

# Wilson Elementary School

## MISSION STATEMENT

Wilson Elementary Mission is to inspire children through personal relationships to achieve their academic potential by providing effective instruction with appropriate interventions.

## VISION

Our vision is to educate children to achieve academic, social, and emotional success.

## ADMINISTRATION

Principal	Ginger Sikes
Assistant Principal	Holly Kirby
Counselor	Cheryl Parks

## BELL SCHEDULE

Arrival bell: 8:05 a.m. Tardy bell: 8:15 a.m. Dismissal bell: 3:25 p.m.

The school day is from 8:15-3:45. Students should not arrive before 7:40 a.m. Students will not be allowed in the building before 7:40 a.m. A bell rings at 8:05 to release students to class. If students arrive between 7:40-7:45, they are to go to the cafeteria. After 7:45, they are to go to the following areas:

All students eating breakfast and 6 <sup>th</sup> grade	Cafeteria
Pre-Kindergarten	Classroom
Kindergarten	Music Room
1 <sup>st</sup> Grade	Library
2 <sup>nd</sup> Grade	2 <sup>nd</sup> Grade Hallway
3 <sup>rd</sup> -5 <sup>th</sup> Grade	Gym

## TARDIES

Tardies are a disruption to the educational process. State law states that “days or parts of days” can be filed as a truancy issue. The first bell rings at 8:05 a.m. and the tardy bell rings at 8:15 a.m. **Students arriving at school after 8:15 a.m. must be escorted in and checked in at the office to receive a tardy slip.** Tardy issues will be handled on an individual basis, but could result in consequences.

## PROMOTION POLICY

In Kindergarten, first and second grade promotion to the next level shall be based on the following:

1. 70% proficiency of the Texas Essential Knowledge and Skills for all core subject areas
2. Meeting benchmark end-of-year reading levels

Students who do not meet the criteria listed above may be retained. Students who are in danger of retention will be identified by the present teacher.

Student progress will be reviewed in terms of the promotion and the principal will be informed of those students who are in danger of being retained. Conferences will be arranged with parents to discuss ways a student can improve performance. Letters will be sent to the parents of those students recommended for retention. Retention/promotion decisions will not be definite until the end of the school year. The final decision on retention will be made by the campus attendance committee and there is no appeal of their decision.

In third, fourth fifth, and sixth grade promotion to the next level shall be based on the following:

1. Have received an overall average of 70 in the four areas listed below and must receive a grade of 70 or higher in Language Arts and Math: (EIE Legal)
  - A. Language Arts (including reading)
  - B. Math
  - C. Social Studies
  - D. Science
2. Be in compliance with the absentee policy concerning credit for work done in a semester.
3. Be recommended by the teacher as to the child's ability to perform successfully at the next grade level.
4. Have passed all required STAAR tests required by the state for promotion to the next grade level.

### **TESTING REQUIREMENTS FOR PROMOTION**

#### **K-2<sup>nd</sup> Grade**

A reading inventory will be administered to students in grades K-2 a minimum of twice per school year. The purpose of the inventory is to assist teachers in identifying reading concepts students have developed. The state of Texas requires each district provide results to parents of students in grades K-2. Campus results are also reported to the local school board and Commissioner of Education. School abilities tests will be administered to students in grades K-2 during the second semester. Test scores are made available to parents.

#### **Grade 5**

- Students enrolled in fifth grade must successfully meet STAAR reading and math requirements to be promoted to the sixth grade according to state law.

To ensure successful transition of CISD graduates in the 21<sup>st</sup> century workplace, CISD students are expected to pass state mandated assessments.

### **REPORT CARDS**

For grading purposes, the school year is divided into two semesters of three six-weeks. Report cards will usually be issued on the first Thursday after the end of each six weeks.

### **SIX WEEKS GRADES**

Achievement or progress in kindergarten and first grade shall be reported through a rubric format each six weeks' period. The rubric shall reflect Texas Essential Knowledge and Skills each six weeks. Achievement or progress in grades 2nd through 6th will be reported through numerical grades. Achievement or progress in the areas of physical education, art and music shall be reported as E (excellent), S (satisfactory), N (needs improvement), and U (unsatisfactory).

