**Woodrow Wilson Elementary School**

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**2019-2020 Parent Handbook**



***Home of the Dolphins!***

THIS HANDBOOK CONTAINS IMPORTANT INFORMATION TO BE USED THIS YEAR. PLEASE KEEP IT AS A REFERENCE

**SCHEDULES**

***FIRST TWO WEEKS OF SCHOOL***

All students will attend school on the **Early-Release-Day schedule** for the first two weeks of school. Transitional Kindergarten (TK) and Kindergarten students will attend from 8:10 – 11:40, 1st – 5th will attend from 8:10 – 1:50.

***DAILY SCHEDULE FOR REMAINDER OF YEAR***

7:55-8:10 Morning Recess

8:00- 10:30 SDC Pre-School Morning Session

**8:10 Line-up Bell – School Begins**

9:35-9:50 Kinder & T/K Recess

9:50-10:05 Primary Grade Recess (1-3)

10:05-10:20 Upper Grade Recess (4-5)

11:30- 2:00 SDC Pre-School Afternoon Session

(K) 11:10-**11:30** Lunch, 11:30-**11:55** Recess (TK/K)

(1st) 11:35-**11:55** Lunch, 11:55-**12:20** Recess (1st)

(2nd) 11:25-**11:45** Lunch, 11:45-**12:10** Recess (2nd)

(3rd) 11:45-**12:05** Lunch, 12:05-**12:30** Recess (3rd)

(4th) 11:55-**12:15** Lunch, 12:15-**12:40** Recess (4th)

(5th) 12:05-**12:25** Lunch, 12:25-**12:50** Recess (5th)

**1:50 Dismissal - Kinder & T/K**

2:00 - 2:10 Recess 4th-5th

**2:10-2:20**  **Dismissal for non-Learning Academy students**

Recess 1st-3rd

**3:00 All School is Dismissed**

**Wednesdays Only or Early Release Days** **Schedule**

**8:10 – 11:40 TK and Kindergarten**

**8:10 – 1:50 All Grades 1-5 (no Learning Academy)**

***EARLY RELEASE SCHEDULE***

As you can see on the top, every Wednesday all students are on Early Release Day. Check the SLUSD Annual Calendar as well as the **monthly Dolphin News** for info about other Early Release Days such as **Parent Conference weeks**, **testing weeks**, **Back to School Nigh**t, **Open House**, and **last two weeks of school**, etc.



**COMMUNICATION**

**TELEPHONE USE**

School office hours are from **7:30 – 3:30p.m.** Monday through Friday. To help us ensure that our telephones are available for your important calls, parents are asked to assist with the following:

* Please do not call to ask that a message be delivered to your child except in an emergency situation.
* Please make all necessary plans and arrangements for pick-up before the student comes to school.

Students will not be allowed to use the telephone during school hours unless there is an emergency.

***CELL PHONES***

Cell phones are allowed on campus but **must be turned off and kept in backpacks** (out of sight) during the school day, **including recess**. **Cell phones that ring during class time or are being used on campus during school hours will be confiscated. A parent/guardian will be required to pick the phone up in the school office.**

# ***SCHOOL NEWSLETTER***

The Dolphin News is the method we use to help keep you informed about school activities and communication. It carries important information such as: early dismissal dates, dates of pictures, and other special activities taking place. Please stress to your child the importance of bringing it home. The newsletter goes home at the beginning of each month in blue paper and will also be on the school website www.sanleandro.k12.ca.us/wilson.

***PARENT CONFERENCES***

Conferences are held each year in December (end of trimester 1). The purpose of this conference is for teacher to go over the report card and the progress of your child so far in the year. Goals are created for each student at the conference for the rest of the school year. **Parent attendance is extremely important**. Your child’s teacher will contact you for an appointment. Please watch for the special conference week schedule, which will be different from Early Release days.

A second conference is held mid-year at Wilson for some students. Teachers select these students to make sure there is a strong support team in place for the rest of the year.

**STUDENT SAFETY**

Student safety has to be our number one priority and your efforts in this area are needed.

***PICK UP/DROP OFF ZONE*** (in front of Wilson’s Cafeteria)

It is important that you communicate your pick-up plans for each day with your children.  Students will be required to wait in the designated areas with other students until their ride arrives.  They should go to the drop-off and pick-up zone immediately after school, be watching carefully for their rides, and be ready to go when the car pulls up.

**Please follow these safety precautions when picking up or dropping off students:**

* DO NOT use your cell phone while driving (hands-free is the law).
* Pull as far forward as possible before loading and unloading your children
* Children should get in or out on the **passenger side only** after you have parked and fully stopped the car
* If using a car, Pick-up or drop-off your child in front on the school **ONLY** (not in the back of school). All students that are dropped-off or picked-up by vehicles will be asked to go to the front of the school. **Only children that walk home will be allowed to leave through the back of the school.**
* Wilson’s loading zones are in front of the school. **Wayne St. entrance to the staff parking lot is NOT a drop-off zone and it not safe to use it as such.**
* Do NOT pass other vehicles to pull in front of them to pick up your child.
* DO NOT drop-off/pick-up students in the middle of the street. **You MUST park/stop at the loading zone, which is alongside the front of the school on Williams Street. Do not drop off your child in the curve area (in front of the cafeteria).**
* Once your child is in your vehicle, you may pull carefully out and around waiting vehicles to exit the drop-off zone.
* Do NOT block the handicapped loading area in the curve.
* If you are walking your children from or to a parked car, please have them wait directly in the front of the school.  Please park on the street, **not in the drop-off and pick-up zone**.  Drop-off and Pick-up zones are not to have vehicles parked without a driver. San Leandro Police Department is called routinely to cite vehicles violating this traffic law.
* No left turns when exiting the drop off and pick-up zone.
* DO NOT double park or park in the crosswalks while dropping off or picking up you child. For your child’s safety to and from school please:
* Remind your child to cross only at designated crosswalks with crossing guard on duty.
* Consider carpooling with other parents or walking to school.

