for learning that will enable each student to make as much progress as possible in any given year. Wilson Primary School teachers base their recommendations to promote, retain, or place upon the following criteria:

- Assessment of performance on classroom work, tests and homework.
- State Test /DIBELS testing results
- Observational data
- Attendance

If evidence indicates that retention is in the best interest of the student's academic progress, close cooperation must exist between the parent and all school personnel involved. Retention decisions will be made only after careful study of facts relating to all phases of the student's growth and development. Please note that according to Arizona Revised Statutes, the teacher of the student shall have the authority to determine the promotion or retention of students. The parent/guardian can request that the Principal review the teacher's decision.

The law states that a student shall not be promoted from the third grade if the student obtains a score on the State reading test (or a successor test) that demonstrates he or she is **reading below the third grade level**.

There are two exemptions from ARS §15-701.

In accordance with the new law, a school district or governing board or the governing body of a charter school may be allowed to promote a pupil who earns an AZMERIT score that is minimally proficient at the third grade level for any of the following reasons:

- English Language Learners or Limited English Proficient that have received less than two years of English instruction; and
- Students with disabilities provided that the pupil's individualized education program (IEP) team and the pupil's parent or guardian agree that promotion is appropriate based on the pupil's IEP.

The revised statute (A.R.S. § 15-701) can be accessed at <http://www.azleg.gov/ars/15/00701.htm>

REGISTRATION & WITHDRAWAL

To register a child in school for the first time, a birth certificate or baptismal certificate is necessary. The school maintains health records on each child. An immunization form must be completed and in our files (completed shots) before a child will be enrolled. It is also necessary to provide proof of residency, which may be a rental agreement, bill with your name and address or a notarized letter stating your current address. Parents/Guardians will be required to fill out several registration papers/forms. Any other information which will help the child should be provided.

CUSTODY

If there is a potential problem regarding child custody, please inform the Principal. Children will be released only to the parent/guardian on record.

EMERGENCY INFORMATION

Parents are required to complete the emergency portion of the enrollment form for each child every year. List all health problems including allergies to foods, medicine, insect stings, etc. **It is very important to notify the**

school office of any address, phone numbers, business phone numbers, or emergency phone numbers that have changed during the year. Parents/Guardians are required to keep this information updated.

WITHDRAWAL/TRANSFER PROCEDURES

If it becomes necessary to have a child withdrawn from school, the school attendance clerk needs to be notified. The student must turn in all books and pay all fines. Parents/Guardians are required to sign a withdrawal form. The attendance clerk will provide the necessary paperwork to register the child in the next school that he/she will attend. Please allow two (2) working days for the withdrawal form to be processed. To provide a consistent education, Wilson School District encourages parents to allow students to remain in one school.

REPORTING CHILD ABUSE

Child abuse is a very serious crime. Non-accidental injury, sexual molestation, abuse and neglect are required by law to be reported to Child Protective Services and/or Phoenix Police Department. All school personnel are mandated reporters.

SCHOOL SUPPLIES

Wilson Primary provides school supplies for all students attending. Families are not required to purchase any supplies for their students. Parents may contact their students' teacher if they would like to donate any supplies to the class.

STUDENT PICK UP

Parents/guardians requesting to pick up students from school early will be required to provide a picture ID. No students will be released to any person under the age of 18 and/or not authorized by the parent/guardian. Please refrain from picking up students early from school. Students are not permitted to wait in the front office, outside of our school or at the Elementary school. **Failure to pick up students in a timely manner will result in notification to CPS or Phoenix Police Department.**

TEXTBOOKS, LIBRARY BOOKS AND COMPUTERS

Textbooks are assigned to each student upon enrollment and are for the current school year only. **Students are expected to take good care of books.** All books that are lost or damaged must be paid for by the student. Library books checked out by students must be returned without damage. Lost, stolen or damaged library books must be paid by the student before final report cards will be released. Computers must be taken care of when used by students. Students will be required to replace any damaged or stolen computer equipment.

TOY POLICY

Students are **NOT** to bring toys, games, trading cards, electronic devices, pets, gum, make-up, cologne, perfume, etc. to school. If brought to school, they will be confiscated and, in some cases, may not be returned. (Note: sports equipment such as basketballs and soccer balls are not considered toys and may be used in the designated areas on campus.) The school is **NOT** responsible for damaged, lost or stolen items.

TRANSPORTATION

Transportation plans must be made prior to the start of the school day. Changes to transportation plans during the school day cause confusion for the students and staff.

A parent/guardian must be present at the bus stop for Kindergarten – 2nd Grade students to be allowed to get off the bus. Students being transported are to obey the bus driver's instructions and regulations as set

forth in the following responsibilities. All students are under the authority of the bus driver. Drivers are authorized to assign seats for student management and safety. Students must ride the assigned bus ONLY. If a student is in violation of a bus safety rule, the driver will verbally redirect the student and/ or write a bus referral. Students who chronically misbehave on the bus may lose their bus privileges.

