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***** Pages 23 & 34 must be signed by both student and parent and returned to the child's homeroom teacher.***



Dear Parents,

We are elated to welcome you to Wilson Elementary School. Our staff is dedicated to ensuring that everyone experiences success and feels they are part of a supportive network of Teachers and Students. At Wilson we strive to provide your child with a world class educational experience. Therefore, we pledge to our families to provide an organized, nurturing environment that promotes authentic learning while helping children grow socially and emotionally.

This student handbook has been prepared so that we may have better communications and understanding between school, students and parents. With mutual understanding about school programs and operations together we can ensure a rewarding and enriching educational experience. On behalf of the dedicated faculty and staff, I would like to invite you to visit our school website, volunteer when possible, and become an active member of our PTA. We are so excited to have you and your child/children with us at Wilson Elementary and look forward to a great school year.

Sincerely,

Meredith B. Bishop
Principal

James W. Wilson Jr. Elementary School

MISSION

Our Vision: We will provide a learning environment that is a safe and caring community, where teachers teach and students learn at higher levels.

PURPOSE

We believe when children are challenged with high expectations it produces high achievement. Wilson provides students with engaging work with equity and excellence that is necessary for success. We strive to be a safe and nurturing community where students and staff are respected. We draw strength from our diversity which allows for all challenges to be addressed. Parents, community, and businesses are critical partners in the success of our school.

Montgomery Public Schools

Vision Statement

Montgomery Public Schools is a place where every student develops a love of learning, cultivates intellectual curiosity and dreams of a future full of amazing possibilities.

Mission Statement

Our Vision: We will engage, educate and inspire our student to succeed in college, career and beyond!

Wilson Parent/Student Handbook

The Wilson Parent/Student Handbook is a guide to specific procedures related to Wilson Elementary. System goals and policies will be addressed in the Montgomery Public Schools Student Conduct Manual.

Web Site Addresses

Wilson Elementary: <https://al50000660.schoolwires.net/site/Default.aspx?PageID=127>

School District: <http://www.mps.k12.al.us>



Wilson Elementary
Faculty and Staff
 School Office 272-8819
 School Fax 395-8172

School Personnel

Meredith Bishop	Principal
Candace Sheppard	Secretary
Kaye Tyler	Bookkeeper
Harolyn Taylor	Counselor/504
Anastasia Mays	Cafeteria Manager
Rashandra French	Academic Interventionist

Hannah Armstrong	Kindergarten	Alicia Ann Smith	Kindergarten
Tamika Tucker	Kindergarten		
Jessica Ellis	First Grade	Lajuanda Thomas	First Grade
Felicia Wilson	First Grade		
Stacie Rencher	Second Grade	Meredith Roberts	Second Grade
Erin Duffey	Second Grade		
Kayla Hale	Third Grade	Taryn Gable	Third Grade
Taylor Brown	Third Grade	Erin Duffey	Third Grade
Kristine Martinez	Fourth Grade	Paige Mitchell	Fourth Grade
Jenny Brannen	Fifth Grade	Taylor Mills	Fifth Grade
Rasheeda Pimienta	Fifth Grade		

Stephanie Baker	Media Specialist	Heidi Casteel	Technology Specialist
Diamonel Smith	Speech Pathologist	Bliss Harper	Spe. Ed Fac./K-2 Resource
Samantha Arrighi	ESL Facilitator	Christy Clark	Music Teacher
Clayton Holt	PE Teacher	Michael Deloney	Gifted Teacher

Lateashia Murdock	Special Education Resource
Faith Morales	Special Education, K – 2
Dahee Choi	Special Education, 3 – 5
Jennifer Ashe	Special Education Paraprofessional, K - 2
Rosetta Edwards	Special Education Paraprofessional, K – 2
	Special Education Paraprofessional, 3 – 5
Cortez Sellers	Special Education Paraprofessional, 3 – 5
Jessica Pelt	Special Education Pre K Teacher
Jessica Jones	Special Education Pre K Paraprofessional
Terri Stallworth	Special Education Pre K Paraprofessional
Karen Pittman	Special Education Pre K Travel Teacher

Paul Chillous	Custodian
Patrice Shealey	Custodian
Shirley Kyser	Custodian

MPS CALENDAR 2022-2023

MPS CALENDAR LINK: <https://www.mps.k12.al.us/Page/2177>

MPS ASSESSMENT CALENDAR LINK:

<https://drive.google.com/file/d/1-bn37wT2OSMk4RNBu7mCgF0FMTuCM2QJ/view?usp=sharing>

DAILY SCHEDULE

Students can not arrive on campus before 7:30 a.m. because there is no supervision before 7:30 a.m. Students arriving after 8:10 a.m. must be accompanied by a parent to the office for a check-in pass before being allowed to enter class.

BREAKFAST

7:30 A.M. until 8:00 a.m.
Students eating breakfast will report to the lunchroom before going to their classrooms. Breakfast is Grab & Go and students eat in their classrooms.

TARDY BELL

8:10 A.M.
Students arriving after 8:10 a.m. must be checked in by an adult in the Office and are counted as tardy.

**STUDENTS WILL BE
ADMITTED TO
CLASSROOMS AT
7:50 A.M.**

K-2 READING BLOCK

8:10 A.M. – 10:30 A.M.
CLASSROOM VISITATION IS LIMITED

DISMISSAL

- 3:10 p.m. Walkers and bike riders will be dismissed from the parking lot by the bus lane (DO NOT BLOCK THE BUS LANE). Children must leave campus and go straight home or to a designated place. Goodtimes dismissed to lunchroom.
- 3:10 p.m. Car riders, bus riders and day care vans will be dismissed by school personnel. Students are required to wait in a designated area in the school until they are called. **Parents, please stay in your car in the car pool line and wait for your child(ren) to come out of the school.** As you enter the car zone lane, your child will be called by the school personnel on duty. The personnel will also monitor the car zone, please be mindful of other cars and the children waiting. **No speeding or passing other cars.**

****Teachers and not the bell dismiss the students. Students must be picked up by 3:40 p.m.**

****PARENTS, PLEASE DO NOT PARK IN THE BUS ZONE. THIS IS A VIOLATION OF STATE LAW.**

Attendance

Absences

State law and district policy set specific rules for excused and unexcused absences. A handwritten note to the teacher is required for each absence and/or tardy and should be sent to school no later than the student's third day returning back to school.