***PARKING LOT***

Please do not drive into the Wilson Parking Lots. **The parking lots are only for staff use**. Students should never walk in the parking lot. Do not drop off or pick up students in the staff parking lots. Gates to the parking lots will be **locked at 8:00 a.m**. every morning.

***SCHOOL GATES***

For safety reasons, Wilson is a fully enclosed campus. **All Gates to enter the school will be closed and locked by 8:25am and visitors can only exit through the front.** Any visitor will have to check-in in the front office by coming in through the main entrance. Do not walk the hallways or go to your child’s classroom without coming into the office first and getting a pass. Below is the Gate opening and closing schedule:

7:30am-8:25am All Gates open (**Cafeteria gate, Wayne Pedestrian gate, Kindergarten gate, Front Entrance Door**)

8:25am-1:50pm All Gates closed, except Front Entrance door. Parents dropping off lunch, need to come to the Office and drop it off.

1:50am-2:00pm Kindergarten Gate open for TK/K dismissal

2:10-2:20pm Cafeteria Gate and Front Entrance Door open for dismissal/exit only. **Parents will not be allowed to come in for pick-up.**

**3:00 All Gates open for dismissal.** Students being picked up by a vehicle, will be asked to wait in front of the school (Williams St.). They will not be allowed to go through the back (Wayne St. is for pedestrian pick-up/drop-off only).

***ARRIVAL TIME***

Our cafeteria opens at 7:30am for students to have free breakfast. Our Library opens at 7:45am for anyone to exchange books, finish up homework or read. Morning recess starts at 7:55am-8:10am. We encourage everyone to participate in the morning recess so that students have a chance to talk to their peers, play, and get ready for class time. Students are not allowed on the playground before 7:55 am as there is NO YARD SUPERVISION before this time.

***DISMISSAL TIME***

Students may not remain on the playground after they are dismissed (they are not allowed to play on the playground if they have been dismissed). Parents must take their child off campus as soon as they are dismissed. A younger sibling may not wait on campus until the dismissal of an older brother or sister. There is no supervision for children after school. Students who are not promptly picked up will be taken to the office and parents are called. Please instruct your child to come to the office if there is no one to meet them when they are dismissed. This is for the safety of your child. If you are going to stay to wait for a child that is dismissed at 3:00pm, please wait in front of the school. If it is raining and you came walking, you can wait in the lobby area (front of the office).

***PLAY STRUCTURES***

It is very important to notice that the primary play structure is for Wilson Student in grades T/K- 1st grade only. The main play structure is for Wilson Students in 2nd - 5th grades only.  **From 7:55 a.m. to 6 p.m. Wilson Elementary play structures are not open to the public.**

***YARD SUPERVISION*** Teachers are on duty to supervise the playground 15 minutes before school begins and for recesses. Adult supervision is provided for children during the lunch recess by Noon-Supervisors (not teachers).

***EMERGENCY CARDS***

It is very important for you to inform the school of **any changes** which need to be made on your child’s emergency card. Your child can only be released to an adult listed on the emergency card. It is also important that you provide with several (3-5) emergency contacts. Make sure your emergency and personal information are up to date in the Parent Portal.

***STUDENT INSURANCE***

San Leandro Unified School District does not carry medical or dental insurance for your child should he/she be injured on school premises while under school jurisdiction or through school sponsored activities. For this reason, the District has made available a low cost medical/dental plan for your consideration. Information regarding this insurance will be sent home.

***LEAVING THE SCHOOL GROUNDS***

If you need to pick up your child early for an appointment you **must** first check-in at the office where you officially sign your child out. A child will only be allowed to leave the school grounds with the parent/guardian or persons listed on the Emergency Card. **We will only take the student out of class when the guardian has arrived on campus and has signed him/her out in the office. Please do not call ahead for us to take your child out of class.** This is for the safety of your child, as we need to verify your identity before taking the child out of class with a photo identification. If there is a custody battle, and you are not the person who registered the child, the police will be called to interpret the court papers.

***DISASTER PREPAREDNESS***

On a monthly basis our students and staff participate in earthquake/fire and lockdown disaster drills as part of our school wide efforts to insure the safety of all. Each classroom is equipped with an emergency kit, which contains those items deemed necessary in the event of a major emergency. Our preparation includes:

Classroom Emergency Kits

Site Emergency Equipment

Documented Procedures

Emergency Radio System

***DISASTER PROCEDURES***

In the event of a major disaster, **NO** student will be permitted to leave school on his/her own. Students will be released only to adults listed on the Emergency Card. **Please be prepared to show a photo ID when picking up students.**

Students will be provided first aid, as needed, or evacuated to the nearest available medical facility subject to decisions made by paramedics or staff.

A school wide disaster can be a very traumatic event. As we endeavor to be better prepared as a school, we urge our families to develop family plans.

**SCHOOL BREAKFAST and LUNCH PROGRAM**

Children may bring lunch from home or may choose to purchase a hot lunch. The cost of a hot lunch is $2.50 including milk. The reduced price is 40 cents (you need to apply online or make an appointment with our Parent Facilitators for free or reduced lunch). Milk is also available to students who have bag lunches at a cost of 50 cents. Prepaid Lunches can be used all throughout the year and even carry over into next year.

**Note**: **After receiving one lunch “on credit” students without money or a prepaid lunch will receive only milk and a piece of frui**t. Please apply online, or work with the parent facilitator to apply. Allow 2 weeks for processing, so you must provide a lunch or lunch money until your child’s application is approved. Students who were on the free lunch program in previous years need to reapply each year.

