

Wilson District Mission Statement

It is the mission of the Wilson Elementary School District No. 7 to provide the highest quality education for all its students in order to allow them to develop to their maximum potential. The district is committed to equal educational opportunities through equal access for each individual student. Quality instruction, effective management, parental involvement and exemplary service to the total community are the hallmarks of this school district.

WILSON ELEMENTARY SCHOOL DISTRICT NO. 7 GOALS 2019-2020



Wilson Elementary Mission Statement

It is the mission of the Wilson Elementary School to close the achievement gap by preparing all students for career and college readiness in a global society.

Wilson Elementary School Vision

It is the vision of the Wilson Elementary School to provide the best possible educational experience for all students through AVID, standards based classes and student centered electives as well as afterschool programs and support services which will prepare our students for high school, college and beyond.

STUDENT ACHIEVEMENT

Student performance in verbal, quantitative, and critical thinking skills will improve. To facilitate this, the district will provide a balanced curriculum, aligned to the state standards, to meet the needs of its student population. Increased emphasis will be placed on instructional and management strategies which enhance improved academic performance. The instructional environment will foster students' opportunity for success. Articulation with the High School District and the post-secondary educational institutions will facilitate the smooth transition of students from one level to another.

MANAGEMENT EFFICIENCY

Wilson Elementary District shall be efficiently managed so that routine and necessary projects are accomplished in order to permit improvement and savings in the operation of the district. Steps will be taken to conserve resources, to provide a healthy and safe work and study environment-one that recognizes the expense of operating a contemporary school system. Accountability and quality assurance will be the underlying strategies.

EXTERNAL RESOURCES

Wilson Elementary will explore all possible external resources. Emphasis will be placed on solicitation of funds from governmental agencies and from the private sector as well as other non-traditional sources.

PARENT/COMMUNITY INVOLVEMENT

Programs and activities will be established which will inform the community about the quality of education of Wilson School District. Emphasis shall be given to programs that highlight student achievements and employee contributions and parent participation.

TECHNOLOGY

The Wilson School District will provide equal access to computer aided learning for all students. To facilitate this, the District will develop a comprehensive technology infusion plan to meet the diverse needs of students and staff. A learning environment will be created where computer-aided learning will move the teaching of all subjects to a true individualized approach.

STAFF RELATIONSHIPS

Wilson District will create a working atmosphere that enhances employee morale. Relations between management and employee organizations will be positive and friendly. Every attempt shall be made to insure that adversarial roles are conducted in an atmosphere of mutual respect.

AT RISK STUDENTS

Wilson Elementary District shall continue to provide appropriate alternative educational opportunities for students who require programs, structure, and/or environments not available in regular classrooms.

QUALIFICATIONS OF TEACHING STAFF

As required by the federal law, No Child Left Behind, parents have the right to inquire about their child's teacher's qualifications. If you have any questions, or would like more details about a teacher's certification, feel free to contact the building principal. Also, if your child will be taught by a teacher who does not have complete state certification for more than four consecutive weeks, the school will send you a notice. If your child receives instructional services from an Instructional Assistant, you also have the right to ask about their qualifications.



REGISTRATION AND STUDENT INFORMATION

REGISTRATION

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. Court documents are required if a student is not to be released to a parent listed on the birth certificate.

STUDENT RECORDS

Student records are the property of the district. Examination of the records will be allowed only with proper school officials in attendance. School records shall not be removed from the school premises without the permission of the school principal. Copies of all records may be made by the school office for those authorized to receive them. The school maintains the following records which includes information about the child and the child's programs. Permanent cumulative records, health records, and Special Education records are not released without parent/guardian consent. By law, the district will maintain the permanent cumulative records indefinitely.

DESTRUCTION OF RECORDS

Please note that the district destroys all psychological and special education records five (5) years after a student has withdrawn, transferred, graduated, or been exited from special education services from the Wilson Elementary School District. Before these records are destroyed, parents and former students have the right to inspect and obtain a copy of the records guaranteed by the Family Educational Rights and Privacy Act. If you are a parent or a former student and wish to obtain a copy of the records, please contact the Special Education Department at 602-683-2400

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. We will not accept over the phone requests or written requests, if a parent/guardian would like to add a person to the authorized pick up list, the parent/guardian must come in person to make that addition to the form. **NO EXCEPTIONS.** Students will not be called out of class after 3:10pm. Student pick up and drop off is on Fillmore Street near the playground. Parents are not permitted to pick up students in front of the school.

Students who are not in an after-school program or ninth hour must exit the campus immediately after dismissal. Failure to pick up students in a timely manner will result in notification of Child Protective Services (CPS) or Phoenix Police Department. Children who are left unattended will be considered abandoned. Please take advantage of after-school programs as students are not permitted to wait in the front or side of the school building. Students are also not permitted to wait at the high school Wilson College Prep or the K-3 school. Students may not leave campus and return for any reason. Students in afterschool programs, club 140, sports or AVID hours are not permitted to leave campus and return for the activities. Students who leave campus afterschool must go directly home but may not return to school for any programs.

SCHOOL HOURS

Wilson Elementary School hours will be:

8:00 – 3:25 Monday thru Friday – Regular Schedule

3:25 - 5:00 M, T, W, TH, – Club140

3:25 – 4:15 or 5:00 Monday thru Friday- RC Classes

BEFORE/AFTER-SCHOOL HOURS

No students allowed on campus before 7:30am. No Students are allowed on campus after 3:25pm unless they are enrolled in an after-school tutoring program, a club or sports program. The playground is closed for public use until 5:00pm daily. School programs take priority on school grounds during school, before school and after-school. Every attempt will be made to keep the library and playground open until dusk and/or 7pm for community use.

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.**

FOOD SERVICE

The food service department operates a non-profit program that provides breakfast, lunch and related services to students attending in the district. A monthly menu for each school day is sent home. If a student is going to be absent during breakfast or lunch, the parent/guardian must notify the school office. Students are required to be served a lunch daily.

VISITING THE SCHOOL

Parents/guardians are encouraged to visit the school. We do ask that as a courtesy, you notify the teacher before visiting. In addition, picture ID is required if visiting the campus, State Law requires that you **check in and out** at the school office. You must wear a visitor badge while on campus. For the 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 students from other schools to visit during school hours.

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.

ATTENDANCE, PROCEDURES AND SERVICES

ATTENDANCE

Regular attendance and being on time are critical in the learning process as both help the students to develop a good attitude toward school. Absences and tardiness are upsetting for students as these disrupt their schedules, require readjustment to the class routine, and slow down learning. It is the parent/guardian's responsibility to notify the school of a child's absence. When reporting an absence, please call 602-683-2400 and specify the reason for the absence such as colds, flu, etc. If the school is not notified early in the morning, the school will attempt to contact the parent/guardian. If no phone contact is made between the parent/guardian and the school, the absence will be unexcused. Again, it is the parent's responsibility to keep phone numbers up to date. When the student returns, the student must bring a note signed by the parent/guardian that states the reason for the absence. Parents/Guardians are strongly urged to schedule medical, dental, and other appointments for students at times outside of the school day. This will reinforce the importance of school and will prevent the student from getting behind in his/her school work. A note signed by parent/guardian is required for students to be excused for appointments. Excused absences are given for illness, doctor, dental appointments or funeral attendance only. Students are required to make up all missed assignments regardless of the reason for the absence. Students who arrive late or leave early may be counted as a half day absence depending on arrival and/or departure times. After 10 absences, including excused and unexcused, a note from a dental or medical provider must be received to excuse an absence.