No FAXES OR EMAILS CAN BE ACCEPTED, due to the fact that a parent signature is needed.

Excused Absences are:

1. Personal Illness
2. Serious illness in the immediate family verified by a District Resource Officer
3. Death in the immediate family (not to exceed 3 school days) includes (mother/father/step-parent/sibling/grandparent)
4. Absence for the observance of recognized holidays of the child's own faith
5. Inclement weather which makes it dangerous to attend school- as determined by the Superintendent or superintendent's designee
6. Court-required appearances
7. Suspensions
8. Prior Approval of a non-illness absence must be obtained from the Chief of Student Services. The request must be made from the parent or legal guardian. All Prior Approval Absence Forms must be hand delivered to the Office of Student Services or mailed via U.S. Postal Service within TWO (2) WEEKS PRIOR to the date requested. Faxed or emailed forms will not be accepted. Please be sure to have with you or include a copy, if mailed, a valid photo identification.

Unexcused Absences are any absence that does not have prior approval, written notification from physician/dentist or legal guardian explaining the reason for absence. Any questions regarding attendance should be directed to Ms.Candace Sheppard in the School Office.

Check In & Check Outs

When it is necessary for students to be dismissed early from school, a note should be sent to the teacher indicating the time for dismissal. The parent/guardian or designated person must be listed on the registration card, must come to the office, must present their photo I.D., and sign the student out. Dismissals will not be allowed after 2:30 P.M.

Tardiness

Students arriving after 8:10 a.m. must report to the office to sign in before going to class. **Students must be signed in by a parent/guardian when tardy.**

HOW SICK IS “TOO SICK” TO ATTEND SCHOOL?

A MESSAGE FROM YOUR SCHOOL NURSE

Children get sick and we do not want them to miss any more school than necessary. So how sick is TOO SICK for school?

There are times when you should keep your child home from school. If a child is sick, you should know that keeping them home improves the time required for getting well. You also reduce the possibility of spreading illness. Here are some common illnesses that are reasons for keeping a child home:

Diarrhea: Frequent loose or watery stools compared with normal pattern, abdominal cramps, fever, generally not feeling well. ***Exclude until no diarrhea for 24 hours.***

Vomiting: Nausea, vomiting, or cramping. ***Exclude until no vomiting for 24 hours or until the individual provides medical documentation that the cause is not infectious.***

Common Cold: Sore throat, runny nose, coughing, sneezing, headaches, and body aches. ***Exclude until symptoms subside and exercise droplet precautions.***

Pink Eye (Bacterial or viral conjunctivitis): Red/pink itchy, swollen eyes; eye discharge; possible light sensitivity; and/or eye pain. ***Exclude if the child/student has a white or yellow drainage coming from the eye or eye pain and until evaluated by a physician.***

Strep throat (Streptococcal pharyngitis): Fever, red sore throat, swollen glands, strawberry tongue (occurs following peeling of a white coating from tongue): A very fine raised rash (feels like sandpaper) is present on the neck, chest, elbow and groin.

Exclude until 24 hours after beginning appropriate antimicrobial therapy and no longer have a fever.

Fever: 100 or above, with any accompanying symptoms, ***must be 24 hours fever free without the use of a fever-reducing medication.***

Undiagnosed Rash: Your child should not attend school until the ***rash has been diagnosed and treated and verified that the rash is not contagious.***

*****Then there are times when your child looks and feels like he/she is too ill to attend school. If so, your child should remain home.***

****** This form does not include
COVID-19 Major or Minor symptom exclusions******

Daily School Procedures

Bike Riders

Students are welcome to ride their bikes to school and utilize the bike racks on the side of the building by the lunchroom. We suggest that all students use a lock to secure the bike during school hours. Wilson Elementary requests that all parents discuss and stress the importance of utilizing bike safety when students are riding their bikes to school. A school faculty/staff member will be at the bus area to help watch students. Students must continue down the sidewalk to the circle (end of the street, past the bus circle) and then cross the circle to access the sidewalk to the side entrance. Students must walk alongside their bikes, while crossing the street to the sidewalk. Once on the sidewalk, students must continue to walk alongside their bikes to the bike racks.

Parents picking up children must use the carpool and not have their child(ren) cross the street as a walker and then be picked up by a car.

Bus Transport

Students shall conduct themselves in an orderly and respectful manner. Students should behave respectfully just as they would in the classroom. The driver is in charge of the school bus in the same manner as a teacher is in charge of a classroom. The bus drivers' instructions are to be followed. Failure to do so endangers the driver and students.

For the safety of everyone on the bus, students must:

1. The driver is in charge of the bus and students. Students must obey the driver promptly and willingly.
2. All school rules/regulations are in effect when students are on the school buses.
3. Students must board or exit the bus at their assigned bus stop. Students should not request special consideration.
4. Students must not move toward the bus until the bus has made a complete stop and the doors are opened.
5. Students must remain seated while the bus is in motion and remain seated until the bus has come to a complete stop.
6. The bus driver is responsible for seating arrangements and may assign students to a seat. Students must sit in an assigned seat.
7. Students crossing the road after getting off the bus should walk at least 10 feet in front of the bus to make sure they are seen by the driver. Students should never walk in the back of the bus.
8. Students must be quiet at all railroad crossings and road intersections.
9. The school district will hold the student or parent/guardian responsible for any damage to a school bus caused by the student. The parent will be required to make restitution.
10. Students must not transport any item too large to be stored under a bus seat. Alabama law requires that all packages, book bags, projects, band instruments, etc., transported on a bus, fit under the seat. No athletic equipment will be transported.
11. Students must not throw anything from a bus window.

Bus Transport – continued...

12. Students must keep the aisle free of feet, books or any objects that may obstruct the pathway.
13. Students will not fight, push, play or participate in any activity that would disrupt the process of transporting students or might cause an unsafe environment.
14. Students must not eat or drink on the bus.
15. Students must never tamper with or exit the emergency doors or windows unless authorized.
16. Students must use appropriate language. No profanity is allowed.
17. When students are suspended from riding the bus, he/she will not be permitted to ride any MPS bus until the suspension has ended.
18. Electronic devices must not be used on the bus.
19. The playing of cards or any form of gambling on a school bus is prohibited.
20. Parents may not remove a student from a bus after the student has boarded without school approval.
21. Students will not use any aerosol sprays or body products (deodorants, perfume, etc.) on the bus.
22. Students shall NOT sit in the driver's seat or attempt to operate any bus mechanisms.
23. Students shall not strike matches, have lighters, use tobacco, alcohol or drugs in any form on the bus.
24. Students who do not adhere to the rules are subject to disciplinary action, suspension, or expulsion.