**Parents are reminded that students who participate in the school lunch program must eat the lunch in our cafeteria.**  Federal regulations do not permit students to take the hot lunches home. **Students may not bring gum, sunflower seeds in a shell, or chips of any kind due to the mess and disruption they cause.**  Here at Wilson, we like to promote a healthy lifestyle and diet.

Recommended foods are:

* Whole Grains. Foods that are made from wheat, rice, oats, cornmeal, barley, or another cereal grain are grain products.

Examples include whole wheat, brown rice, and oatmeal.

* Vegetables. Choose a variety of colorful vegetables, including dark green, red, and orange vegetables, legumes (peas and beans), and starchy vegetables.
* Fruits. Any fruit. Fruits may be fresh, frozen, or dried.
* Dairy. Milk products and many foods made from milk are considered part of this food group. Focus on fat-free or low-fat products, as well as those that are high in calcium. Yogurts tend to be high on sugar, so pick one that is plain and add honey or your fruit.
* Protein. Go lean on protein. Choose low-fat or lean meats and poultry. Vary your protein routine—choose more fish, nuts, seeds, peas, and beans.

**The following are some helpful mealtime hints for school-age children:**

1. Always serve breakfast, even if it has to be "on the run." A piece of fruit, yogurt with granola, cereal with no sugar and low-fat milk, Peanut butter and Honey or banana sandwich (Jelly is full of processed sugars).
2. Take advantage of big appetites after school by serving healthy snacks, such as:

* Fruit
* Vegetables with hummus or other low fat dips.
* Yogurt (plain with added fresh or frozen fruit and a tiny bit of honey or sugar)
* Turkey or chicken sandwich without butter or mayonnaise.
* Avoid ANY type of chips, cookies, candy, or other processed foods.

1. Set good examples for eating habits.
2. Allow children to help with meal planning and preparation.
3. Serve meals at the table, instead of in front of the television, to avoid distractions.

***BREAKFAST***

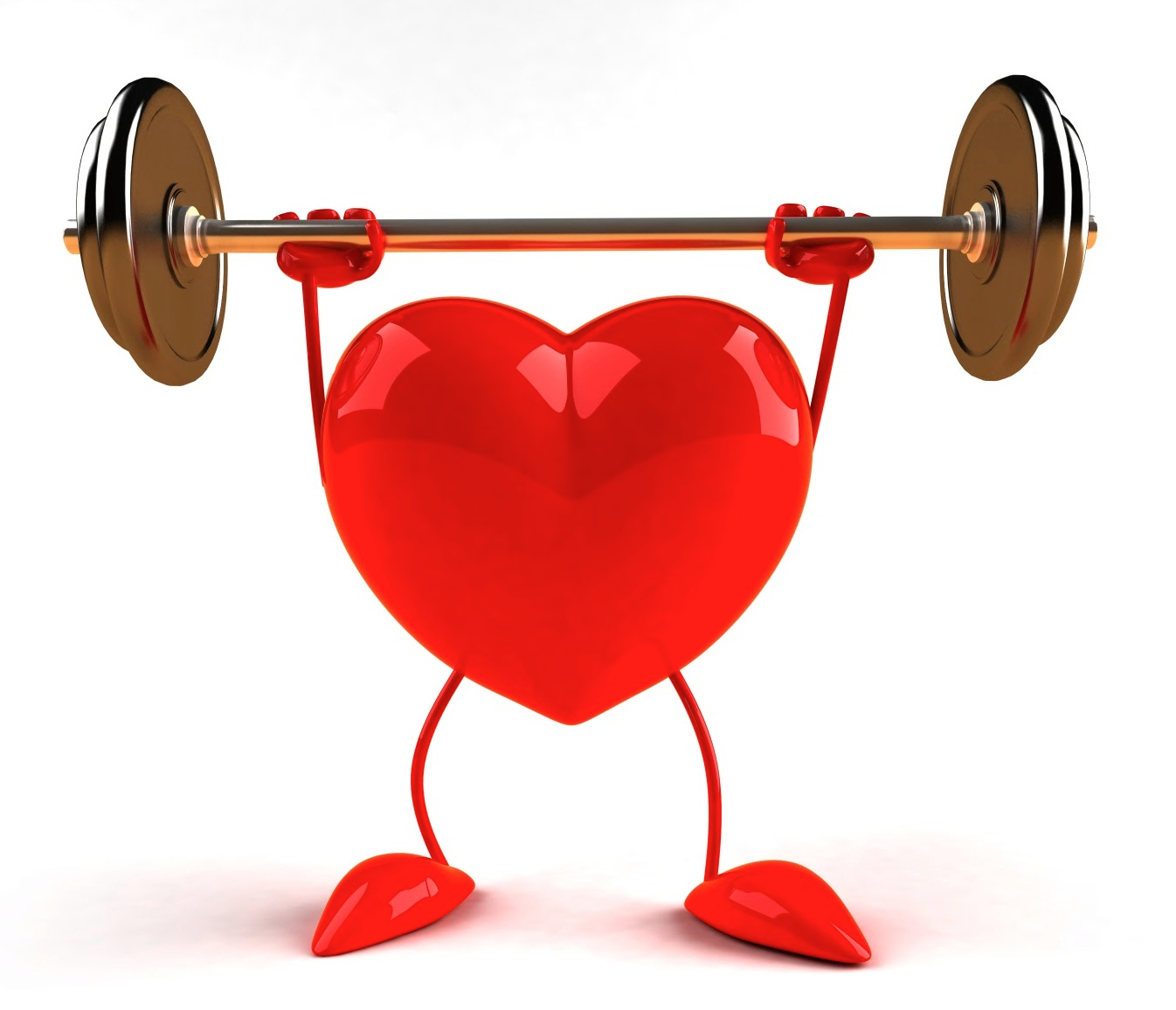
Free breakfast is served from 7:30 – 8:05 daily in the cafeteria for all students (whether you qualify for free lunch or not).