WAM - Wilson Attendance Mandate

The Wilson School District has developed a truancy program to ensure the school attendance of all Wilson Students. The goal of the program is to decrease the number of trancies or unexcused absences. The program involves the participation of the Maricopa County Juvenile Court System and the Phoenix Police Department. Students and parents receive a warning when a student reaches three unexcused absences a second warning is sent when a student reaches five unexcused absences. Any additional absences will result in a citation for the student, parent or both issued by a school official. The citation will have a court date and consequences will be issued at the discretion of the courts. Citations will be issued for each additional unexcused absence and/or more severe consequences. Regular attendance is a strong indicator of success in school.

EXCESSIVE ABSENCES

Students with excessive absences may be required to present a doctor's note in order to qualify for an "excused" absence. After 6 unexcused absences, the school official will issue a truancy citation and the student and parent/guardian will be required to appear at court. **In addition, after 10 absences, a doctor's note is required for the absence to be excused.**

EXTENDED ABSENCES

Parents/Guardians are responsible for contacting the school if a child will be absent for an extended period. If the school is not notified within 10 days, the student will automatically be dropped from all classes. State law places the responsibility for ensuring the child's regular attendance directly on the parent or person with sole custody of the child.

TARDINESS

If a student is late for school, he/she must report to the school office before going to class. The student will be given a pass to take to the teacher. In the event a child develops a chronic tardiness pattern, the school authorities will contact the parent/guardian. ***(After the 3rd tardy, students will be given consequence such as lunch detention, RC and/or the Alternative Room)***

EARLY RELEASE/LEAVE EARLY

For the safety and protection of students, no child will be allowed to be taken from school before regular dismissal time without parent/guardian or approved person signing the student out of school. **Photo ID is required when signing a student out of school. No one under 18 years of age will be allowed to sign a student out.**

WITHDRAWAL/TRANSFER PROCEDURES

If it becomes necessary to have a child withdrawn from school, the school attendance clerk needs to be notified of the student's last day of attendance. The child will be checked out at the school office on the last attendance day. 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. To provide a consistent education, Wilson School District encourages parents to allow students to remain in one school.

TRANSPORTATION

For those in-district students living more than one mile from school, bus transportation is provided. 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 reprimand the student or write a bus referral. Students who chronically misbehave on the bus may lose their bus privileges. Students who are assigned to an alternative school for discipline reasons will not be transported. 4-8 grade students are required to ride the second bus. 4:10 and 5:00 buses are for students who attend Sports, Club 140, Service Learning Points, Responsibility Class (RC), or Alternative Room only.



HEALTH SERVICES

The District employs a Nurse and a health assistant is available when the nurse is on the other campus. The health team periodically conducts vision, hearing, dental, and scoliosis screening. The nurse serves as a resource person for the classroom teacher on a variety of health topics. Individual health counseling is provided as needed. In addition, the team administers emergency care and/or first aid for ill/injured students.

CHRONIC ILLNESS

Yearly health questionnaires are sent home at the beginning of each school year. Please indicate any chronic or serious health concerns you may have regarding your student. If your student 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

If your child has a food allergy, it is extremely important to notify the health office, teacher and cafeteria staff. Law requires that the school collect a doctor statement 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.

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.

MEDICATION

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

HEAD LICE

In the event that a child in the school is found to have head lice or nits, the nurse may check all other children in the classroom. 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/eggs must be removed prior to returning to school.

PARENT INVOLVEMENT

The district encourages parents/guardians to take an active role in their child's school. Numerous opportunities are available to become an educational partner.

MIGRANT AND MCKINNEY VENTO SERVICES

If you lost your housing and now live in a shelter, motel, vehicle, camping ground, or temporary trailer; on the street; doubled-up with family or friends; or in another type of temporary or inadequate housing, your child might be able to receive help through a federal law called the McKinney-Vento Act. Please contact Gaby Duran at 602-683-2515 ext 6003.

TITLE ONE:

Wilson Elementary is a School Wide Title One school. The school wide plan is available for review from the school or district office. Title One supports the AVID program at the Elementary school.

WILSON PTO

PTO meetings are generally held once a month at 6:00 pm. Flyers are sent home to inform parents of upcoming meetings and meetings are listed on the parent calendar. A variety of informational items and student activities are presented at these meetings. Please call (602)-683-2400 for more information.

PHONE CALLS TO TEACHERS

Parents/Guardians who would like to talk to their child's teacher should call the school office either before school begins at 8:00 or after school dismissal at 3:25. However, if calls are made during class hours, the office will take a message.

EVENING PROGRAMS

Several times during the school year, the school will conduct evening programs. This is an opportunity for students to share their accomplishments with their family and friends. Students should be accompanied by an adult to ensure safety and prompt rides home.

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.

HEADSTART PROGRAM

The Headstart program is a preschool educational opportunity available for qualifying students. Each classroom is staffed by a teacher and assistant. This program provides services for children ages 3 and 4 who live within the Wilson School District Boundary. Please call 602-683-2500 for more information.

WILSON PRESCHOOL PROGRAM

The preschool program provides educational opportunities for qualifying students who are 4 years old. Each classroom is staffed by a teacher and assistant. This program is open to both in-district and out of district qualifying students. Please call 602-683-2500 for more information.

GRADE REPORTING AND EXPECTATIONS

Wilson School District has high standards for all students. Students are expected to complete all assignments, be respectful in class and request help if needed. Wilson strives to provide a high quality education for all students and to prepare all students for the demands of high school and college.

PROGRESS REPORTS

Regular report cards will be sent home at the end of every quarter. Progress reports and/or skill assessment reports will be sent home during the intervals between grading periods if the teacher finds this necessary due to poor student performance. Report Card Grades will reflect the State Standards taught. Parents/Guardians who receive a notice should contact the child's teacher. **Grades are given to the students twice a month. It is the students' responsibility to write the grades in their agenda book. Parents should check agendas nightly and contact the teacher if their student is falling behind. Student grades are also posted in the student portal. Please check with your child's teacher to access the portal via the internet. **ATI benchmark assessments are used each quarter to measure progress and growth. Students are expected to make, at minimum, quarterly progress and growth which will be reflected in their grades.

HOMEWORK

Homework is an important part of each child's total education. In our district, homework is given to all students. Schools do their best job of educating children when they have the parent/guardian as partners. Homework provides a significant opportunity for parents/guardians to show their interest and their support. Our students are responsible for:

- Listing all homework assignments in their agenda books daily. Lost or vandalized agenda books must be replaced at a cost of \$10.00.
- Understanding the assignments before leaving class or school.
- Completing all assignments accurately.
- Turning all assignments in on time.
- Requesting teacher assistance as needed to accurately complete homework assignments.
- Recording class grades every other Friday.
- Securing a parent signature in their agenda book on Fridays.

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

Grades 4-535-40 minutes

Grades 6-850-60 minutes

Honors classes may require additional homework time.

An additional 30 minutes of outside reading is required of all Wilson Students.

Consequences for not completing homework assignments on time may include a grade reduction by 50% or no credit given. Students who consistently do not complete homework can receive additional consequences.

MAKE UP WORK

It is the **student's responsibility** to check with the teachers whenever the student is absent or in the alternative room. The student has 2 days to make up classwork/homework. Make up work is completed outside of regular class hours.

SCHOOL SUPPLIES

State law requires that elementary schools provide students with all materials that are required for classroom activities. In compliance with this law, the district will provide students with textbooks, pencils, paper, binders, agendas, ID's,, and the necessary supplies for classroom use. Students are responsible for taking care of supplies. Students who lose or destroy supplies will be required to replace them.