*****Riding the bus is a privilege and loss of bus transportation may occur if bus rules are not followed.**

Reporting Incidents Students who have difficulty with other students while riding the bus should report the problem to the driver as soon as possible. If the problem cannot be resolved by the driver, then the driver will report the incident to the school principal. The bus driver has no authority to administer disciplinary actions. Please contact your child's school in regards to disciplinary concerns.

Montgomery Public Schools will address bus misbehavior(s) through the Student Code Manual and the official School Office Referral Form. Principals will handle misbehavior on school buses in the same manner as in-school office referrals. Bus drivers will submit a fully-completed written office referral. Principals and other administrators will review and assign consequences for bus misbehavior as prescribed by the Code of Student Behavior (*Refer to MPS Student Code Manual for consequences*).

Car Riders

Car riders will be dismissed at 3:10 P.M. Parents are asked to place a large sign in the right front window with the child's last name, grade, and teacher's name (these are available from the School Office). Children will remain in their classroom and will be supervised by teachers from dismissal until 3:40 P.M. **Car riders must be picked up by 3:40 P.M. If picked up after 3:40 P.M., they must be signed out in the main office.**

Car Pool

Safety at Wilson Elementary is of top priority. Students are NOT permitted to cross the street and/or parking lots during morning entry and afternoon dismissal. Parents are not permitted to park on the routes of the carpool line. If a parent chooses to escort their child to the front door (morning entry), then they must utilize the visitor parking lot (in front of the cafeteria/library side of the school building) and follow the sidewalk to the front doors. NO PARKING WILL ALLOWED ALONG CURBS, CARS MUST BE IN A PARKING SPACE. All students must exit the cars on the *right side*, utilizing the sidewalk in front of the building and walk to the front doors. Cars are not allowed in the bus circle on the cafeteria side of the building. Students are not to be dropped off in the bus circle or at the side doors, by K & 1 Pod. *The entrance for the carpool line is the entrance by the Wilson YMCA for A.M. & P.M. carpool. Rainy days drop off and dismissal takes place on the side of the building closest to the YMCA.*

Cell Phones/Telecommunication Device

Students are not permitted to use a cell phone or any electronic device in school. This includes, but is not limited to an iPhone, Blackberry, Smartphone, Apple Watch or other adapted tablets/PDAs or electronic devices. This includes GPS tracking devices.

- *Principals have the authority to allow the use of cell phones, earbuds/earphones, or electronic devices for instructional purposes during class, however that permission must be granted before students are allowed to openly display cell phones or other electronic devices in class/school.*

- Unless otherwise stated, cell phones and other electronic devices are to be out of view and not in use while students are in the school building, in classes that may be held outside of the building, and on school sponsored field trips.

- No earbuds/headphones or other listening devices for safety reasons.

The cell phone/telecommunication device guidelines of the school coincide with MPS policy, but in a more detailed and school specific form.

Change in Transportation

Any change in a student's method of transportation must be noted in writing and sent to the teacher (i.e. car rider for a particular day instead of bus and vice versa). Parents may email or call the classroom teacher and not the main office, due to security reasons.

NO CHANGES IN TRANSPORTATION WILL BE ACCEPTED OVER THE PHONE, BY FAX, OR BY EMAIL TO THE MAIN OFFICE, UNLESS IT IS AN EMERGENCY. THIS IS FOR THE SAFETY OF YOUR CHILD(REN). All changes in transportation MUST be handled before 1:00 pm, unless it is an emergency as approved by the principal.

Chaperone Guidelines

All parents/grandparents wishing to chaperone or volunteer for the child's class must have a current background check on file. **This form must be turned in at least 3 weeks prior to a trip or volunteering within the school building. Forms will not be accepted the week of a trip.**

1. Chaperones must be a child's legal guardian or grandparent.
2. Chaperones should not bring other siblings on the field trip.
3. Chaperones must meet and depart from the time and place specified by the teacher.
4. Chaperones should notify teachers early if unable to attend.
5. Chaperones are expected to dress appropriately for the trip.
6. Chaperones must stay with the group of students assigned.
7. Chaperones are not allowed to ride MPS buses.
8. Chaperones must have a current background check on file. This form is available on the website or from the child's teacher.

In order to protect the safety of all students, Parents/Guardians or Visitors should refrain from including other students in pictures that are taken at any school sponsored event (on or off campus). Furthermore, Parent/Guardians or Visitors are prohibited from posting pictures of any student on any non MPS media platform.

Confiscating, Securing & Returning Items

Items confiscated from the students will be brought to the main office, where the items will be logged in under the student's name. The items will be stored in a locked area of the main office. The items will only be returned to the student's parent or legal guardian. When an item is confiscated, the parent will be notified by the teacher or staff member that confiscated the item. Parents should call the office to arrange a time to retrieve the item. The parent or legal guardian will be asked to identify the item and sign for it before it can be released. Any student who persistently brings impermissible items to school will be disciplined in accordance with the MPS Student Conduct Manual for 2022-2023.

Delivery of Items to Students

Flowers, balloons, and other similar items will not be delivered to the student's classroom. These items will be kept in the office until the end of the day. Parents of students who ride the bus, will be responsible for the pick-up of the delivered items.

Dress – Uniform Information

Parents: The following is the dress code for Wilson Elementary. This dress code is more school specific however, it does not violate MPS' dress code policy. You may use this link to access MPS' student dress: [W STUDENT DRESS CODE POLICY.docx](#)

The dress code will be strictly enforced. Students who are not in uniform will be asked to call parents for a change of clothes. The dress code continues to make a positive impact on the overall appearance and behavior at Wilson. We appreciate your cooperation.

These uniform guidelines are set by MPS and will be enforced by the school.