### **PROGRESS REPORTS**

Progress reports will be sent to parents of students who make 74 or lower in a particular subject. These reports will be sent by the fourth week of each six-weeks reporting period. Parents are encouraged to contact the teachers regarding these deficiencies. Students with a failing grade at this time will be placed in mandatory tutoring.

### **PARENT CONFERENCES**

Parents may request teacher/counselor conferences as needed. Teacher conferences will be held during the teacher's conference period or before/after school by prior arrangement. We encourage parent conferences. Please call the teacher to schedule a conference.

### **WEEKLY TAKE HOME ENVELOPE**

Thursday will be the day of the week that most official communication will be sent home. Report cards, progress reports, weekly take home papers, notices, newsletters, etc. will be sent in the take-home envelope whenever possible. The take home envelope will need to be returned on Friday with a parent signature. Each student's first folder will be provided. A charge of \$1.00 will be required for replacement folders.

### **BOOK BAGS**

Students will be issued a book bag that will be used for sending home leveled reading books. A charge of \$3.00 will be required for replacement bags

### **LOCKERS or CUBBIES**

Lockers or cubbies are provided by and remain under the jurisdiction of the school even when they are assigned to students. Searches of lockers or cubbies may be conducted at anytime there is reasonable cause whether or not students are present. No decoration of lockers, inside or out.

### **TELEPHONES**

School phones are for school business. School personnel will determine if students may use the school phone. Students may not receive calls during the school day unless an emergency exists. **Parents should arrange for transportation before school. Students should know where they are going and how they are to get there without a telephone call during the day to give them instructions as this interrupts the learning process.**

## PHYSICAL EDUCATION EXCUSES

Physical education is important for proper health and should be utilized by each student. This is a required course of study and all students will participate. Students bringing a note from parents will be exempt from participation that day. Notes from parents should be sent each day for a maximum of 3 days. After 3 days, a doctor's excuse is required. Students unable to participate in P.E. will have a written assignment.

## AWARDS AND RECOGNITION

Efforts will be made to recognize students throughout the year who have excelled or shown improvement in the areas of academics, citizenship, U.I.L. and other extracurricular activities. An awards assembly will be held at the end of the year.

## SPECIAL DAYS

Announcements will be made concerning special days throughout the year. We will have field day, book fairs, picture day, awards day and other days to give special recognition to students.

## DETENTION

Detentions are a means for students to satisfy certain penalties that have been assigned. Detentions may be assigned by a teacher or by the office. Teacher detentions are assigned by the teacher for a period of 30 minutes.

Office detentions are assigned by the assistant principal or the principal. Office detentions will be served from 3:45-4:15 p.m. Failure to serve an office detention will move the student to the next level of the discipline management plan.

## CAFETERIA

The school provides a cafeteria which furnishes balanced meals at a reasonable price. Students may bring lunches. Behavior and good manners are important in the cafeteria. Please conduct yourself in a proper manner. Place cups, paper, cans, etc. in trash cans. Trays should be placed in the designated area.

The District participates in the National School Lunch Program and offers free and reduced-price meals based on a student's financial need. Information can be obtained from the Elementary School secretary. Forms are sent to all students at the beginning of the year and are also on the CISD website.

Breakfast is served from 7:45 a.m. until 8:05 a.m. Please check CISD website for changes to prices.

Breakfast Prices:	Students	\$1.50 (.30 reduced)	Staff	\$1.30
Lunch Prices:	Students	\$2.55 (.40 reduced)	Staff	\$3.50
Visitors:	\$1.50 Breakfast and \$3.30 Lunch			

## VISITORS

Parents and other adult relatives of students are welcome to visit the school. **All visitors must report to the office, show a driver's license and receive a visitor's badge and/or pass. Campus Administration approval is required before going to the classroom. Teachers will not allow anyone in their classroom without a badge and/or pass and prior notification by campus administrator.** Relatives or friends who are out of school from another community should not ask to attend class with one of our students. You are welcome to eat lunch

with your child but for safety reasons, we will not allow parents or visitors to each lunch with a child other than your own.

### **PARTIES**

PTA parties are limited to two per year. These parties will be scheduled in advance. We prefer birthday party invitations not be distributed at school. If you do send party invitations, the teacher will **not distribute** unless all students in the class receive one.