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. Progress results from acquiring new knowledge and skills as outlines in curriculum.

The Wilson Elementary School teachers base their recommendations to promote, retain, or place upon the following criteria:

- Assessment of performance on classroom work, tests and homework.
- AZMerits testing results
- Teacher judgment
- Attendance
- Quarterly CRT's and exams
- Cumulative Grade Point Averages of 1.0 or better.

If facts indicate 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 and/or the board review the teacher's decision.

PHYSICAL EDUCATION ACTIVITIES

State regulations require that each child have 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 school nurse can give emergency excuses.

8th GRADE PROMOTION

Students wishing to participate in promotion activities including field trips, pictures and ceremonies must maintain a cumulative GPA of 2.0 or higher. Students who have a cumulative GPA lower than a 2.0 **at the time of the activity** will NOT participate. Students with a GPA lower than a 1.0 are at risk of retention and/or placement instead of promotion. **Students are responsible for covering the cost of activities such as field trips and yearbook. Students with a cumulative GPA of 3.0 or higher might be eligible to have the activity fees waived.

STUDENT ASSESSMENT PLAN

Students are tested quarterly with district-developed tests called Criterion-Referenced Tests (CRTs). With your student's report card, you may also receive periodic reports on student progress toward mastery and growth of the essential skills. Mastery and growth of these skills is the basic measurement of whether or not your student will be promoted. Students in grades 3-8 are required to take the AZMerits exam in the spring to determine if they have mastered the state curriculum standards.

WILSON COLLEGE SCHOLARSHIPS

The district is committed to the belief that every Wilson student is capable of an achievement level that will guarantee entrance into and success in college. Tuition waivers for college will be given to eligible Wilson students. Students who would like to be considered for a college tuition waiver must submit the proper paperwork to Claudia Reyes or Gaby Duran at Wilson Elementary no later than January 1 of their senior year. Students who attended Wilson Elementary are eligible regardless of the high school they attend.

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

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. A gifted program utilizing accelerated programs and honors classes has been designed for Wilson. Students are tested based on scores and teacher recommendations as well as parent requests.

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 Nora Acevedo at (602)-683-2400.

Annual Notification to Parents Regarding Confidentiality of Student Education Records

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of a student records. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school within 45 days of a request made to the school administrator. Schools are not required to provide copies of records unless it is impossible for parents or eligible students to review the records without copies. Schools may charge a fee for copies.
- Parents or eligible students have the right to request in writing that a school correct records that they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions:
 - o School officials with legitimate educational interest
 - * A schools official is a person employed or contracted by the school to serve as an administrator, supervisor, teacher, or support staff member (including health staff, law enforcement personnel, attorney, auditor, or other similar roles): a person serving on the school board: or a parent or student serving on an official committee or assisting another school official in performing his or her tasks;
 - * A legitimate educational interest means the review of records is necessary to fulfill a professional responsibility for the school;
 - o Other schools to which a student is seeking to enroll;
 - o Specified officials for audit or evaluating purposes;
 - o Appropriate parties in connection with financial aid to a student
 - o Organizations conducting certain studies for or on behalf of the school;
 - o Accrediting organizations;
 - o To comply with a judicial order or lawfully issued subpoena;
 - o Appropriate officials in cases of health and safety emergencies; and
 - o State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, sports participation (including height and weight of athletes) and dates of attendance unless notified by the parents or eligible student that the school is not to disclose the information without consent.

The Individuals with Disabilities Education Act (IDEA) is a federal law that protects the rights of students with disabilities. In addition to standard school records, for children with disabilities education records could include evaluation and testing materials, medical and health information, Individualized Education Programs and related notices and consents, progress reports, materials related to disciplinary actions, and mediation agreements. Such information is gathered from a number of sources, including the student's parents and staff of the school of attendance. Also, with parental permission, information may be gathered from additional pertinent sources, such as doctors and other health care providers. This information is collected to assure the child is identified, evaluated, and provided a Free Appropriate Public Education in accordance with state and federal special education laws.

Each agency participating under Part B of IDEA must assure that at all stages of gathering, storing, retaining and disclosing education records to third parties that it complies with the federal confidentiality laws. In addition, the destruction of any education records of a child with a disability must be in accordance with IDEA regulatory requirements.

For additional information or to file a complaint, you may call the federal government at (202) 260-3887(voice) or 1-800-877-8339 (TDD) OR the Arizona Department of Education (ADE/ESS) at (602)542-4013. Or you may contact

Family Policy Compliance Office U.S Department of Education 400 Maryland Avenue, SW Washington, D.C 20202-5901	Arizona Department of Education Exceptional Student Services 1535 W. Jefferson, BIN 24 Phoenix, AZ 85007
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This notice is available in English and Spanish on the ADE website at www.ade.az.gov/ess/resources under forms. For assistance in obtaining this notice in other languages, contact the ADE/ESS at the above phone/address.



STUDENT PROGRAMS

AVID – Advancement Via Individual Determination

AVID is a program designed to help students become better more productive students. AVID encourages students to take rigorous courses in preparation for advanced classes in high school and college courses post high school. Students interested in AVID must complete the application process.

NATIONAL JUNIOR HONOR SOCIETY (NJHS)

Seventh and Eighth grade students who maintain a B or better grade in all classes for 2 consecutive grading periods and who have no discipline referrals will be invited to join NJHS. NJHS is a community service organization that is committed to high standards and service. NJHS is an excellent program for all students and something students should strive to achieve.

****8th grade students who are active in NJHS will be permitted to wear graduation gowns at the promotion ceremony****

JUNIOR NATIONAL JUNIOR HONOR SOCIETY (JrNJHS)

Fourth, Fifth and Sixth grade students who maintain a B or better grade in all classes for 2 consecutive grading periods and who have no discipline referrals will be invited to join JrNJHS. JrNJHS is a community service organization that is committed to high standards and service. JrNJHS is an excellent program for all students and something students should strive to achieve.

CHARACTER COUNTS

All students will be required to participate in a character education program. Wilson students are expected to practice the six pillars of character which include trustworthiness, respect, responsibility, fairness, caring and citizenship.

AFTER-SCHOOL SPORTS

Students wishing to participate in after-school sports must maintain a C or better grade in all classes. Students must not acquire more than one referral and must have acceptable attendance at school and within the programs. Students who play sports are representing Wilson and will be expected to show good sportsmanship at all times. Students who are absent from school may NOT attend or participate in sporting events.

AFTER-SCHOOL CLUBS

Students wishing to participate in after-school clubs such as Wii club, chess club and algebra club must maintain a C or better grade in all classes. Students must have acceptable attendance at school and good behavior. Students are encouraged to join after-school programs.

STUDENT COUNCIL

Students are elected to the student council board. Interested students may join student council as long as they maintain grades and discipline. Student council members are actively involved in the decision making on behalf of the student body.

*****Students who are absent from school may NOT be on campus for any reason including after-school sports programs, using the field, library, gym or dances, etc.*****

CLUB 140

Club 140 is a free program offered through a 21st century grant. It provides various remedial reading and math classes for students. Classes such as study hall, rubrics club, Odyssey of the Mind, STEAM, STEM and homework club, to name a few, are also offered during this program. Students are invited to attend the program through teacher recommendation. Students or parents can request to attend the program as well. Club 140 is offered daily from 3:30-5:00. Transportation is provided for students living within the district boundary. Attendance is required or a student could possibly be dropped from the program.