The uniforms will consist of the following:

- Solid khaki or navy shorts, pants, skorts/skirts or jumpers. For girls, we have an option of a plaid jumper (style #35) and plaid skort (style #35). It may be purchased through many of your local uniform stores. No other plaid is permitted.
- Hunter green, white, or pale/buttercup yellow (solid, no stripes or prints) collared or “polo” shirts. Girls may also wear the shirts with the “Peter Pan” collar. Turtlenecks are fine during cold weather.
- Shirts must be tucked in at all times and appropriately buttoned.
- Students are to wear clothing that fits properly. Clothing must be clean with no open holes above the knee. No shredded clothing will be allowed. Oversized or undersized clothing, including skirts, blouses, dresses, pants, or shirts will not be allowed. No clothing shall be worn inside out; suspenders/braces shall be fastened and belts buckled. Pants must be worn at the waist (no sagging).
- Shorts, skorts/skirts or jumpers must be **no higher than knee length from the crease in the back of the knee.** Shorts may be worn under skirts and jumpers.
- Jumper-style uniforms must be worn with a uniform shirt/blouse.
- Insignias, buttons, and clothing which promote alcohol, tobacco, drugs, vulgarities, violence, illegal activity, or are demeaning to other persons, may not be worn at school.
- Jackets, sweaters and sweatshirts worn within the classroom **must follow school uniform shirt colors: Yellow, White, Gray, Hunter Green, &/or Denim jackets.**
- Girls may not wear headbands with cat ears, pom poms, etc. Only a plain headband or a headband with a bow may be worn.
- Tennis shoes (no specific brand) are preferred, but any shoe must completely cover the foot and have a flat heel. **The “Heeley’s” or any sneakers with wheels and shoes that “light up” are prohibited.** Clogs, “Crocs”, flip flops, or sandals are **not permitted for safety reasons for PE.**
- Fridays will continue to be “Spirit Day”. Plain denim jeans may be worn with a uniform shirt or Wilson t-shirt. Shirts must be tucked in. Field Trip t-shirts may be worn with khakis on Tuesdays.
- For safety reasons, visual piercing jewelry will be limited to ears only. Hoops larger than 1 inch will not be allowed. Jewelry, which includes long necklaces, accessories with spikes or chains, heavy medallions, removable dental grills, heavy bracelets, and large finger rings, will not be allowed.
- **Rolling book bags and/or suitcases will not be permitted for students, unless approved by Mrs. Bishop. Book bags must be small enough to fit in each student’s locker or cubby. Teachers will be mindful of the number of textbooks being sent home for completion of homework and/or studying.**
- **CONSEQUENCES:**

First Violation – Parent/guardian will be contacted and required to take corrective action. The Parent will be asked to bring appropriate apparel/shoes to school.

Second Violation – Student will receive a one-day detention and/or in-school suspension. The parent/guardian will be asked to bring appropriate apparel/shoes to school.

Third or Subsequent Violation - Student will be upgraded to a B10: Persistent/Willful Disobedience and consequences will be issued accordingly.

Dress code continued...

Opt-out Provision - If a sincerely held religious belief, disability or medical condition, financial hardship, or other special extenuating circumstance prevents a child from following the dress code policy, the parent/guardian shall seek an exemption from the Office of Student Support Services. The school principal may also give students permission not to wear uniforms for curricular and extracurricular purposes.

Library Media Center

Students may visit the library media center at any time during the school day. The media specialist and the classroom teacher will work together to provide instruction in research skills and library skills. Parents without access to a computer are invited to use the computers in the Media Center.

The Library Hours are from 8:10 A.M. to 3:00 P.M.

Fundraisers

Do not send students unaccompanied door to door for fundraising purposes. We realize that fundraising is needed but please have an adult accompany the student(s).

PLEASE NOTE: Fundraisers are OPTIONAL. No student is required to participate in a school fundraiser.

Lost and Found

Articles are kept outside the Library on a table labeled "Lost & Found". Please check the table for missing items. Unclaimed items are donated to a charity/non-profit organization at the end of December and May.

Parties, Gifts and Birthdays (Students)

Individual birthday celebrations are not allowed. You may provide a healthy snack to share with classmates and must be coordinated through the classroom teacher prior to the day. Please do not bring cupcakes and similar items for birthday celebrations. The school will recognize birthdays during daily morning announcements. Two parties will be held each school year, Winter Holiday and Valentine's Day. Both of these parties will start at 1:30 P.M. and end at 2:45 P.M. to allow for clean-up and pack up.

Transfer and Withdrawal Procedures

When withdrawing a student from school, please notify the school office at least 24 hours in advance. This will enable teachers to complete all records prior to the student's last day in school. The school will provide parents with a "transfer form" and any necessary documents to register at the new school. This form can be hand carried to the new school so that proper placement can be made. The new school will then request the child's records from the former school (Wilson Elementary).

Academic Information

Field Trips

Educational field trips are planned to provide experiences with subjects studied in the classroom. Students are required to have written permission from a parent or guardian prior to going on field trips. This must be the MPS permission slip. All trips are chaperoned by school personnel who may be assisted by parent volunteers. A list of students and contact numbers for parent/guardian must be kept on the bus by the teacher. This list must be e-mailed/faxed to the Operations Department in advance of the field trip. The names of parents, guardians or any adult who is not an MPS employee must be forwarded to MPS Central Office in advance, along with a signed and dated background form. These forms may be obtained from the classroom teacher. *This should be done at least 3 weeks prior to the trip.* If a bus is used for transportation, a fee may be charged to cover the expense. Field trip money will not be refunded if less than \$5.00 or if advance payment is required from the establishment, regardless of the cost.

Gifted Program

Gifted students are those who perform at high levels in academic and/or creative fields when compared to others of their age, experience, or environment. These students require services not ordinarily provided by the regular school program. Students possessing these abilities can be found in all populations, across all economic strata, and in all areas of human endeavor.

A student may be referred for the gifted program by teachers, counselors, administrators, parents or guardians, peers, self, or other individuals with knowledge of the student's ability. Additionally, all second grade students at traditional schools will be observed as potential gifted referrals. The Gifted Program is held at Wilson Elementary School.

For each student referred, information is gathered in the following three areas:

1. **Aptitude** - Assessed through an individual or group test of intelligence or creativity.
2. **Characteristics** - A behavior rating scale designed to assess gifted behaviors is completed by a classroom teacher.
3. **Performance** - At least three indicators of performance at a gifted level such as achievement test scores, grades, products, work samples, and/or portfolios. The scores from the assessments/items used are entered on a matrix where points are assigned according to established criteria. The total number of points earned determines if the student qualifies for gifted services.