**Adults/Families are not allowed in the cafeteria unless you are a registered volunteer that has signed up in the office and is wearing a visible school identification.** If you are volunteering for breakfast or lunch, you are expected to help with all students, not just your own. You are also not allowed to sit with any child. **We encourage ALL students to come to school at 7:30am and take advantage of the free breakfast, play in the morning recess, and be ready in their line at 8:10am.** This prevents tardiness and make students ready for school.

***SNACK DURING MORNING RECESS***

If your child needs a snack mid-morning, he/she may eat it on the designated area (benches) on the playground during morning recess. **We will ONLY allow fruit to be brought to school for snack time.** ANY other foods will not be allowed during this time due to the mess and disruption they cause (there is not direct supervision during this time like in the cafeteria).

**HEALTH INFORMATION**



***MEDICATIONS AT SCHOOL***

Should your child ever need to take a prescribed medication at school, it is important that you as the parent/guardian do the following before the medication can be taken at school:

School law allows designated school personnel to assist students who must take medication, prescription or over the counter, during school hours. In accordance with the California Education Code 49423 the school must have the following:

1. A written statement from the child’s physician that includes.
   1. name of the medication
   2. the dosage to be given
   3. the time of day
   4. the duration of the medication order

Authorization forms are available in the school office.

1. A written request from the parent or guardian.
2. The supply of medication should be brought to the school by the parent/guardian in the container labeled by the pharmacist. Label must include student’s name, name of dosage of medication and expiration date.

Contract the district’s school nurse at 667-3551 if you have any questions.

**No child/student may carry any Medication (prescribed or over the counter) with them;** this is for all student safety. There has been cases where children misplace their medication and other children find it.

***ACCIDENTS AND ILLNESS***

The school nurse will be available for emergencies only and is not scheduled at individual schools. First Aid will be given by other school personnel when necessary and appropriate. Children who are ill or injured will be referred to parents for treatment. Do not send your children to school if they have a fever, diarrhea, or have been vomiting the night before or morning of. When there is a good reason to believe that the child is suffering from a recognized contagious or infectious disease, he/she will be sent home and shall not be permitted to return to school until the contagious or infectious disease is cured. Because of possible illness or injury of a student, the school must have three emergency telephone numbers where a parent or guardian, or other responsible person can be contacted immediately.

***HEALTH EXAMINATIONS***

Each child must have a dental and health examination within 18 months prior to entering first grade. Please inquire at the school with our Parent Facilitators if you need assistance in scheduling an appointment or if you do not have insurance.

***VISION AND HEARING SCREENING***

The District conducts vision screening of all kindergarten, third, sixth and ninth grade students. Hearing screening is provided for all kindergarten, second, fifth, eighth and tenth grade students. All special education students and children new to the California school system receive vision and hearing tests as well.

***LOST/DAMAGED LIBRARY BOOKS***

Lost or damaged books are replaced by charging the original cost of the book plus. This is paid to the our Multimedia Specialist (Librarian).

**SPECIAL PROGRAMS**

***COUNSELING***

Teachers, parents and principal may refer students to our psychologist or Counseling Interns for observation, testing and counseling. If you have a concern in this area, please discuss this with your child’s teacher before referring it to the principal or psychologist.

***READING ACADEMY***

Reading Academy is intervention conducted from 2:20-3:00 (M-T-Th-Fr) for students in grades 1st-3rd who need extra support in Language Arts. Teachers will assess students during the first two weeks of school and will let you know if your child needs to be in Reading Academy.

***LIBRARY***

The library will be open for families and students from 7:45am-8:10am, and 3:00-5:00pm (it will be closed after school on certain days- see website calendar). Parents can come with their children to exchange books, read, explore, do homework, or use any of the computers provided for the public.

**AFTER SCHOOL PROGRAMS**

***AFTER SCHOOL EDUCATION AND SAFETY (ASES)***-“Boys and Girls Club”

The ASES afterschool program starts from dismissal through 6:00pm Monday through Friday all year. Space is limited. Applications are available in the office. The San Leandro Boys and Girls Club runs this program, please contact them if you have any questions to 510-856-6258.

**FIELD TRIPS**

Field trips are to provide our students with beneficial academic experiences beyond the school campus. Transportations for field trips include walking, BART, chartered busses and parent drivers. To drive on a field trip, parents must have auto insurance ($100,000/ $300,000 minimum liability) and a certificate of insurance must be on file with the district. **Chaperones may not take along siblings or any children who would not otherwise be included as part of the school group attending the trip.**  **The Principal may exclude from field trips any student or parent whose presence on the trip would pose a safety or disciplinary risk.** Parent permission is always required.



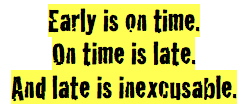
**ATTENDANCE**

Here at Wilson we reward perfect attendance to classes. Help your child and your child’s class get perfect attendance by coming to school on time everyday. Attending school between the ages of 6 and 18 is not only a basic right of every person, but is also a legal obligation. By law, parents are responsible for their children being in school every day during the school year. Compulsory school attendance laws provide all students of certain ages with the benefits of regular schooling, with certain exceptions.

***POLICY ON ABSENCES AND TARDINESS***

We ask your fullest cooperation in seeing that your child attends school each day and that he/she is ON TIME. Being absent or tardy does not give your child the opportunity to do his/her very best. It is not easy to catch up on what has been missed and slowly students fall behind.

If your child becomes ill at school, you will be contacted. It is the responsibility of the parent or guardian to make arrangements to have the child picked up and taken home as soon as possible.



***TARDIES***

Helping your child learn responsibility and the importance of being in school on time is an important lesson for parents to teach. If your child arrives late, it is disruptive to the classroom and causes your child to get off to a poor start. A note from the parent/guardian explaining the reason for the tardy is required. Students tardy due to medical appointments should give their teachers prior notice whenever possible.

You will be notified in writing if your child is tardy or late excessively.