P.R.I.D.E./Responsibility Class (RC)

In an effort to develop and improve student responsibility, Wilson Elementary School utilizes the Personal Responsibility in Daily Effort Program (P.R.I.D.E.) for all students. As a result of this program, we believe that student homework completion has increased, dress code compliance has increased, student tardiness has decreased, and the number of failures has decreased.

We are committed to helping our students become more successful in school and feel that the P.R.I.D.E. Program is beneficial to our students here at Wilson.

This year each student will receive an agenda book, which includes an assignment calendar. Teachers will indicate if the student is late for class, out of dress code or does not have the materials needed for class. The agenda book provides increased communication from school to home. At a glance, parents can see if their student was prepared for class with homework completed.

Students need to have their learning materials (agenda book, notebook, pen/pencil, homework and books), be on time and dressed appropriately to each and every class. **Shirts must be tucked in at ALL times while on campus; shirts may not be un-tucked during passing time.

Students who are prepared will be dismissed at the regular time. Students who are not prepared will receive a mark for Responsibility Class in their agenda book. RC1 runs from 3:30-4:10 and RC2 runs from 3:30-5:00.

Students who ride the bus and are required to stay for Responsibility Class can use the Wilson school bus after RC at 4:15 or 5:05

If you require a phone call when your student receives Responsibility Class, a working phone number with a message machine must be provided to the office AND must be kept with your student. **It is your student's responsibility to call home if they are assigned Responsibility Class. PLEASE DO NOT PICK STUDENTS UP EARLY FROM RC.**

Please feel secure in the knowledge that this program is in no way intended to be punitive. We want to create a partnership with you to help our students become responsible and successful. Students may request homework assistance from the Responsibility Class teacher.

Please feel free to call (602) 683-2400 if you have any questions.

ADDITIONAL PARENT INFORMATION

WEDNESDAY EARLY RELEASE DAYS

Please check the calendar for early release dates. Reminder notices will be sent home. On Early Release Days, students at the 4-8 school will be released at 1:55 PM. A reminder notice will be sent home.

HALF DAYS

Please check the calendar for half days. Reminder notices will be sent home. On half days, students at the 4-8 school will be released at 11:45 AM. A reminder notice will be sent home.

STUDENT USE OF TELEPHONES/CELL PHONES/ELECTRONIC DEVICES

Students are ***NOT*** permitted to use the school phone unless it is an emergency for a matter deemed necessary by school officials. Students are permitted to use classroom phones to inform parents of after-school detentions or responsibility class. **Parents may not leave messages for students during the school day unless there is an extreme emergency. The school office gets very busy at times and cannot be responsible for student messages unless it is an emergency. Please make necessary arrangements with your child prior to the start of the day.**

Cell phones or any other electronic devices ARE NOT permitted on school grounds. These items may be confiscated and students may receive other consequences. These items will only be returned to the parent or guardian. Wilson is not responsible for lost or stolen cell phones or other electronic devices. Although every attempt will be made, Wilson is not responsible for confiscated phones or electronic devices.

TEXTBOOKS, LIBRARY BOOKS AND COMPUTERS

Textbooks are assigned to each student upon enrollment and are for the current school year only. **STUDENTS ARE REQUIRED TO TAKE PROPER CARE OF ALL BOOKS.** Books are collected at the end of the school year and are expected to be in good condition. All books that are lost or damaged must be paid 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 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. Replacement costs of books and computer parts range from about \$20.00 to \$1000.00.

WILSON CAFETERIA

Wilson School District participates in the National School Lunch Program and the School Breakfast program. Because of the special assistance provisions, Wilson provides breakfast, lunch and afterschool snacks at no cost to the families, however, parents may be required to fill out the proper paperwork. For more information regarding the cafeteria, our lunch program as well as our menu, please visit our website at www.wsd.k12.az.us



FIELD TRIPS

Field trips are an extension of the classroom curriculum and are utilized to enhance the learning process. Only students exhibiting responsible behavior may go on field trips. Students must have a field trip permission slip on file with the school.

End of the Year California Trips

To be secure a spot on the end of the year California trip, students need to complete the following:

- Maintain a cumulative GPA of 2.5 or higher
- No RC's
- No LD's
- No Free Stamps used
- Must participate in the schoolwide fundraisers (candy sales, popcorn sales or catalog sales)
- Do service learning (parent participation at evening events, community clean up, working fall festival, etc) Service learning should be documented in the agenda sheet.
- Maintain good behavior (students with out of school suspensions will not be permitted to attend)

Students who complete the following might be considered on a case by case basis

- Maintain a GPA of 2.0 or higher
- No more than two LD's
- No more than 1 RCs
- No Free Stamps used
- Participation in schoolwide fundraisers
- Service Learning
- Maintain good behavior (students with out of school suspensions will not be permitted to attend)

The school may consider students on limited base who have completed most of the above requirements but this will be very limited and will be dependent on space. **Top sellers in each of the fundraisers will automatically earn a spot on the trip as long as their GPA is above a 1.5 and they have not been out of school suspended)

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 5:00 pm. Agendas are posted at the District Office and on the district website. Parents/Guardians and interested community members are encouraged to attend these meetings.

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.

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 nurse's office.

PARENT INVOLVEMENT POLICY

GENERAL EXPECTATIONS

Wilson Elementary School agrees to implement the following statutory requirements:

- Wilson Elementary School will jointly develop with parents and distribute to parents of participating children, a Parental Involvement Policy that the school and parents of participating children agree on.
- Wilson Elementary School will notify parents about the Parental Involvement Policy in an understandable and uniform format and, to the extent practicable, will distribute this policy to parents in a language the parents can understand.
- Wilson Elementary School will make the Parental Involvement Policy available to the local community.
- Wilson Elementary School will periodically update the Parental Involvement Policy to meet the changing needs of parents and the school.
- Wilson Elementary School will adopt the school-parent compact as a component of its Parental Involvement Policy.
- Wilson Elementary School agrees to be governed by the following statutory definition of parental involvement, and will carry out programs, activities and procedures in accordance with this definition:

Parental involvement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring—

- (A) parents play an integral role in assisting their child's learning;*
- (B) parents are encouraged to be actively involved in their child's education at school;*
- (C) that parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child;*
- (D) the carrying out of other activities, such as those described in section 1118 of the ESEA.*

Wilson Elementary School will implement required school parental involvement policy components as follows:

1. Wilson Elementary School will take the following actions to involve parents in the joint development and joint agreement of its Parental Involvement Policy and its school wide plan, if applicable, in an organized, ongoing, and timely way under section 1118(b) of the ESEA:
Gather and disseminate to parents for review the following materials: District wide Parental Involvement Policy, the School's Parental Involvement Policy, the school-parent compact, and Parent Notices from the Table on page 45 of the Title I, Part A Non-Regulatory Guidance. These materials will be disseminated to parents at regular Title I parent meetings, School Site Council meetings, and parent/teacher conferences. Written and oral input from parents will be solicited through Title I parent meetings, School Site Council meetings, parent/teacher conferences, school newsletters, school web site, and other regular written communications with parents.
2. Wilson Elementary School will take the following actions to distribute to parents of participating children and the local community the Parental Involvement Policy:
The School Parental Involvement Policy will be distributed to parents at Title I parent meetings.
 - *The policy will be posted on the school web site.*
 - *Parents of new participating students will receive the policy upon registration if eligible for Title I.*
 - *The School Parental Involvement Policy will be included in the student handbook yearly.*
3. Wilson Elementary School will periodically update its Parental Involvement Policy to meet the changing needs of parents and the school through:
 - *monthly School Site Council meetings*
 - *regular Title I meetings*
 - *PTO meetings*
 - *AVID Parent and School meetings*
4. Wilson Elementary School will convene an annual meeting to inform parents of the following:
 - *That Wilson Elementary School participates in Title I,*
 - *The requirements of Title I*