Guidance/School Counselors

Guidance counselors help students to better understand and accept their own individuality and aid them in relating to others both in the classroom and socially. Counselors also work with faculty members to plan appropriate guidance programs and with parents to support individual students at home.

Homework

The amount and frequency of homework assigned varies among grade levels and subjects taught. Procedures for homework have been established for the school that will help parents know what to expect. A copy of these procedures will be given to students at the beginning of the year. If you have any questions, at any time about homework, you may call the teacher through the school office. Homework may account for up to 5% of a subject's daily grade. Homework assignments and classroom announcements will be posted weekly on either the Wilson Web site and each teacher's web site and/or a classroom newsletter.

Make Up Work

A student will have the opportunity to make-up exams/tests or work which occurred during an excused absence or suspension. When a student returns to school after an excused absence/suspension, he/she has three school days or the number of days equal to the number of school days of consecutive absences; whichever is greater, following the student's return to class to make-up work. The teacher will provide the student any assignments missed during the absence. It is the responsibility of the student's parent, guardian, or legal custodian to make arrangements with each teacher and make sure make-up work is completed. Make-up work will be permitted only when written excuses from the parent, guardian, or legal custodian have been received in accordance with this policy. If a suspension is modified or reversed through the suspension appeal process, related absences will be noted as excused and the student will receive make-up work for those excused days. If a student who rides a bus is required to remain after school, the parent will be notified in advance. The parent must also make arrangements for the child's transportation from school. When a student is not allowed to attend school pending a due process hearing and/or suspension, that student will receive a standards-based work packet to complete which is due upon the student's return to school and/or alternative placement.

Report Cards and Conferences

Report cards are issued every 9 weeks. Open communication between parents and teachers is essential to students' school achievement. You should request a parent/teacher conference whenever you believe there is a need. Please call the school office to make arrangements for a time convenient to both you and the teacher so the daily instructional program will not be interrupted. Parents can also communicate with the teacher via email accessed through their teacher's web site. **We encourage parents to check PowerSchools weekly for an update on your child(ren)'s current academic performance.**

Release of Student Information

The school may receive requests for information on students enrolled or may wish to use student names in news releases. Information released on students may include the student's name, grade level, school to which assigned, years of attendance at the school, awards received, and participation in officially recognized activities and sports. Student or class photographs may also be taken to accompany a news release or news article or program. This information will not be released, unless a parent indicates on the Media Release form. Under certain situations student information may be released with or without parental consent (i.e., subpoena). At the official request of law enforcement officers, a student's address, telephone number and date of birth may be released. Also, release of information to emergency workers is permitted if necessary to protect the health or safety of students or other persons.

Speech, Hearing and Vision Testing

District personnel, according to AL Department of Education guidelines, conduct tests for speech, hearing, and vision. Parents or teachers may make request(s) for specific tests through the school nurse and/or classroom teacher.

Student Records

Information contained in a student's permanent record is treated confidentially, with access limited by federal guidelines and board policy. Parental review of a child's records is permitted.

Behavioral Consequences

Inappropriate Behaviors

The Montgomery Public Schools Student Conduct Manual will be used to determine the inappropriateness of student behavior. Behaviors that directly violate school and/or classroom rules are considered inappropriate.

Informal Teacher Interventions

Students will be given ample chances to correct inappropriate behaviors. There are school-wide procedures in place to accommodate rule violations. Informal teacher interventions include informal consequences, but are not limited to, the following:

- In cases where it is appropriate, verbal warnings should be issued to the student as the primary intervention.
- A written warning or reprimand of a student to a parent from the teacher, or if deemed necessary, from the principal or his/her designee.
- In-class behavior management interventions to include behavior management plans, positive reinforcement for good behavior as examples and parent shadowing of their child(ren) during the school day.

Informal Teacher Interventions cont...

- Lunch/snack detention may be imposed when provided at the school site. Students will be monitored by school staff at all times in a designated area. Lunch may not be withheld from any student given lunch detention.
- School privileges may be withheld by an administrator, teacher, or a designee from school events as well as other functions as determined by the school principal.

Suspension

Principals may find it necessary to suspend a student from school for violation of school rules and/or for various types of misconduct. When it becomes necessary to suspend a student, an oral and/or written notice of the charges against the student will be given, and students will be given an explanation of the evidence school authorities have and the opportunity to explain or discuss the charges and evidence. Generally, notice and hearing will precede the student's removal from school, but if the student's presence endangers persons or property or threatens disruption of the academic process, thus justifying immediate removal from school, the necessary notice will be sent to the parent within three (3) school days. The hearing will follow as soon as possible.

Meal Information

Breakfast Program

An excellent breakfast is served daily. One carton of milk is included with breakfast. Students may purchase extra milk. **No outside food or beverages (i.e. McDonald's, subway, etc.) may be brought to school for consumption. Carbonated beverages are not allowed. The Principal has the authority to prohibit outside food/drink, and any outside items that may be hazardous to others (i.e. aerosol sprays and perfumes). See pg 8 of the MPS Student Conduct Manual.**

Lunch Program

A healthy lunch is served daily. One carton of milk is included with lunch. Parents and grandparents are always welcome to eat with their children unless space becomes an issue. Visitors to lunch are to eat at the round tables in the lunchroom. **No outside food or beverages (i.e. McDonald's, Subway, etc.) may be brought to school for consumption. Carbonated beverages are not allowed.**

General Information

Money at School

MPS utilizes MySchoolBucks for all school purchases, except for PTA purchases. The MySchoolBucks information is listed on our school website.

Returned Checks

A \$15.00 service charge will be activated on all returned checks. Checks will not be accepted until the returned check has been taken care of through the Office.

Parental Involvement

Parents and grandparents are encouraged to become involved with the Wilson Elementary school program. Please contact the school PTA or teacher for more information.