***ABSENCES ALLOWED BY LAW (Education Code 46010 & 48290)***

It is important for parents to inform the school whenever their child is absent. Either send a note or call the office attendance line at 618-4371. However, under law, an absence is considered “excused” only for the following reasons:

1. **Illness**: a student is too ill to attend school if he/she has a contagious condition, a temperature of over 100 degrees, symptoms of vomiting or diarrhea, or written orders from a doctor to stay at home. If a child is ill three or more days, the school may require a note from a physician documenting the student’s illness and the necessity of having the student stay at home.
2. **Health quarantine**
3. **Medical appointment or services –** Students may attend school before or after their appointment.
4. **Attending the funeral of an immediate family member:** Three days are allowed for out-of-state funerals, otherwise one day is allowed.
5. **Jury Duty**
6. **Justifiable personal reasons such as:**
   * Court appearances where children are required to attend
   * Observation of a religious holiday or ceremony
   * Religious instruction release time (Education Code 46010-46014). The student shall be excused for no more than 4 school days per month
   * Attendance at religious retreats for not more than 4 hours during a semester
   * Attendance at an employment conference

Absences for most other reasons are considered unexcused, even if the parent notifies the school. For some allowed absences, the parent or guardian must request the absence in advance in writing and the principal must approve it.

If your child is absent please send a note to his/her teacher explaining the absence or call the attendance line at 618-4371. Absences must be cleared within 48 hours of the absence. A doctor’s note is required for absences that are more than 5 consecutive days of absences will be counted as unexcused.

A student absent for reasons allowed by law may complete missed assignments or tests that can reasonably be provided and will not have his/her grade reduced or lose academic credit if the assignments or tests are satisfactorily completed within a reasonable period of time.

***TRUANCY (Ed. Code 48260 & 48273)***

State law defines a truant as a student who has three or more unexcused or unverified absences or is tardy for more than any 30 minute period during the school day without a valid excuse on three or more occasions in one school year, or any combination thereof.

***TRUANCY/EXCESSIVE ABSENCE NOTIFICATION***

The law requires written notices of excessive absences. Parents will receive a tardy or truancy letter if their student has 3 or more unexcused absences or 5 or more tardies totaling thirty minutes or more. A second letter will be sent if the student has an additional 4 or more unexcused absences or tardies with a time to meet for a SART meeting (School Attendance Review Team to discuss the unexcused absences and/or tardies. A SART contract will be drawn up and agreed upon by the school, parents and students to address the student truancy. Failure to attend the meeting or comply with the contract will result in a referral to SARB (see below).

***ATTENDANCE HEARING (SARB) Ed. Code 48320 & 48325)***

When a student is truant or has excessive absences, the parents and students may be required to attend a hearing before the School Attendance Review Board (SARB) in the district office or in San Leandro Police department. The principal of the school or designee may attend the hearing. The purpose of the hearing is to discuss the student’s attendance and develop a plan for the student’s regular participation in an educational program.

***REFERRAL to DISTRICT ATTORNEY***

If a student’s school attendance does not improve after a SARB hearing, or if the parents fail to attend a required SARB hearing, the parents and the students will be referred to the Alameda County District Attorney for prosecution through the court system.

***INDEPENDENT STUDY CONTRACTS***

If you must take a trip that will take your child out of school for a week or more, you may request an Independent Study Contract for your child to complete school assignments and receive attendance credits. It is important to plan ahead with the teacher at least 5 days prior to the start of the absence.

**DRESS CODE**

***DRESS AND GROOMING***

School Board policy requires each student to maintain personal standards of dress and grooming in keeping with the guidelines and which are appropriate to class and school activities, and to keep hair, clothing and person in a state of cleanliness. In 2007-08 Wilson staff and parents adopted these specific rules for Wilson:

***WILSON DRESS CODE***

In order to maintain a safe learning community Wilson Elementary School is adopting a school dress code. The following guidelines

shall apply to all regular school activities.

* Shoes must be worn at all times. Secure shoes, such as tennis shoes, are preferred. Flip-Flops, wheeled shoes, heeled and backless sandals are not permitted.
* Clothing, jewelry and personal items shall be free of writing, pictures or any other insignia which are crude, vulgar, profane or sexually suggestive, which bear drug, alcohol or tobacco company advertising, promotions and likenesses or which advocate racial, ethnic or religious prejudice.
* Hats, caps and other head coverings shall not be worn indoors except for health, cultural or religious reasons.
* Clothing shall be sufficient to conceal undergarments at all times. See-through or fishnet fabrics, halter tops, off-the-shoulder or low-cut tops, spaghetti straps, bare midriffs and skirts or shorts shorter than mid-thigh are prohibited.
* Belts, collars, accessories, or clothing that contain spikes and/or sharp metal are not acceptable.
* Hair shall be clean and neatly groomed.

***Consequences***

* Any student who is not following these rules will be first given the opportunity to change or put on other clothes to conform with the Dress Code.
* If this is not possible, we will offer the student a change of clothes at school.
* If this does not solve the problem then we will call home and request a change of clothes be brought to school.
* We will also meet with parents to explain the dress code as needed

Repeat violations of this policy can result in disciplinary action.

**OTHER INFORMATION**

***LOST AND FOUND***

Every year many things of value are lost by students of all ages. We urge that removable articles be plainly marked with the name of your child. Please encourage your child to check the classrooms and playground for lost articles. Large lost and found items are kept in the lost and found rack in the main building. Small items are kept in the office. Lost and found items not claimed are donated to a charitable organization.

***HOMEWORK POLICY***

The Board of Education has approved a Homework policy to:

(a) Support of the day’s lesson; (b) Completion of unfinished assignments; (c) Practice and review for better understanding; (d) Enrichment; and (e) Involvement of parents/legal guardians in students’ learning and academic progress.