### **BIRTHDAY PARTIES**

Birthday parties should be held outside of the school day. We do not allow birthday party celebrations to be held at school. If a parent chooses to send a snack to school to acknowledge a birthday the snack will be served at the end of the day and can be dropped off in the front office prior to 3:15 p.m. All snacks or cupcakes **MUST** be store bought or they will not be served to students. We have many students with food allergies and we must provide a safe environment for all students.

### **FIELD TRIPS**

Criminal background checks must be completed and approved for all adult attending a student field trip. The background check is available at [www.crandall-isd.net](http://www.crandall-isd.net) under the Parent tab on the home page.

### **FOOD ALLERGIES**

In effort to monitor students with food allergies and be in compliance with local policy FFAF, we will limit and heavily screen any food items that are offered to students. If a food item is brought to school without prior approval, food will not be distributed to students. All food items will be dropped off in the front office and not immediately delivered to classrooms. Parents must receive prior teacher approval to bring any food item to school. Student food allergies can be highly sensitive and trace elements can cause serious reactions.

### **DELIVERIES TO STUDENTS**

The school will not accept deliveries of floral arrangements, balloons, candy, etc., made to students.

### **BUYING AND SELLING**

Only approved fundraising activities will be permitted. Students are not to buy and sell articles or goods at school.

### **TOYS**

Students are not to bring toys to school unless requested by the teacher.

### **VOLUNTEERS**

Parents must adhere to the guidelines established by the Elementary School staff. All volunteers must have a criminal check on file and have gone through the Volunteer training and be on the approved list.

1. The sign in & out procedures must be used by all volunteers. Badges must be worn that identify an individual as a volunteer.
2. Clerical volunteer work should be done in the workroom areas only.  
Classroom volunteer work is appropriate when requested by the teacher.
3. Areas where volunteers should not be:
  - Congregating around the reception counter or desks.
  - In the clinic – unless specifically directed to do so.
  - In the vault where student records are filed.

4. The telephone will be managed by school employees.
5. When using the copy machine, please stop and allow staff members to run copies they need.
6. Volunteers will not be permitted to correct children or interfere with teacher or staff instructions to children.
7. Volunteers should maintain a positive attitude at all times. If a volunteer has a concern, the volunteer has a responsibility to communicate with the principal about the problem(s). Talking negatively about the school to other parents in the community is not an acceptable method of handling school problems or concerns.
8. If you have children with you, please watch them carefully.
9. Foul language will not be accepted.
10. If these guidelines are not followed, teachers and staff members have been asked to address their concerns with both the volunteer and the principal.

We appreciate parent volunteers and realize that volunteers make our jobs easier. Good communication and trust between parent volunteers and our faculty is necessary for volunteers to be an effective component of our school.

## PROGRAMS

### **Safety Patrol**

Students in the 4<sup>th</sup>-5<sup>th</sup> grade are eligible to participate in the AAA School Safety Patrol Program. In order to qualify, students must be recommended by teachers, pass an AAA safety exam, maintain high grades, have no discipline referrals, and be able to be at school by 7:45 a.m. and remain until 4:00 p.m. Parent permission must be given for program participation. Program participation will be monitored by Mrs. Rawson.

### **Garden Club**

Students in the 4<sup>th</sup> - 6<sup>th</sup> grade are eligible to participate in the Garden Club. The purpose was to gain knowledge and interest in gardening, to show students the relationship of science, math and literature in a real-life situation, and to have fun and fellowship with other students after school. Program participation will be monitored by Wilson staff. Participants will meet twice a month from 3:45-4:15 p.m.

### **Lego Club**

Students in the 4<sup>th</sup> - 6<sup>th</sup> grade are eligible to participate in the Lego Club. The program has a direct correlation with the STEM (academic disciplines of science, technology, engineering, and mathematics). Program participation will be monitored by Mrs. Phillips. Participants will meet on various Tuesdays from 3:45-4:15 p.m.

### **National Elementary Honor Society**

Students in the 4<sup>th</sup> -6<sup>th</sup> grade are eligible. In order to qualify, new members must have a final average of 85 or better in all subjects the year prior, and new and current members must uphold AB Honor Roll and exhibit no disciplinary issues. Teacher recommendation is also considered.