- *Of their rights to be involved as outlined in Table B of Title I, Part A Parental Involvement Non-Regulatory Guidance (page 45), Section 1118; the school-parent compact, Appendix C, page 51 of the Title I, Part A Parental Involvement Non-Regulatory Guidance, the district wide parental involvement policy, and the school's parental involvement policy and*
 - *Meetings will be held at various and convenient times to encourage parents to attend. Parents will be notified about meetings through school flyers, newsletters, and the web page.*
5. Wilson Elementary School will hold a flexible number of meetings at varying times, and may provide transportation, child care, and/or home visits, paid for with Title I funding as long as these services relate to parental involvement:
To encourage parents to attend these meetings, the school will offer training to parents to improve student success and achievement. In situations that prevent parents from coming to the school for meetings, school personnel may make home visits or arrange to meet the parents at a mutually convenient and, in limited circumstances, parents may participate via conference call.
Wilson Elementary School will provide information about Title I programs to parents of participating children in a timely manner through flyers, newsletters, and the web page.

Wilson Elementary School will provide parents of participating children with a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet through:

- *the annual Title I parent meeting*
 - *regular parent/teacher conferences*
 - *Title I meetings and Family Nights throughout the year*
- (a) If requested by parents, Wilson Elementary School will provide parents of participating children opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practicably possible:
- *through prearranged meetings with the Title I Coordinator*
 - *through meetings with the student's teacher which may include the Title I Coordinator, the principal, and other staff as appropriate*
- (b) Wilson Elementary School will submit to the district any parent comments if the school wide plan under section (1114)(b)(2) is not satisfactory to parents of participating children:
- *Parents may submit comments in writing regarding the school wide plan to their child's teacher, the Title I Coordinator, or the principal, at Wilson Elementary School District.*

RESPONSIBILITIES FOR HIGH STUDENT ACADEMIC ACHIEVEMENT

1. Wilson Elementary School will build the schools' and parent's capacity for strong parental involvement in order to ensure effective involvement of parents and to support a partnership between the school, parents, and the community to improve student academic achievement through the following activities described below:
 - *parent classes*
 - *Family Nights*
 - *Parental access to the library and other resources such as web sites, parent organizations, etc.*
 - *Parent Partnership*
2. The school will incorporate the school-parent compact as a component of its School Parental Involvement Policy:
 - *The school-parent compact will be a part of the School Parental Involvement Policy on the school's web page.*
 - *During regular parent/teacher conferences which are held in October and January, the school-parent compact will be completed and signed by the teacher, the parent(s), and the student.*
 - *As needed, the school-parent compact will be included in school newsletters along with the School Parental Involvement Policy.*
3. The school will, with the assistance of the district, provide assistance to parents of children served by the school in understanding topics such as the following:

- *the State's academic content standards,*
- *AVID mission and requirements,*
- *the State and local academic assessments including alternate assessments,*
- *the requirements of Title I,*
- *how to monitor their child's progress, and*
- *how to work with educators:*

Parents will receive training and necessary information on the topics above through:

PTA workshops, Common Core Standard Maps, School-Parent Compact, school sponsored trainings, workshops and meetings.

4. As appropriate, the school will, with the assistance of the district, provide materials and training such as literacy training and using technology to help parents work with their children to improve their children's academic achievement and to foster parental involvement, by: *holding regular Title I meetings, Family Nights, and encouraging parental participation in parent classes as well as using the parent portal.*
5. The school will, with the assistance of the district and parents, educate its teachers, pupil services personnel, principals and other staff, in how to reach out to, communicate with, and work with parents as equal partners, in the value and utility of contributions of parents, and in how to implement and coordinate parent programs and build ties between parents and schools, by:
encouraging staff to attend parental involvement workshops and conferences, web-based learning, and site staff development.
6. The school will, to the extent feasible and appropriate, take the following actions to ensure that information related to the school and parent- programs, meetings, and other activities, is sent to the parents of participating children in an understandable and uniform format, including alternative formats upon request, and, to the extent practicable, in a language the parents can understand:
Upon identification of parental need for information in another language or in another format, the school will take steps to ensure that the parent request is fulfilled.

SCHOOL-PARENT COMPACT

The Wilson Schools and the parents of the students participating in activities, services, and programs funded by Title I agree that this compact outlines how they will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the State's high standards.

This school-parent compact is in effect during the 2016-2017 school year.

We, as the School, Teachers and Principal will support each student's learning in the following ways:

1. Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement standards as follows:
 - *Emphasizing high academic achievement and challenging each student's desire to learn.*
 - *Providing a positive, safe, and orderly environment.*
 - *Providing regular notification of academic progress and conduct of each student.*
 - *Using technology to enhance instruction.*
 - *During School tutoring and enrichment – RTI model*
 - *120 minute reading blocks*
 - *After School Tutoring*
 - *Special Education Program*
2. Hold parent-teacher conferences during which this compact will be discussed as it relates to the individual child's achievement.
 - Specifically, these conferences will be held in October and January each year.
3. Provide parents with frequent reports on their children's progress. Specifically, the school will provide reports as follows:
 - *Report Cards*
 - *Newsletters, notes home*
 - *Conferences*
 - *Phone Calls*
4. Provide parents reasonable access to staff. Specifically, staff will be available for consultation with parents as follows:
 - *Home Visits*
 - *Voice mail*
 - *E mail*
 - *Daily notes*
 - *Conferences as requested*
5. Provide parents opportunities to volunteer and participate in their child's class, and to observe classroom activities, as follows:
 - *PTO*
 - *Chaperoning Field Trips*
 - *Book Fair volunteers*
 - *Take home classwork*
 - *Special School events (Picnics, Fall Festival)*

We, as Parents, will support our children’s learning in the following ways:

- • *Monitoring attendance.*
- • *Making sure that homework is completed.*
- • *Monitoring amount of television my child watches.*
- • *Volunteering in my child’s classroom.*
- • *Participating, as appropriate, in decisions relating to my children’s education.*
- • *Promoting positive use of my child’s extracurricular time.*
- • *Staying informed about my child’s education and communicating with the school by promptly reading all notices from the school or the school district either received by my child or by mail and responding, as appropriate.*
- • *Serving, to the extent possible, on policy advisory groups, such as being the Title I parent representative on the school’s School Improvement Team, the Title I Policy Advisory Committee, the District wide Policy Advisory Council, the State’s Committee of Practitioners, the School Support Team or other school advisory or policy groups.*

We, as Students, will share the responsibility to improve our academic achievement and achieve the State’s high standards. Specifically, we will:

- *Take responsibility for completing all classwork and homework assignments.*
 - *Attend school regularly and promptly.*
 - *Follow the rules and regulations of the school.*
- Demonstrate the pillars of character: Trustworthiness, Respect, Responsibility, Fairness Caring and Citizenship.*

Parents Pledge: I will support our children’s learning in the following ways:

- ◆ Let the teacher know if my child has any problems with learning.
- ◆ Use reading and math materials the school sends home each week to help my child.
- ◆ Read to my child 20 minutes a day.
- ◆ Keep a list of new words, and link letters to sounds.
- ◆ Play numbers games with my child every week
- ◆ Help my child see how to use reading and math to pursue his/her interests and goals.