It is the responsibility of the student to perform the tasks assigned by the teacher and submit assignments in the manner and time required. Students are responsible for requesting additional clarification of homework if needed. When a student is absent, the student should make up assignments missed in the time agreed to with the teacher (s). Homework not completed may affect the grade received for the marking period.

Parents/legal guardians should make every effort to support their student by: (a) providing appropriate time and place for study (b) providing support and encouragement for student to complete homework (c) monitoring the completion and follow through of their student’s homework assignments (d) providing time for reading daily at home (e) ensuring make-up assignments are completed in the time agreed to by teachers (f) contacting your child’s teacher if you have concerns.

Students who miss school work because of an excused absence shall be given the opportunity to complete all assignments and tests that can be reasonably provided. As determined by the teacher, the assignments and tests shall be reasonably equivalent to, but not necessarily identical to, the assignments and tests missed during the absence. (Students shall receive full credit for work satisfactorily completed within a reasonable period of time.) (Ed Code 48205). Students who miss school work because of unexcused absences may be given the opportunity to make up missed work for full or reduced credit. Teachers shall assign such makeup work as necessary to ensure academic progress, not as a punitive measure.

Kindergarten – Grade 3: Homework will be assigned Monday through Thursday and not on Fridays and during breaks as a regular practice. Reading at home is expected in addition to the approximate time guidelines below:

• Kindergarten: 10 – 15 minutes.

• Grade 1: 15-20 minutes

• Grade 2: 20-25 minutes

• Grade 3: 25-30 minutes

Grade 4 – Grade 5: Homework is assigned Monday through Thursday and on Fridays/breaks as needed, but not to exceed the following approximate daily time guidelines. Reading at home is expected in addition to these guidelines.

• Grade 4: 40-45 minutes

• Grade 5: 50-55 minutes

If you have any question regarding homework, please send a note or call your child’s teacher.



**POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORTS**

**RIDE THE WILSON W-A-V-E**

**We are respectful**

**Act responsibly**

**Value teamwork**

**Everyone safe!**

**The Wilson Dolphin W.A.V.E Chant**

**I don't know but I’ve been told.**

***I don't know but I’ve been told.***

**The Wilson WAVE's the way to go.**

***The Wilson WAVE's the way to go.***

**We show respect to everyone.**

***We show respect to everyone.***

**Act responsibly and have some fun.**

***Act responsibly and have some fun.***

**Value Teamwork with your friends,**

***Value Teamwork with your friends,***

**while keeping Everybody Safe.**

***while keeping Everybody Safe.***

**(to the sound-off tune)**

**Wilson**

***Dolphins***

**Wilson**

***Dolphins***

**(everyone)**

***Wilson dolphins ride the WAVE!***



**DISCIPLINE**

**Woodrow Wilson School Major/Minor Classification**

**Minor Incident**

-Using personal electronics during the school day

-Bringing toys to school

-Leaving a mess at lunch table

-Ignoring the speaker

-Teasing, Name calling

-Cheating/ not following rules

-Refusing to do work

-Play fighting

-Running in the hall

-Writing in a textbook or library book

-Shouting or calling out in class

-Interrupting during instruction

-Using profanity

-Throwing objects in class

-Not touching down/playing when bell rings

-Throwing food/trash in cafeteria

-Improper use of bathroom

-Defiance: refusing to do what staff directed him/her to do

**Major Incident**

-Leaving class, cafeteria, building, or playground without permission

-Stealing

-Destruction of property

-Bringing a weapon to school

-Caused, Attempted to cause, or threaten to cause physical injury to another student.

-Willfully used force or violence requiring medical attention

-Assault (excessive use of force in pushing, hitting, shoving)

-Fighting (punching, kicking, pushing, shoving)

-Bullying

**Minor Incident Consequence**

-Bench-ticket (loss of recess)

-Triad Room

-Letter of apology

-Counseled by staff

-Mediation

-Community Service

-Reflection

-Loss of privileges

**Major Incident Consequence**

-Office referral

-Counseled by administration

-Mediation

-Parents contact

-Letter of apology

-Reflection

-Loss of recess

-Behavior contract

-Loss of field trip

-Loss of class or school special events

-Community Service

-Meeting with guardian(s)

-Guardian attendance to child’s class for a portion of or full school day

-Home Visit

-Suspension from class/ In-school suspension

-Suspension and/or Expulsion from school

*\*\*these may be subject to adaptation, depending on student need*

*\*\*students can have one or more consequences depending on nature of behavior and/or student need, per chart*

**PARENT INVOLVEMENT**

***ELAC***

The English Learner Advisory Committee has monthly meetings related to English Learner issues, during a Friday morning Coffee Chat. This committee is for parents of students considered an English Learner. Please come and join us to talk about issues that pertain this group of students.

***SCHOOL SITE COUNCIL-(SSC)***

Parents are encouraged to run for one of the four parent positions on this body. It meets about 5 times in a year and makes budget and site plan recommendations.

***COFFEE CHAT***

This is an informal group that meets every Friday morning from 8:15 – 9:00 am in room 38. Parents can hear important school information, raise any issues of concern here and help us plan many activities throughout the year.

***CLASSROOM VISITATIONS***

Parents are welcome to visit classrooms. Visits should be planned with 24 hours advance notice to the school. All visitors must come through main entrance and stop by the office first to sign-in and receive a visitor’s pass. For your children’s safety we want to know that all adults in the building have appropriate business here. Teachers are not free to talk with parents during class time. To arrange for a parent conference please call the office at (510) 618-4370 to leave a message for the teacher, or send a note with your child, or speak to the teacher after school. If you plan to visit or be in school more than one hour per month, you need to apply to be a volunteer and get TB tested and screened.