Parent's Address/Telephone Number

The school office must have a telephone number at which parents can be reached during the school day, even if that number is unlisted. This is important when emergencies occur. If the number is unlisted, the office staff should be told that the number is to be used only by authorized persons and not given out. The school office must be notified when changing address and/or telephone numbers. *Important and emergency information from the district will be provided through School Messenger.*

Parent Notes Required

The school requires notes from parents explaining the following:

- absences
- requests to miss recess or physical education (Dr.'s excuse required if request goes beyond 3 days)
- permission for field trips - MPS Form
- permission to go home with another student (by car or by day care only)
- changes in usual method of transportation home
- authorization to administer prescription medicine - **MPS Form ONLY**
- allergic reactions (insects, milk, food)
- specific medical treatment or special health needs and/or if child must have water instead of milk in the lunchroom

Pictures

Individual pictures are made during the year. A convenient package is provided for the student to purchase. The school receives a percentage of all sales and the money is used to support school programs. The date is noted on the School Calendar in this handbook. The students may dress in normal clothing on these days, but it must be school appropriate-no spaghetti straps, tank tops, sagging or ripped pants and shoes must be PE appropriate.

Procedures for School Visitors

Due to COVID visitors must schedule an appointment through the office. No lunch visitors.

Parents: The following is the MPS' School Visitor Policy:

SCHOOL VISITORS (BOARD OF EDUCATION POLICY)

Parents/guardians and community members are encouraged to visit the school. To ensure the safety of students, staff and visitors, ALL PERSONS (PARENTS, COMMUNITY MEMBERS, VOLUNTEERS, BOARD EMPLOYEES, ETC.) VISITING THE SCHOOL ARE REQUIRED TO ENTER THROUGH THE DESIGNATED MAIN ENTRANCE TO SIGN IN AT THE SCHOOL OFFICE AND PRESENT PROPER IDENTIFICATION, INCLUDING AT LEAST ONE PHOTO ID.

A visitor's pass will then be issued by office personnel. All school visitors must comply at all times with Board of Education policies, administrative rules, and school regulations. Any person entering a Montgomery Public School building is subject to a routine hand-held search or walk through a metal detector. This is to include any school sponsored activity on or off school property, and non-school sponsored activities on school property.

Raptor System- All school visitors must be prepared to show a valid government issued picture ID- i.e., state issued driver's license. Visitors will not be allowed on school property without proper identification.

Sex Offender Status-Under the *Code of Alabama 15-20A-17 (2019)*

No adult sex offender, after having been convicted of a sex offense involving a minor, shall enter onto the property of a K-12 school while school is in session or attend any K-12 school activity unless the adult sex offender does ALL of the following:

1. Notifies the principal of the school, or his or her designee, before entering onto the property or attending the K-12 school activity.
2. Immediately reports to the principal of the school, or his or her designee, upon entering the property or arriving at the K-12 school activity.
3. Complies with any procedures established by the school to monitor the whereabouts of the sex offender for the duration of his or her presence on the school property or attendance at the K-12 school activity.

For the purposes of this subsection, a K-12 school activity is an activity sponsored by a school in which students in grades K-12 are the primary intended participants or for whom students in grades K-12 are the primary intended audience, included, but not limited to, school instructional time, after school care, after school tutoring, athletic events, field trips, school plays, or assemblies.

ANY PERSON WHO KNOWINGLY VIOLATES THE ABOVE SHALL BE GUILTY OF A CLASS C FELONY. *PLEASE NOTE THAT THE CODE STIPULATES THAT THE LOCAL SCHOOL BOARD SHALL ADOPT A POLICY TO EFFECTUATE THIS SECTION OF THE CODE*****

MPS Visitor Policy continued...

1. Parents/guardians are asked to plan a scheduled visit and arrive at the beginning of classes. The purpose of the visit is to observe. Therefore, parents/guardians should not interact with their child, other students, and/or attempt to have a conference with the teacher. The school may have a designated area in the classroom for visitors.
2. The principal and school administration will reserve the right to limit the number of visitors to a classroom. More than one visitor or a parent with other children could distract students and hinder the learning process. The principal must approve the visit and set the maximum time period for the visit.
3. Students on suspension from any school are not allowed on any MPS campus or to attend any MPS functions, and will be considered trespassing.
4. Students from other schools will be allowed on campus only with the permission of school administration.
5. Parent/guardian conferences with the teacher and/or principal must be scheduled in advance and concluded in a timely manner.
 - a. Mutual courtesy and respect should be shown during the conference. Visits may be prohibited at certain times such as: the first and last week of school, immediately before or after vacations and other breaks, and while standardized testing or other assessments are being conducted.
 - b. Conferences can only be held with a parent/guardian. Parents/guardians may invite the participation of an attorney or other advocate; Please note that an attorney representing the school system may attend as well. The principal must be notified in advance if they are requesting that additional persons attend. The principal will have the final decision whether or not additional persons may attend conferences. If special accommodations are needed for a conference, call the school to make arrangements prior to the visit.
6. Disruptive Visitors — Montgomery Public Schools expects mutual respect, civility and orderly conduct from all individuals on school property or at school sponsored activities, no matter his or her status or the purpose of his or her presence. Any person who becomes physically or verbally disruptive on school property may be subject to criminal prosecution as well as termination of visiting privileges. Disruptive conduct includes, but is not limited to, using a raised voice, using profanity, uttering verbal or written threats or employing threatening gestures or otherwise engaging in an action deemed inappropriate by the building administrator. In the event a person visiting school property is deemed to be disruptive, the person will be instructed to leave school property and law enforcement may be called for assistance, if necessary. The superintendent may issue a no-trespass notice against any person who is deemed to have created a disruption while on school property or at a school-sponsored event. The no-trespass notice shall be in force until such time as the superintendent deems appropriate to lift that order.
7. All visitors' cell phone calls should be completed prior to entering the building. All electronic devices should be turned off. Visitors should follow all school rules regarding telecommunication devices for students.

MPS Visitor Policy continued...

8. To maintain a safe and healthy school environment, MPS is requesting that all visitors adhere to a standard of dress that is appropriate and non-offensive. Clothing that has profanity, sexual content or any negative message displayed, reveals body parts, sleepwear, and/or underclothing will not be allowed. This guideline will apply on all MPS properties and at MPS sponsored events.

In order to protect the safety of all students, Parents/Guardians or Visitors should refrain from including other students in pictures that are taken at any school sponsored events (on or off - campus). Furthermore, Parents/Guardians or Visitors are prohibited from posting pictures of any other students on any non-MPS media platform.

Emergency Information

Emergency Drills

Fire and inclement weather drills are conducted monthly during the school year. Escape plans are taught and reviewed by teachers and students. A detailed emergency plan exists in each classroom and the school is prepared for a variety of emergency situations. In case of an actual emergency, students will not be released from school until parents have been contacted.