Students Pledge: I will

- ◆ Let my teacher and family know if I need help
- ◆ Read on my own and with my family every day
- ◆ Work on my math and reading skills at home, using the materials my teacher sends home
- ◆ Write down assignments, do my homework every day, and turn it in when it’s due
- ◆ Write a report each week about a TV program I watch

Teachers Pledge: We will

- ◆ Create a partnership with every family in my class
- ◆ Monitor student progress in reading and math and update parents monthly
- ◆ Make sure all students get help as soon as it’s needed
- ◆ Send home learning materials in math and reading
- ◆ Explain my approach to teaching, expectations, and grading system to students and their families
- ◆ Continually work on my teaching strategies so that I can successfully teach all children.
- ◆ Assign work that is relevant and interesting
- ◆ Make sure students understand the assignment and what they’ll learn from it, and grade it promptly.

Principal’s Signature _____

Date: _____

Parent/Guardian’s Signature _____

Date: _____

Student’s Signature _____

Date: _____

STUDENT DRESS CODE

Students will be expected to dress in the prescribed uniform attire. **Required uniform attire is listed below, items NOT listed as acceptable are NOT part of the dress code and therefore not permitted. It is the parents and students responsibility to ensure compliance with the dress code. If you have questions about uniforms, please ask. Thanks.**

1. **All students are required to visibly wear a picture ID daily.** Students who do not wear their ID will be subject to disciplinary action. Students are issued one ID, maroon lanyard and cover. Lost, stolen or defaced ID's must be replaced at the student's expense. Lanyards must be a break-away style and maroon in color. Covers must be clear. Students may not deface ID's. Stickers, pictures, etc. are not permitted in/on ID's or covers. ID's also serve as the student's lunch ticket and will be used to check out library and text books.
2. All students will wear the designated **traditional style** school uniform clothing. The clothing may not be altered by slits, shredded hems, etc. The designated uniform will be: traditional navy bottoms (polyester/cotton blend) and white collared shirt.

BOYS: All white shirt with collar with no logos. Burgundy and Gray collared shirt with the Wilson Logo available for purchase **only through PTO.** This may be a "Polo" type shirt, dress shirt, etc. **Plain navy blue pants or walking shorts that are made of a cotton/polyester blend. Uniform pants must be standard uniforms, no Dickies, Ben Davis, etc. No extra pockets, seams or decorations. Pants and shorts must be worn at the waist.**

GIRLS: All white collared blouse or "Polo" shirt with no logos. Burgundy and Gray collared shirt with the Wilson Logo available for purchase **only through PTO. Plain navy blue pants, shorts, or crop pants that are made of a cotton/polyester blend-NO SKIRTS OR DRESSES ALLOWED. Skirts may be worn for religious reasons but must be navy blue and floor length. No spandex material. No bows, ruffles, extra pockets, extra zippers, or decorations on uniforms. Shorts must be fingertip length when hands are resting at the sides. Form fitting clothing is not permitted. Stretch pants, "skinny" style or denim/jean style pants are not permitted. No side pockets or sweat pants.**

SHIRTS, JACKETS, SWEATERS AND SWEATSHIRTS

1. Sweaters and sweatshirts must be either plain white, navy blue, or gray worn **over** a white collar shirt with the collar out, **black is not permitted.** (No logos, stripes, etc. except for the Wilson Logo) **Turtleneck shirts** are not permitted at the 4-8 school.
2. Jackets must be plain navy blue, white, or gray without any type of writing, emblems, or striping. Jackets, sweatshirts and sweaters are not permitted on campus unless they meet the uniform criteria and may only be worn during inclement weather.
3. Shirts must be tucked in at all times. Students may not un-tuck shirts between classes.
4. No undergarments may show and undershirts must be plain white only. **No long sleeve shirts under uniform shirts.**

PANTS/SHORTS

1. Baggy or oversized uniforms are not acceptable and thus are prohibited. Uniforms may not be worn more than one size larger. Pants, shorts, etc. must be worn at the waist.
2. Corduroys, cargo pants, jeans, sweatpants, leggings, stretch pants and overalls are not permitted. No labels or logos permitted on pants.
3. Belts must be black or brown and may not be more than one size larger than the waist. Belt Buckles must be plain – no letter, pictures, etc.
4. Pants, shorts, and crop pants may not be rolled either at the waist or hem.

HEAD GEAR

1. **Religious head coverings must be solid navy blue or white.** No hats, wristbands, gloves, or bandannas of any type may be worn on campus. Hair bands and bows may be worn in the hair only and must be navy or white.

SHOES AND SOCKS

1. For safety reasons, students **MUST** wear covered tennis shoes and **MUST** keep them tied and/or fastened. Shoes must be white, navy, black, grey or brown with minimal logos. Shoelaces must be white or black and no wider than one quarter inch. Platform shoes are not permitted. No roller skate tennis shoes (wheelies), no boot style/long shoes, no ballerina style shoes, no slip on shoes allowed on campus.

2. Tan, navy, black or white socks may be worn. Socks may not be worn over the knee. Girls may wear tan, navy, black, or white tights or hose (tights and leggings must have a foot – no “shorty” tights.)

MISCELLANEOUS

1. No tattoos, hickies, or piercings of any body part other than ears. Only post-type earrings are permitted and must be smaller than 1 cm in diameter. No more than 2 sets of earrings on each ear are allowed. No gages. No part of the earring may dangle, no hoops allowed.
2. Use of lipstick or other make-up in moderation is permitted but may not be applied or re-applied while at school. Make up found at school will be confiscated. Due to allergies, perfume, cologne and body spray are not permitted. Nails must be kept short. Modest nail color is permitted – no rhinestones or other decorations on nails.
3. No unnatural modifications of hair (fade lines, shavings, hair extensions must be of a natural color), eyebrows, etc. (example: shaving eyebrows.) Hair should not cause a distraction at school.
4. No stickers on ID's, backpacks, agendas, binders etc. No markers or liquid white out allowed on campus.
5. No bracelets that may be offensive to others.
6. No writing/drawings on any part of the body or uniform.

There may be additional items added to the designated uniform during the school year.

DRESS DOWN DAYS AND FIELD TRIPS

Students may not be required to wear the designated uniform on dress down days or field trips. However, they must follow the guidelines below:

- Wear covered shoes at all times, no open toe.
- No tube tops, halter tops, spaghetti straps, see through tops or bare midriff tops.
- No printing on clothing that refers to sex, alcohol, drugs, gangs, violence or vulgarities (8-ball, homie, etc.) No jerseys or shirts with numbers.
- No caps, hair-nets, or other hair coverings including bandannas, headbands, and hats.
- No skirts or dresses allowed. No shorts shorter than fingertip length when arm is held at side.
- No form-fitting or lycra shorts as outerwear. No leggings, pajamas, or sweat pants are allowed.
- No undergarments as outerwear (muscle shirts, boxer shorts, etc.)
- Use of lipstick or other make-up in moderation is permitted and may not be reapplied while on trips. Make up brought on trips will be confiscated. Due to allergies, perfume, cologne and body sprays are not permitted.
- Wear belts of correct length.
- Wear pants of correct size (no larger than one size bigger), no oversized or baggy pants/shorts. No sagging of pants/shorts.
- No pants/shorts with a wide leg width.
- No shirt, pants, socks and shoes of one color.
- No wide shoelaces.
- No dickies, ben davis, etc.
- No rips/holes of any kind on any clothing item

CONSEQUENCES

Consequences for not following dress code include responsibility class, disciplinary referrals, loss of privileges, detention, Saturday school or in school suspension, closed classes, suspension or alternative placement. Repeat offenders may be asked to transfer to another school.