###### Title I School-Level Parental Involvement Policy Wilson Elementary School

###### 2014-15

Wilson Elementary School has developed a written Title I parental involvement policy with input from Title I parents. *Each year the Title I Coordinator recruits a body of Title I parents invitation to participate and give input in the Title I Parental Involvement Policy and Parent-Student-Staff Compact.* Wilson Elementary School’s policy describes the means for carrying out the following Title I parental involvement requirements. *[Title I Parental Involvement, 20 USC 6318(a)-(f)]*

###### 1. Involvement of Parents in the Title I Program

**a**.) Wilson Elementary School convenes an annual meeting to inform parents of Title I students of Title I requirements and their rights to be involved in the Title I program:  *An annual Title I parent meeting will take place on before Open House. Parents of all students invited and encouraged to attend. The annual Title I meeting will provide parents with an overview of Wilson’s Title I support services and interventions including; funding, curriculum, state testing, standards, report of student achievement and suggestions of how parents can assist in supporting and improving Title I programs for the upcoming year. Activities and opportunities will be provided so that parents can interact and get acquainted, as well as voice suggestions and concerns. Translation in Spanish will be provided.*

**b.**) Offers a flexible number of meetings:  
*Wilson principal host weekly “Coffee Chats” on each Friday of each month. Parents are invited to attend to discuss site-based topics of interest or concern.*

**c.)** Involves parents of Title I students in an organized, ongoing, and timely way, in the planning, review, and improvement of its Title I programs and the Title I parental involvement policy.

**d.)** Provides parents of Title I students with timely information about Title I programs.

**e.)** Provides parents of Title I students with an explanation of the curriculum, assessments, and proficiency levels students are expected in the following formats.

**f.)** Provides parents of Title I students, if requested, with opportunities for regular meetings to participate in decisions relating to the education of their children.

**g.)** Wilson Elementary School has jointly developed with and distributed to parents of Title I students a School-Parent-Student compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement. It also describes how the school and parents will develop a partnership to help children reach proficiency on the California content standards. The School-Parent-Student compact (last two pages of handbook) describes the following items in addition to items added by parents of Title I students.

###### 2. Building Capacity for Involvement

**a.)** Wilson Elementary School engages Title I parents in meaningful interactions with the school. It supports a partnership among staff, parents, and the community to improve student academic achievement.

**b.)** Educates staff, with the assistance of Title I parents, in the value of parent contributions and how to work with parents as equal partners.

**c.)** Coordinates and integrates the Title I parental involvement program with other programs and conducts other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children.

**d.)** Distributes to Title I parents information related to school and parent programs, meetings, and other activities in a form and language that the parents understand.

**e.)** Provides support for parental involvement activities requested by Title I parents.

**3. Accessibility**

Wilson Elementary School provides opportunities for all Title I parents to participate, including parents with limited English proficiency, parents with disabilities, and parents of migratory students. This includes providing information and school reports in a form and language parents understand.

WILSON ELEMENTARY SCHOOL – PARTNERS IN LEARNING COMPACT

SCHOOL STAFF

**W**e believe all students can learn, and will do the following to ensure their success:

\* We will set high standards for all.

\* We will welcome and respectfully treat all parents as partners in education.

\* We well respond in a timely manner to your requests for information.

\* We will regularly share with you your child’s school related concerns and progress.

\* We will provide motivating and interesting learning experiences that are developmentally appropriate for your child. \* We will use developmentally appropriate teaching methods and materials that work best for your child’s individual and cultural differences.

\* We will support you in seeking resources to further assist you in meeting your child’s educational needs beyond those met by the school.

\* We will communicate homework and class work expectations.

PARENT

**I** believe that parents and family are the child’s first and most important teachers.

I will encourage my child’s learning and success in school, by doing the following:

\* I will send or bring my child to school on time every day.

\* I will make sure that my child gets adequate sleep and has a healthy diet.

\* I will provide a quiet place and time for my child to do homework, and I will review and ensure the homework is returned to school.

\* I will promptly respond to messages from my child’s school.

\* I will help my child’s school however possible.

\* I will read to my child or have my child read for at least 20 minutes every day.

\* I will limit the amount of time my child watches television and plays video games.

\* I will attend Back-to-School night, Parent-Teacher-student conferences, Open House and other school events whenever possible.

\* I will talk with my child about his/her school activities everyday.

STUDENT

**I** believe that my education is important and that I can be successful in school. I will be a responsible learner by doing the following:

\* I will come to class on time every day.

\* I will come to school ready to learn.

\* I will listen, follow school rules, always show respect and be responsible for my own behavior.

\* I will be cooperative learner.

\* I will carry information between school and home.

\* I will return my completed homework on time.

\* I will read at home for at least 20 minutes every day.

\* I will work as hard as I can on my school assignments.

\* I will discuss what I am learning with my family.

\* I will ask my teacher questions when I don’t understand something.

\* I will limit the time I spend watching TV and playing video games and read books instead.

\* I will notify an adult about dangerous situations.

\* I will say I messages and apologies to resolve conflicts peacefully.

MOST IMPORTANT, WE AGREE TO HELP EACH OTHER CARRY OUT THIS COMPACT

PERSONAL de la Escuela

WILSON ELEMENTARY SCHOOL - PACTO ENTRE LA ESCUELA - LOS PADRES Y LOS ESTUDIANTES

Nosotros creemos que todos los estudiantes pueden aprender y haremos lo siguiente para asegurar su éxito. Por consiguiente, nos comprometemos:

\* Entenderemos y fortaleceremos el reglamento escolar con los niños y los ayudaremos para que aprendan a resolver conflictos positivamente.

\* Estableceremos claras y altas expectativas para todos los padres y estudiantes.

\* Recibiremos y trataremos a los padres de una manera respetuosa como compañeros en la educación de los niños.

\* Responderemos rápidamente a sus peticiones de información.

\* Compartiremos regularmente con ustedes inquietudes y progreso educativo de su hijo/a.