Inclement Weather/Delayed Openings

Remember to always check the radio or television to find out about school openings during inclement weather. Please do not drop off your child early on a delayed school opening. Staff members will not be required to report to work until 30 minutes prior to the delayed opening time. The decision to delay school because of weather conditions also includes the safety and well being of staff members so no one will be available to supervise students.

In case of advance warnings, parents will receive a call from MPS Messenger System notifying you of the current situation on the status of closings and delays. However, your information must be accurate in the school's database in order to receive the call.

NOTICE OF RECEIPT FORM

I, _____, an enrolled student in Wilson Elementary School and my parent/guardian hereby acknowledges by our signatures that we have received and read, or had read to us the Wilson Elementary Student Handbook.

We understand that these policies apply to all parents and students enrolled in Wilson Elementary School, and all activities and events sponsored or supervised by school officials.

Student Signature

Date

NOTE: If the student lives with both parents/guardians, both are to sign the statement. If the student only lives with one parent/guardian, only one signature is required.

Parent/Guardian Signature

Date

Parent/Guardian Signature

Date

**Wilson Elementary School
We are Rangers & Rangers Lead
School-wide Discipline Plan**

What is a School-wide Discipline Plan?

A School-wide Discipline plan is an organized, data-driven system of interventions, strategies and supports that positively impact school-wide and individualized behavior planning.

What are the benefits of a School-wide Discipline Plan?

A systematic approach to discipline enhances learning outcomes for all students. By reinforcing desired behavioral outcomes students will clearly understand expectations. Students are explicitly taught what the desired behavior should be. This attention to expectations leads to a more positive classroom experience, a stronger learning community and an increase in student learning.

Defining Discipline:

Discipline is a process that uses teaching, modeling and other appropriate strategies to maintain the behaviors necessary to provide a safe, orderly and productive learning environment by changing unacceptable behavior to acceptable behavior.



Our teachers and staff will provide all students with an enriching, challenging and nurturing learning atmosphere daily. Each teacher has a classroom management plan to address procedures and discipline in the classroom. This plan includes positive rewards. Please make sure you and your child understand these rules and procedures. If you have any questions, please do not hesitate to contact your child's teacher.

If your child's teacher contacts you about a discipline concern for your child, please be supportive and responsive to work with us, so that your child's behavior has a positive outcome.

Listen attentively

Every day make good choices.

Act responsibly

Demonstrate respect to yourself and others.

Beliefs Related to Discipline at Wilson Elementary School:

- The misbehavior of one student will not be allowed to interfere with the learning opportunities of other students.
- The misbehavior of a student will not excuse him/her from successfully completing learning objectives.
- Every discipline is an opportunity to teach expected behavior.
- Expected behavior must be communicated, taught and modeled throughout the school year.
- Parents have a responsibility to ensure that their children's behaviors do not take away from a safe, orderly and academically productive learning environment of others.

Wilson Classroom Teacher's Commitment

Teachers will:

- Enforce the School-wide Discipline Plan as agreed
- Model high behavioral expectations
- Communicate high behavioral expectations to students and parents
- Commit to follow through to the success of student behavior
- Take responsibility for classroom problems and behavior
- Foster a school climate characterized by a concern for students as individuals
- Take an interest in the personal goals, achievements and needs of their students
- Support the students in their academic and extracurricular activities

Wilson Staff Member's Commitment

Staff members will:

- Enforce the School-wide Discipline Plan as agreed
- Communicate high behavioral expectations to students
- Commit to follow through to the success of student behavior
- Take an interest in personal goals, achievements and needs of students
- Support the students in their academic and extracurricular activities.

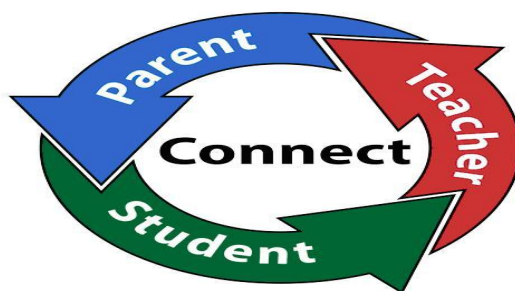
Wilson Administrator's Commitment

Administrator will:

- Support the teachers in this new system
- Model high behavioral expectations
- Maintain a school climate in which everyone wants to achieve self-discipline
- Foster a school climate where the administration is sincerely concerned for the staff and students as individuals
- Take an interest in personal goals of teachers, staff and students

Wilson Elementary School Community's Commitment

- **Be specific:** tell the student exactly what they did
- **Be timely:** don't wait to praise or correct
- **Be sincere:** insincere praise is usually worse than none at all
- **Be consistent:** with everything, everywhere
- **Communicate:** keep open lines of communication open between home and school



Securing Parent and Student Agreement and Active Support

The success of a school-wide system lies in the relationship built between parents, staff and students of the school community. This relationship begins with communication. Parents will be informed about current school issues, success and concerns through schoolwide and classroom newsletters, classroom teacher's updates, the school website, parent meetings and parent handbooks. The hope is by keeping parents well-informed the plan will be more successful.

On an individual basis student behavioral issues are addressed with parents through the parent/teacher emails, notes home, phone calls home and parent conferences. A signature is required for any written notification concerning behavior. The signature helps school staff know that the parent is aware of the concerns being raised and is the beginning of establishing an open line of communication. This communication helps to foster the success of the school-wide plan.

Wilson Elementary School's school-wide plan will be successful because it is based on a commitment to each child's success, to easy-to-follow school rules and to consistency. The

system allows for each teacher's style in the classroom and it allows for age appropriate communication and discipline without compromising school-wide policies, expectations and consistency.

Wilson Parent's Commitment

Parents will:

- Reinforce the School-wide Discipline Plan
- Communicate high behavioral expectations to their child
- Commit to follow through to the success of their child's behavior
- Take an interest in personal goals, achievements and needs of their child
- Support the students in their academic and extracurricular activities.

Wilson Student's Commitment

Students will:

- Follow the School-wide Discipline Plan
- Maintain high behavioral expectations
- Accept responsibility for your behavior
- Set personal goals and work hard to achieve them



Behavioral Expectations

The following chart explains Wilson Elementary School’s Behavioral Expectations. At the beginning of the year students will be explicitly taught these expectations. Our expectations will be reinforced throughout the year. Our goal is through these easy-to-follow expectations a positive learning atmosphere will be established throughout the school.