BACKPACKS

Backpacks must be free of logos, symbols or pictures representing something illegal, violent, illicit or suggestive (no skulls, numbers, gang signs, weapons, etc.). Student may write their actual name on the inside of the backpack only. Backpacks may not contain any writing, drawing or graffiti of any kind including nicknames. ******When in doubt, ask prior to purchasing uniforms/items as it is the families' responsibility to make sure their student complies with the rules.***

EDUCATION RIGHTS OF HOMELESS YOUTH AND CHILDREN: WHAT YOU NEED TO KNOW

A federal law called the McKinney-Vento Act protects all children and youth in homeless situations. A homeless student is defined broadly as any child or youth without a fixed, regular and adequate residence. This includes students who are “doubled-up” with friends and relatives, pre-school age children, and runaway youth (even those whose families want them to come home).

Homeless students in schools and pre-schools have the right to:

- **Stay in their original school even if they move to another district**

Homeless students have the right to stay in the school they attended prior to loss of housing, or to remain at the school in which they were last enrolled, unless the parent or unaccompanied youth chooses otherwise. This is called the “school of origin.”

- **Get transportation to their original school**

School districts must provide or arrange transportation for students in homeless situations so that students can stay at their school of origin, even if students move to a different city, county or school district.

- **Immediately enroll in a new school**

Homeless students who move and wish to enroll in a new school where they are situated while homeless may attend classes immediately, without proof of residency, immunizations, school records or other papers, and without a uniform.

- **Automatically receive free breakfast and lunch at school**

A shelter worker or parent may contact the school to verify the child’s homelessness. The school must immediately begin providing meals based on this verification.

- **Receive all the educational and supplemental services they need (including pre-school)**

A district liaison must provide referrals to the parent or youth for other necessary and relevant services.

If a disagreement with a school or pre-school arises, a homeless student has the right to:

- **Have the disagreement addressed by the school district liaison and settled quickly.**
- **Attend the school or pre-school that the parent, guardian, or unaccompanied youth chooses, until the dispute is resolved.**
- **Receive the necessary transportation to the school of choice until the dispute is resolved.**
- **Receive from the school or district a written explanation of rights and a written explanation of the final decision.**
- **Appeal the decision to the Arizona Department of Education**

Contact Information:

**Wilson School District’s McKinney-Vento Liaison
Gaby Duran
(602) 683-2500**

**AZ Department of Education
Frank Migali
(602) 542-4963 or (602) 542-7463**

Wilson Elementary School Student Behavior Guidelines

The district feels that the school should be safe and orderly place for students to go for a quality education. Students, parents/guardians, and the school must share equal responsibility for creating the best possible setting. Open and honest communication with parents is the best way to achieve this goal. Students must respect teachers, staff, classmates and themselves. Parents/guardians are expected to help develop this respect, as well as to help their children learn to take responsibility for their actions. This rule applies on the way to and from school, on the bus, at the bus stops, during lunch, and at all school activities as well as during the school day. *

The Wilson Elementary School District has adopted a systematic approach to discipline called **Think Time**. All students can behave properly when teachers expect them to and they communicate their expectations to the students. Parental/guardian support is an essential component in this approach.

Demerits are used to track discipline. Each offense has a specific number of demerits. An excessive number of demerits may lead to placement in an alternative school, suspension, long-term suspension or expulsion.

OUT OF DISTRICT STUDENTS

Out of district students need to understand that they are attending Wilson School District as a privilege. Any incidents of discipline, excessive absences or tardies may be cause for immediate withdrawal from the district.

WILSON ELEMENTARY RULES

1. Follow directions
2. Respect others and the property of others.
3. Keep your hands, feet and objects to yourself.
4. Be on time, prepared and in a proper uniform for school and class.

SCHOOL RULES AND CONSEQUENCES

Our school is first and foremost a place for learning. As a student here, you share in the responsibility for making the school into a safe, orderly and pleasant place in which you can learn as much as we can teach you. Each and every student has the right to learn without any interference from others. Our school and classroom rules have been developed to protect that right. If you learn and follow these rules, there should never be a need for you to be subject to disciplinary actions.

Understand that Arizona Law expects the school district to hold you accountable for your behavior at any time you are on school grounds and on your way to/from school-not just when class is in session. **You are expected to follow the directions of any adult without argument or other disrespect.**

OFFENSES

This list is not all-inclusive. Even if an offense is not listed, the student may still receive consequences for his/her actions.

Any student who helps another student in breaking school rules/policies may be subject to the same disciplinary action as the other student. Students who are aware of problems and fail to report the issues may be subject to the same disciplinary actions as the other students – this includes watching a fight. These problem areas may also involve criminal violations of state or federal law. Schools are required to report acts that include but are not limited to: drug violations, firearm possession, sexual abuse and other forms of child abuse, graffiti, and serious criminal or physical threat incidents. This school has a School Resource Officer on campus who may be informed about disciplinary reports. In addition, the school official may request that the SRO speak with a student regarding behavior to better educate the students regarding the laws.

ACADEMIC MISCONDUCT/CHEATING

Cheating includes but is not limited to: copying another student's work, giving your work to another student to copy, talking during a test, and looking up test answers. Any type of misconduct that allows a student to receive a grade or score that they did not earn. This also applies to students who do not complete assignments or refuse to work.

Minimum consequence: parent contact and/or loss of credit/score for the assignment

GUM CHEWING

Due to quantity of technology at Wilson and our beautiful campus, students are not permitted to bring gum to school to chew.

Minimum consequence: manual work, loss of privileges, and Saturday School.

TOY POLICY

Students are **NOT** to bring toys, games, trading cards, radios, CD players, MP3 players, IPODS, PSP's, other 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 appropriate areas on campus.) The school is **NOT** responsible for lost or stolen items.

Minimum consequence: parent contact

ALCOHOL/DRUGS/TOBACCO (Possession)

Use, possession, purchase or "holding" of alcoholic substances, illegal drugs, inhalants and other noxious substances, and tobacco products, This includes possession, purchase or holding to and from school, at all school events and anytime you are on school property. It also includes use, possession, purchase or "holding" of drug paraphernalia and imitations of illegal drugs. (Medication and dietary supplements for recreational use are included.) All violations will be reported to the police

Minimum consequence: short-term suspension, parent contact, police contact

ALCOHOL/DRUGS/TOBACCO (Distribution)

Distribution or sale of illegal drugs, medications, alcohol, tobacco, inhalants or other noxious substances including drug paraphernalia and imitations of drugs and alcohol. This includes distribution to and from school, at all school events and anytime you are on school property. All violations will be reported to the police.

Minimum consequence: *removal to an alternative placement, police contact, suspension*

ASSAULT

A physical attack on a person who has not provoked it and who does not want fight. This includes students who encourage a fight or fail to report a fight.

Minimum consequence: *alternative room (in-school suspension) and/or Saturday School*

ARSON

Damaging or attempting to damage property by fire or incendiary device.

Minimum consequence: *Suspension and referral to police*

COMPUTER MISUSE /ELECTRONIC DEVICES

Inappropriate use of computers on campus, including Internet access, e-mail, chat rooms, may lead to restricted use or loss of privileges. Cell phones, CD players, Game Boys and other electronic devices are NOT allowed on campus.