PARENT INVOLVEMENT

Wilson Primary encourages parents/guardians to take an active role in their child's school. Numerous opportunities are available to become an educational partner. Parents/guardians are encouraged to visit the school. We do ask that as a courtesy, you notify the teacher before visiting. In addition, State law requires that you **check in and out** at the school office. You must wear a visitor badge while on campus. For safety of our children, the office must be aware of the identity and location of anyone on the school grounds when classes are in session. We DO NOT allow children from other schools to visit during school hours.

GOVERNING BOARD ACTIVITIES

School Board meetings are generally held on the third Tuesday of each month in the board room at the district office at 4:30 pm. Agendas are posted at the District Office. Parents/Guardians and interested community members are encouraged to attend these meetings.

PARENT MEETINGS

The Primary School will schedule monthly parent meetings. A morning session and an evening session will be held for each meeting.

PARENT-TEACHER CONFERENCES

Formal conferences are scheduled twice a year. Please check the calendar for specific dates. Conferences provide an opportunity to review the student's progress in all areas of their school experience. Other conferences can be arranged by calling the school office or sending a note to your child's teacher.

WILSON COALITION

The Wilson Coalition meets the first Wednesday of every month at 3:30 in the district board room. This committed group of parents, neighbors, business partners and school members strive to support the students and families of the Wilson School District.

SPECIAL EDUCATION PROGRAMS

Various Special Education Programs are available to students who encounter academic or social difficulty. Students may qualify for one or more programs. The classroom teacher, school principal, and psychologist consult together with the parent/guardian when encountering a student with special needs. The district provides a free and appropriate education for all students with handicapping conditions. **These conditions include:** Specific Learning Disability, Mild Intellectual Disability, Moderate Intellectual Disability, Hearing Impairment, Orthopedic Impairment, Speech/Language Impairment, Developmental Delay, Preschool Severe Delay, Emotional Disability, Traumatic Brain Injury, Severe Intellectual Disability, Autism, Visual Impairment, Other Health Impairment, Multiple Disabilities, MDSSI.

CHILD FIND

Search to serve – Do you know of or have a child in the Wilson School District Attendance Area who is: younger than 5 years old or school age and who has trouble walking, talking, hearing, seeing, visual problems, understanding, or learning? If you know of a child of any age who has any of these problems, he/she may be

eligible to receive special services. Please contact the Special Education Secretary at (602)-683-2400, ext. 4205.

HOMEBOUND

Homebound is a service that provides academic tutoring and classroom coordination in the home by a certified teacher. To be eligible, a physician must certify that a student will be out of school for 60 continuous days. Arrangements may also be made for students who are chronically ill or recovering from accidents or hospitalization.

GIFTED/TALENTED PROGRAM

Programs are provided for those students who demonstrate superior skills according to Arizona State guidelines in verbal, quantitative, and spatial abilities.

SCHOOL-WIDE BEHAVIOR PLAN

Wilson Primary School is a PBIS School. What is PBIS? Positive Behavior Intervention and Support (PBIS) is a structure to support school-wide systems that encourage positive behavior. A very important part of PBIS is to teach and reteach the expected behavior. Another important component of PBIS is the positive rewards students can earn

The following chart represents the school-wide behavior expectations. Students are expected to follow these school guidelines at all times. Teachers will have a similar list of classroom behavior expectations.

Wilson Primary Behavior Matrix

	Be Safe	Be Respectful	Be Responsible
Playground	<ul style="list-style-type: none"> *Keep your hands, feet, and objects to yourself *Play only in assigned areas *Use equipment safely *Keep rocks, sand, sticks, etc on the ground 	<ul style="list-style-type: none"> *Everyone can participate *Keep your hands, feet, and objects to yourself *Be kind *Share playground equipment. *Wait your turn *Listen and respond positively ("Stop it, I don't like it.") *Respect other people's property 	<ul style="list-style-type: none"> *Follow teacher directions *Line up immediately when directed *Put away equipment *Use "Stop, Walk, Talk" *Use rock, paper, scissors to solve conflicts. *Use restroom and drink water before recess is over
Cafeteria	<ul style="list-style-type: none"> *Walk in a single file line *Keep your hands, feet, and objects to yourself *Sit on your bottom, facing forward with your feet on the ground *Everyone eats their own lunch 	<ul style="list-style-type: none"> *Walk *Talk quietly *Clean up after yourself *Raise your hand if you need something *Use good manners (please, thank you, etc.) *Listen and respond positively ("Stop it, I don't like it.") *Respect other people's property 	<ul style="list-style-type: none"> *Walk *Use quiet voice *Get milk and utensils *Stay seated at assigned table *Clean up after yourself *Keep food in the cafeteria
Hallways	<ul style="list-style-type: none"> *Keep your hands, feet, and objects to yourself *Walk on the right side of the hallway in a single file line 	<ul style="list-style-type: none"> *Walk *Talk quietly *Keep your hands, feet, and objects to yourself *Pick up trash *Listen and respond positively ("Stop it, I don't like it.") 	<ul style="list-style-type: none"> *Go directly to destination *Quiet voice *Take care of school property *Keep your hands, feet, and objects to yourself
Restroom	<ul style="list-style-type: none"> *Keep your hands, feet, and objects to yourself *Walk *Feet on the floor *Wash your hands with one pump of soap 	<ul style="list-style-type: none"> *Respect each other's privacy *Feet on the floor *Use supplies properly *Quiet voice *Listen and respond positively ("Stop it, I don't like it.") 	<ul style="list-style-type: none"> *Quiet voice *Flush toilet after use *Wash your hands *Return quickly and quietly
Dismissal	<ul style="list-style-type: none"> *Keep your hands, feet, and objects to yourself *Walk in the hallways. *Stay in your assigned areas <p>Car Pickup</p> <ul style="list-style-type: none"> *Wait for staff to take you to the car <p>Walkers</p> <ul style="list-style-type: none"> *Wait for an adult to go home *Walk directly home (3rd grade) <p>Bus</p> <ul style="list-style-type: none"> *Line up in the correct bus line 	<ul style="list-style-type: none"> *Keep your hands, feet, and objects to yourself *Use quiet voices *Listen and respond positively ("Stop it, I don't like it.") *Respect other people's property 	<ul style="list-style-type: none"> *Take homework, backpacks, and other belongings *Walk quickly and quietly to your area *Quiet voices <p>Car Pickup</p> <ul style="list-style-type: none"> *Know your number and be ready
Assemblies	<ul style="list-style-type: none"> *Keep your hands, feet, and objects to yourself *Walk *Remain seated in assigned area 	<ul style="list-style-type: none"> *Keep your hands, feet, and objects to yourself *Remain seated *Active listening *Follow hand signals 	<ul style="list-style-type: none"> *Enter and exit quietly *Active listening *Remind others to follow the expectations for assemblies