	Arrival/Dismissal
L isten attentively	<ul style="list-style-type: none"> ● Stop, listen and follow directions when an adult speaks to you ● Quiet hallways ● Walk quietly to your destination ● Walk on the right side of the hallways during arrival ● Be aware of your surroundings
E very day make good choices	<ul style="list-style-type: none"> ● Enter and exit quietly ● Walk when you enter and exit the building ● Pay attention and keep the line moving during dismissal
A ct responsibly	<ul style="list-style-type: none"> ● Be on time ● Be prepared/know how you are getting home ● Listen and follow the directions of the adults
D emonstrate respect to yourself and others	<ul style="list-style-type: none"> ● Keep hands and feet to yourself at all times ● Use indoor voices ● Walk appropriately to and from cars/buses

	Hallway
L isten attentively	<ul style="list-style-type: none"> ● Stop, listen and follow directions when an adult speaks to you ● Respond immediately to when spoken to by an adult ● Be aware of your surroundings ● Stay in line
E very day make good choices	<ul style="list-style-type: none"> ● Hands by your side ● Walk quietly ● Pay attention and keep the line moving
A ct responsibly	<ul style="list-style-type: none"> ● Proceed directly to destination ● Remain with your teacher at all times ● Report any problems or inappropriate behavior to an adult
D emonstrate respect to yourself and others	<ul style="list-style-type: none"> ● Keep hands and feet to yourself at all times ● Keep silent in the hall at all times
	Classroom
L isten attentively	<ul style="list-style-type: none"> ● Stop, listen and follow directions when an adult speaks to you ● Respond immediately to when spoken to by an adult
E very day make good choices	<ul style="list-style-type: none"> ● Raise hand and wait to be acknowledged before speaking ● Do your best ● Treat others the way you want to be treated ● Participate in class
A ct responsibly	<ul style="list-style-type: none"> ● Be on time ● Be prepared ● Complete assignments in school and at home ● Remain on task in the classroom
D emonstrate respect to yourself and others	<ul style="list-style-type: none"> ● Respond kindly and appropriately with peers ● Follow school and classroom rules ● Keep hands and feet to self ● Be patient and wait your turn ● Clean up after yourself

	Bathroom
L isten attentively	<ul style="list-style-type: none"> ● Stop, listen and follow directions when an adult speaks to you ● Respond immediately to “Peace and Quit” signal
E very day make good choices	<ul style="list-style-type: none"> ● Report any inappropriate behavior ● Use inside voices ● Use restroom time wisely ● Enter restroom quietly ● Exit restroom quietly
A ct responsibly	<ul style="list-style-type: none"> ● Clean up after yourself ● Flush toilet ● Wash your hands with soap and water ● Place paper in trash
D emonstrate respect to yourself and others	<ul style="list-style-type: none"> ● Give others privacy ● Wait patiently for your turn ● Keep your hands and feet to yourself at all times ● Be considerate of others in the restroom

	Playground
L isten attentively	<ul style="list-style-type: none"> ● Stop, listen and follow directions when an adult speaks to you ● STOP and walk to line when the bell rings
E very day make good choices	<ul style="list-style-type: none"> ● Play only in designated areas ● Be polite at all times ● Be honest
A ct responsibly	<ul style="list-style-type: none"> ● Use appropriate language ● Report any bullying or inappropriate behavior to an adult
D emonstrate respect to yourself and others	<ul style="list-style-type: none"> ● Keep hands and feet to yourself at all times ● Play kindly and appropriately with others

	Indoor Recess
L isten attentively	<ul style="list-style-type: none"> ● Stop, listen and follow directions when an adult speaks to you ● Clean up your play area when the bell rings
E very day make good choices	<ul style="list-style-type: none"> ● Choose your play area wisely ● Stay in your chosen play area ● Be polite at all times ● Be honest
A ct responsibly	<ul style="list-style-type: none"> ● Use indoor voices ● Use appropriate language ● Report any bullying or inappropriate behavior to an adult
D emonstrate respect to yourself and others	<ul style="list-style-type: none"> ● Keep hands and feet to yourself at all times ● Play kindly and appropriately with others

	Lunchroom
L isten attentively	<ul style="list-style-type: none"> ● Enter lunchroom quietly ● Stop, listen and follow directions when an adult speaks to you ● Choose entrée quickly and progress through line
E very day make good choices	<ul style="list-style-type: none"> ● Get utensils and condiments ● Remain at assigned table ● Refrain from playing with food and other items ● Use disinfectant to clean hands before getting lunch
A ct responsibly	<ul style="list-style-type: none"> ● Stay in single file when walking in the lunchroom ● No talking during the red cone ● Soft talk to your neighbor on the green cone ● Stop talking when preparing for dismissal from cafeteria ● Clean around your sitting area and on the floor
D emonstrate respect to yourself and others	<ul style="list-style-type: none"> ● Use good manners while eating ● Eat only your food; do not share your food ● Respect others and their space at the table

	Assemblies/Field Trips
L isten attentively	<ul style="list-style-type: none"> ● Stop, listen and follow directions when an adult speaks to you
E very day make good choices	<ul style="list-style-type: none"> ● Enter and exit quietly ● Remain with your teacher and class/group ● Do your best
A ct responsibly	<ul style="list-style-type: none"> ● Follow school and classroom rules ● Obey staff members on bus and at destination ● Represent your school in a positive manner ● Ask appropriate questions
D emonstrate respect to yourself and others	<ul style="list-style-type: none"> ● Respect all adults ● Be patient and wait your turn ● Respect materials and property

Detach this page, sign, & return to your child's homeroom teacher

The School-wide Discipline Plan has been written so that students and family members of Wilson Elementary know what behavior is expected. It is helpful when parents are aware of school rules so they can help support our school from home. Please sit down and talk about these rules with your child(ren).

Failure to return this notice of receipt will not relieve students or parents from the responsibility for knowledge of the Wilson Elementary School-wide Discipline Plan.

I have read the Wilson Elementary School-wide Discipline Plan and have discussed it with my family.

I understand my child is responsible for abiding by the Montgomery Public School Student Conduct Manual 2022-2023 as well as the Wilson Elementary School-wide Discipline Plan.

Parent/Guardian Signature

Date

Student Signature

Date