\* Enseñaremos conceptos y destrezas basándonos en normas apropiadas, asignaremos las tareas pertinentes.

\* Lucharemos por atender las necesidades individuales y culturales de cada niño.

\* Le brindaremos apoyo en la búsqueda de recursos para poder asistirle en las necesidades académicas de su hijo/a, además de los logros de la escuela.

\* Le mantendremos informado sobre expectativas y progreso de tareas, trabajo en clase, comportamiento y asistencia.

\* Le informaremos sobre actividades y eventos escolares por medio de circulares para padres y noticias del salón.

\* Proveeremos un ambiente de aprendizaje seguro, positive y saludable.

PADRES Y TUTORES

Nosotros creemos que los padres y la familia son los primeros y más importantes maestros de los niños. Fomentaremos el éxito y aprendizaje de nuestros niños en la escuela. Por consiguiente, nosotros:

\* Leeremos o escucharemos todas las reglas de la escuela, las respetaremos y las acataremos.

\* Traeremos y recogeremos a nuestros niños a tiempo todos los días.

\* Nos aseguraremos que nuestro niño/a duerma adecuadamente y lleve una dieta saludable.

\* Proveeremos una hora y lugar silencioso para que nuestro niño haga sus tareas, revisaremos y nos aseguraremos que las areas sean entregadas.

\* Responderemos prontamente a los mensajes de la escuela.

\* Ayudaremos en la escuela de nuestro niño en la manera que podamos.

\* Leerle a nuestro niño o haré que lea por lo menos 20 minutos al díá.

\* Limitaré el tiempo que mi niño mira la televisión y/o juegos de videos.

\* Asistiré a la Noche de Regreso a Clases, Conferencias de Padre Maestros y Estudiantes, Casa Abierta y otros eventos escolares cuando me sea possible.

\* Charlaremos con nuestros hijos/as sobre las actividades diarias.

\* Nos comunicaremos con la escuela cuando tengamos preguntas y/o inquietudes.

\* Trabajaremos como voluntarios en la escuela cuando nos sea posible.

ESTUDIANTES

Yo creo que mi educación es importante y que puedo lograr el éxito en la escuela. Yo seré un estudiante responsable, Por consiguiente, yo:

\* Asistiré a clases regularmente, llegaré a tiempo, vestido apropiadamente y preparado con los útiles necesarios.

\* Escucharé y cumpliré el reglamento escolar, siempre mostraré respeto, y me haré responsable de mi propio comportamiento.

\* Seré un estudiante activo y daré lo mejor de mi.

\* Serviré como informador entre la escuela y la casa.

\* Entregaré mis tareas completas y a tiempo.

\* Leeré en casa por lo menos 20 minutos cada día.

\* Hablaré con mi familia sobre lo que estoy aprendiendo.

\* Pediré ayuda cuando la necesite.

\* Limitaré el tiempo que paso mirando televisión y jugando juegos de video, en vez leeré o escribiré.

\* Tomaré decisiones inteligentes y mantendré una actitud positiva.

\* Voy a notificar a un adulto acerca de situaciones de peligro.

\* Voy a decir mensajes de mi y disculpas para resolver conflictos de manera pacífica.

LO MÁS IMPORTANTE, ESTAREMOS DE ACUERDO PARA AYUDARNOS MUTUAMENTE A LLEVAR A CABO ESTE PACTO

Wilson小學 – 學習伙伴合約

學校教職員

**我們**相信所有的學生都有學習的能力，我們會做到以下的事去確保學生學習成功：

\* 我們會定立高的標準要求。

\* 我們歡迎及尊重所有家長成参與教育

，作為伙伴。

\* 我們會及時解答你們所提出的問題。

\* 我們會定時與你交流你孩子在學校的

表現及進展。

\* 我們會提供一個有激發性及趣味性的

學習環境，培育你們適齡成長中的孩

子。

\* 我們會用恰當的教材及方法，去培育

來自不同文化背景的孩子。

\* 我們會支持家長，尋找及提供學校以

外的教育资源，以協助孩子達到其學

習上的需要。

\* 我們會與家長溝通有关孩子的功課及

在課堂上的表现。

家長

**我**相信父母及家庭是孩子的第一個老師，亦是最重要的一個老師。我會做到以下的事去鼓勵我的孩子努力學習，爭取好成绩：

\* 我會每天準時送孩子到學校上課。

\* 我會確保孩子有足夠的睡眠及吃上營

養健康的食物。

\* 我會為孩子提供一個安静的地方和足

夠的時間做功課；我會檢查並確保孩

子交回功課。

\* 我會及時回復孩子學校所發的通知。

\* 我會盡可能，去幫助孩子的學校。

\* 我會每天讀書给我的孩子聽，或督促

我的孩子自己閲讀，最少二十分鐘。

\* 我會限制孩子看電视或玩電子遊戲的

時間。

\* 我會参加孩子學校的迎新夜，家長教

師會面日，開放日及其它一切活動。

\* 我會每天都跟孩子談話，談談有关他/

她在學校的活動情况。

學生

**我**相信我的學習是很重要的，我亦相信我能在學業上取得成功。我會認真學習並做到以下的事：

\* 我會每天準時到達班室。

\* 我會準備好，上學就得努力學習。

\* 我會聽從、遵守學校規則，時刻尊重

他人，及對自己的行為負責。

\* 我會認真學習。

\* 我會傳達學校的信息與父母。

\* 我會完成功課並按時交回功課。

\* 我會每天在家閲讀至少二十分鐘。

\* 我會盡一切努力去完成課業。

\* 我會跟父母討論我正在學習什么。

\* 我會問老師問题，若我有不明白的地

方。

\* 我會限制自己看電视或玩電子遊戲的

時間，我寧可看書。

\* 我會通知大人若遇到危險。

\* 我會用禮貌及道歉去和平化解冲突。

**最重要的是，我們同意互相幫助去履行這份合約！**