The following chart is an example of the classroom behavior management plan teachers will follow if a student is not behaving appropriately.

WILSON PRIMARY CLASSROOM BEHAVIOR MANAGEMENT PLAN	
Teacher Actions/Interventions	
<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Step 1: Friendly Reminder <input checked="" type="checkbox"/> Refocus Desk (In classroom) <input checked="" type="checkbox"/> Teacher Calls Parent <input checked="" type="checkbox"/> Refocus Desk (in another classroom) <input checked="" type="checkbox"/> Teacher/Other Consequences (community service, detention, etc.) <input checked="" type="checkbox"/> Step 6: Office Referral 	
<p>****Severe behaviors will result in automatic office referral (i.e., assault, bullying, major disrespect, fighting, sexual harassment, inappropriate items, substance abuse, severe computer violations, severe threats, vandalism, weapons, ditching, and others deemed severe by administration).</p>	

The following is an example of student behaviors and who is expected to handle them.

Inappropriate Student Behaviors	
Handled by Class/Homeroom Teacher	Fast Tracked to Administration
➤ Calling Out	➤ Major Physical Contact/Assault (punching, injuries sustained)
➤ Cell phones, video games, toys	➤ Bullying (repetitive over time)/Extortion
➤ Cheating	➤ Major Disrespect
➤ Computer Violations	➤ Serious Fighting
➤ Dress Code, Uniform Violations	➤ Inappropriate items (matches, lighter)
➤ Gum, Candy	➤ Severe Computer Violations/Obscene Materials
➤ Inappropriate language, hand, facial gestures	➤ Sexual Harassment (actions/language)
➤ Minor Dishonesty (partial story, lying)	➤ Substance Abuse/Possession/Sales
➤ Minor Physical Contact (pushing, shoving, rough play)	➤ Threats (“kill, shoot, get you, fight”)
➤ Not following directions	➤ Vandalism/Graffiti
➤ Put Downs	➤ Weapons/Explosive items
➤ Refusing to work	➤ Ditching/Truancy (5-18 days of unexcused absences)
➤ Throwing objects	➤ Major theft (teacher belongings, money)
➤ Bus misconduct (field trips)	➤ Gang behavior/dress/violence
➤ Minor theft (pencils, erasers)	

PLEASE SIGN AND RETURN THIS PAGE TO SCHOOL

Parent/Child Knowledge Form

I have read and understand the Wilson Primary Family Handbook (can be found at <https://www.wsd.k12.az.us/WPS>) including Child Find, Family Rights and Privacy Acts, Student Dress Code and Behavior Guidelines and School Bullying Policy. I am aware that school begins at 8:00 a.m., that my child must be picked up from school on time, and the in the event of my child's absence, I must report the absence to the school that same day. I also understand that it is my responsibility to keep my phone number and address updated at the school office. I will support the Wilson Primary School rules and procedures.

I have reviewed a copy of the Title I Parent Involvement Policy found at <https://www.wsd.k12.az.us/domain/50> and I will support the implementation of the policy at Wilson Primary.

Parent/Guardian Signature

Date

My Parent/Guardian has discussed the Wilson Primary Family Handbook with me. I understand the guidelines for homework, the behavior guidelines and the consequences if I do not follow them.

Student Signature

Date



Principal Signature

8/5/2019

Date