Minimum Consequence: *Parent contact/confiscation of device/loss of privilege*

DANGEROUS WEAPONS

Use, possession, or displaying of a knife, **destructive device** (any device other than a firearm that will, or is designed to, or may be readily converted to expel a projectile by any means of propulsion, such as a BB/pellet gun, slingshot, bow, or crossbow), **dangerous instrument** (anything other than a firearm, knife, or destructive device that is carried or possessed by a student for the purpose of being used or being available for use to cause death or inflict serious physical injury), or simulated weapon. All violations will be reported to the police.

Minimum consequence: *alternative room (in-school suspension) and/or Sat School and parent contact*

DEADLY WEAPONS/FIREARMS

Any loaded or unloaded gun that will, that is designed to, or that may readily be converted to expel a projectile by the action of an explosive. The frame or receiver of any such firearm. Any firearm muffler or silencer. Any explosive, incendiary, poison gas, bomb, grenade, rocket having a propellant charge of more than four (4) ounces, missile having an explosive charge of more than one-fourth (1/4) ounce, mine, or similar device. Any combination of parts that could be readily assembled to form a firearm

Consequence: *a student who violates this policy by carrying or possessing a firearm shall be placed in an alternative education program for a period of not less than one (1) year, suspended for a period of not less than one (1) year, or expelled and not be readmitted within a one-year period, if ever. The Governing Board, in its sole discretion, may modify the one-year duration of such disciplinary action on a case-by-case basis.*

DISOBEDIENT BEHAVIOR

Failure to comply with reasonable requests of school employees including actions in the classroom, on campus, and during school events.

Minimum Consequence: *Parent contact*

DISRUPTIVE BEHAVIOR

Behavior that disrupts or distracts from the educational environment or the normal operation of the school including profanity, obscene gestures, public displays of affection and any other behavior that fails to show appropriate respect toward others.

Minimum Consequence: Parent contact

DRESS CODE VIOLATION

Failure to comply with district and school dress standards.

Minimum Consequence: Changing into appropriate uniform

FIGHTING

Mutual participation in physical violence or hostility against a person or persons. Anyone who encourages or instructs another to engage in a fight may be subject to the same disciplinary action as the person who engages in the fight.

Minimum Consequence: In-School Suspension/Sat School

FORGERY

Using the signature or initials of another person including parents or students.

Minimum consequence: Parent contact and detention

GANG ACTIVITY/ASSOCIATION

Showing gang activity or association by wearing, carrying or displaying gang or drug paraphernalia; by exhibiting behavior or gestures that symbolize gang membership; by causing or participating in gang related activities that intimidate or adversely affect or interrupt educational activities or operation of school. This includes gang writing/symbols on backpacks, notebooks or person.

Minimum Consequence: Parent contact and referral to police

LYING/FALSE ACCUSATION

Knowingly giving false or misleading information, including false accusations against others regarding safety and conduct on campus.

Minimum consequence: Parent contact

PHYSICAL AGGRESSION

Aggressive physical contact with another person (i.e. pushing, kicking, hitting, pinching) without resulting in a full blown fight (see fighting)

Minimum Consequence: Alternative room/parent contact/sat school

PROFANITY

Students will use language that is respectful and appropriate for the school community. Profanity or obscene language or gestures are not permitted.

Minimum Consequence: Warning

SEXUAL HARASSMENT/OFFENSE

Unwelcome conduct of a sexual nature, regardless of whether the conduct is verbal or physical. Also any conduct on school property or school activities that are inappropriate (indecent exposure, lewd comments/phone calls, possession of sexually explicit materials).

Minimum Consequence: Parent Contact/Police Contact

THEFT

Taking or concealing property that belongs to others.

Minimum Consequence: Parent Contact and/or Police Contact

THREATS

Threatening the safety of persons or property whether such threat is verbal, written or non verbal.

Minimum Consequence: Parent Contact and/or Police Contact

VANDALISM

Destroying, damaging or defacing property or district, staff or students. This includes graffiti.

Minimum Consequence: Parent Contact and/or Police Contact

STUDENT VIOLENCE/HARASSMENT/INTIMIDATION/BULLYING

The Governing Board of the Wilson Elementary School District believes it is the right of every student to be educated in a positive, safe, caring, and respectful learning environment. The Governing Board further believes a school environment that is inclusive of these traits maximizes student achievement, fosters student personal growth, and helps a student build a sense of community that promotes positive participation as citizens in society. To assist in achieving a school environment based on the beliefs of the Governing Board, bullying in any form will not be tolerated.

Bullying: Bullying may occur when a student or group of students engages in any form of behavior that includes such acts as intimidation and/or harassment that

- Has the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm or damage to property,
- Is sufficiently severe, persistent or pervasive that the action, behavior, or threat creates an intimidating, threatening, or abusive environment in the form of physical or emotional harm,
- occurs when there is a real or perceived imbalance of power or strength, or
- may constitute a violation of law.

Bullying of a student or group of students can be manifested through written, verbal, physical, or emotional means and may occur in a variety of forms including, but not limited to

- verbal, written/printed or graphic exposure to derogatory comments, extortion, exploitation, name calling, or rumor spreading either directly through another person or group or through cyberbullying,
- exposure to social exclusion or ostracism,
- physical contact including but not limited to pushing, hitting, kicking, shoving, or spitting, and
- damage to or theft of personal property.

Cyberbullying: Cyberbullying is, but not limited to, any act of bullying committed by use of electronic technology or electronic communication devices, including telephone devices, social networking and other Internet communications, on school computers, networks, forums and mailing lists, or other District-owned property, and by means of an individual's personal electronic media and equipment.

Harassment: Harassment is intentional behavior by a student or group of students that is disturbing or threatening to another student or group of students. Intentional behaviors that characterized harassment include, but are not limited to, stalking, hazing, social exclusion, name calling, unwanted physical contact and unwelcome verbal or written comments, photographs and graphics. Harassment may be related, but not limited to,

race, religious orientation, sexual preference, cultural background, economic status, size or personal appearance. Harassing behaviors can be direct or indirect and by use of social media.

Intimidation: Intimidation is intentional behavior by a student or group of students that places another student or group of students in fear of harm of person or property. Intimidation can be manifested emotionally or physically, either directly or indirectly, and by use of social media.

Students are prohibited from bullying on school grounds, school property, school buses, at school bus stops, at school sponsored events and activities, and through the use of electronic technology or electronic communication equipment on school computers, networks, forums, or mailing lists.

Disciplinary action may result for bullying which occurs outside of the school and the school day when such acts result in a substantial physical, mental, or emotional negative effect on the victim, while on school grounds, school property, school buses, at school bus stops, or at school sponsored events and activities, or when such act(s) interfere with the authority of the school system to maintain order. All suspected violations of law will be reported to local law enforcement.

Students who believe they are experiencing being bullied or suspect another student is bullied should report their concern to any staff member of the School District. School personnel are to maintain appropriate confidentiality of the reported information.

Reprisal by any student directed toward a student or employee related to the reporting of a case or a suspected case of bullying shall not be tolerated, and the individual (s) will be subject to the disciplines set out in applicable District policies and administrative regulations.

Students found to be bullying others will be disciplined up to and including suspension or expulsion from school.

Knowingly submitting a false report under Policy JICK or this exhibit shall subject the student to discipline up to and including suspension or expulsion. Where disciplinary action is necessary pursuant to any part of this policy, relevant District policies shall be followed.

Law enforcement authorities shall be notified any time District officials have a reasonable belief that an incidence of bullying is a violation of the law.

****Student Violence/Harassment/Intimidation/Bullying Complaint forms are available in the office****

****If you would like a copy of the Student Handbook in Spanish, please request one at the school office***

****Si necesita una copia del Manual Estudiantil en Español, por favor pídalo en la oficina de la escuela***