

# Woodrow Wilson School Parent/Student Handbook



**2011-2012**

**Mary Gottinger, Principal**  
**Diane Lutzen, Secretary**

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## Letter from the Principal

Dear Wilson Families:

Welcome to the 2011-2012 school year! On behalf of the faculty and staff at Wilson School, I would like to extend a warm welcome to all of you. The staff and I have been working hard all summer to prepare for this school year. We are excited to continue offering your child personalized learning opportunities!

As part of our preparation, we have researched effective teaching practices in successful classrooms, we have participated in several district curriculum projects, we have observed in other school districts, and we have had many collaborative discussions.

We are proud of our professional and supportive community of parents and staff, with students' needs as our central focus.

We will continue to personalize learning for all of our students as they develop core academic knowledge through critical thinking, collaborating, communicating, and problem solving. We are preparing students for success in today's global economy.

I look forward to meeting you at our W.O.W. Meet 'N Greet evening on August 30<sup>th</sup> from 5:30-6:30. And I also look forward to working with you to help your child succeed.

Sincerely,

*Mary Gottinger*

Mary Gottinger, Principal

## Snapshot of Woodrow Wilson

Woodrow Wilson Elementary School is home to about 460 outstanding students ranging in programs from 4K to fifth grade. Our school is a part of the state SAGE program which guarantees class size no more than eighteen students in grades K5 through three. This program gives our students a strong foundation for their intermediate grade education.

Wilson students are committed to being the best they can be. Positive opportunities are available for students making excellent decisions each day. Each month we will celebrate our school life honoring individuals and classes who have made positive contributions to our school during the month.

We have created a "Partnership in Learning" with our students, their families and the community. Families start the year in small group meetings with teachers focused on student achievement and expectations. Grade level teams host additional opportunities for family involvement throughout the year. We also hold other family events each year to promote new ways of connecting home and school. We feel that our children will be the most successful when families and staff work together and are committed to keeping communication open.

Our staff members work diligently creating academic goals for students, creating instructional strategies to ensure all students meet the goals and assessing student progress. As a Title I school, we are able to offer additional services to students in the area of literacy at grades K5 through two. Our transition teacher works with classroom teachers in grades three through five to offer additional support in reading, writing, or math. In addition, our after school program provides reading and math support for students.

The Wilson School community is proud of its accomplishments. We look forward to continued academic growth for our students.

## WOODROW WILSON ELEMENTARY SCHOOL MISSION STATEMENT

Woodrow Wilson exists to provide a strong academic base and a caring, educational environment. The school, in partnership with families and community, educates children in the knowledge and skills necessary for them to be informed and productive citizens.

### **An Invitation to Parents**

One of the factors helping to create quality schools is the active support and participation of parents. You are encouraged to be a vital part of your child's education through attendance at conferences, meetings, PTA membership and volunteer service.

During the year questions and concerns often arise regarding your child's progress in school. When this happens, please contact the teacher to resolve the situation. Each teacher has a voice mailbox which is checked daily. It is helpful if you include in your message a good time for the teacher to contact you along with a brief explanation of your concern. A complete list of these extensions is included. Our staff also has e-mail that can be used as a means of communication and they are encouraged to check this periodically throughout the day.

Teachers are happy to meet with parents to discuss issues. Please make an appointment to do so. Making an appointment in advance ensures you the teacher will be available to meet. We encourage our staff not to have conversations with parents while students are in class for instructional and confidentiality purposes.

Addressing concerns directly with your child's teacher allows all parties involved to have a clear understanding of the issue so that you can work toward a solution. If after working together a solution can not be found, feel free to contact Mrs. Gottinger to further help resolve the issue (604-4800).

### **Arrival Time to School**

Students should arrive to school no earlier than 8:15 a.m. There is limited supervision before school. School hours are from 8:30-3:30.

Cadets (4<sup>th</sup> and 5<sup>th</sup> grade students) are on duty from 8:15-8:30a.m. on the corners of 87<sup>th</sup> and 88<sup>th</sup> and Orchard. Please follow this time frame for school arrival so your child is safe at Wilson School. Crossing Guards (West Allis Police Department) are on duty from 8:00-8:30 on these corners:

92 <sup>nd</sup> and Orchard	92 <sup>nd</sup> and Greenfield
76 <sup>th</sup> and Greenfield	87 <sup>th</sup> and Lapham

Please advise your child(ren) to cross at the street corners. All students are expected to show respect to all cadets and crossing guards.

### **Attendance/Tardy Focus Program**

We are committed to supporting the academic success of your son/daughter and an important part of that is enforcing a tardy policy that encourages their timely arrival to school each day. The tardy bell rings at 8:30 a.m. for our morning session and 12:50 for our afternoon session. All students who arrive late to school are marked tardy.

EXCUSED TARDY is considered for these reasons:

Written medical/dental excuse

District buses are late

Severe weather related conditions deter travel

### **PHONE NUMBER TO REPORT ABSENCES** **BEFORE AND AFTER SCHOOL HOURS: 604-4800**

If a parent does not call in an absence **before 9:00 a.m.**, the Wilson Office will contact a student's parent/guardian to confirm the absence, that absence is considered unexcused until the parent writes a note to the school office explaining the absence.

Students or brothers /sisters cannot call in absences.

Failure to write the excuse note within 24 hours results in the absence being recorded as unexcused and the student is then marked as truant from school.

Five or more unexcused absences in a semester will lead to a referral to the school social worker for habitual truancy proceedings.

Wilson boasts a high attendance rate and low levels of truancy. Our thanks go out to those families who promote regular attendance as being the strongest predictor of school success and long term achievement. Thanks to the families and students at Wilson School who follow these simple guidelines we are rarely involved in truancy proceedings.

## **Attire**

Students are expected to come to school clean and neat. Personal appearance can have a positive affect on attitude and confidence. Examples of dress which are inconsistent with educational goals include halters, bare midriffs, lycra spandex or short shorts, t-shirts with obscene expressions, clothing that advertises alcohol or cigarette brands, headgear (including hats and hoods), pajama bottoms. It is helpful for parents to assist their children in choosing proper clothes to wear.

Due to changing Wisconsin weather conditions and strong winds, it is suggested that layered clothing be considered when weather is questionable. Students are expected to go out for recess when weather conditions allow and should be appropriately dressed. Hats, boots, and mittens or gloves are needed by all students during the winter months. We appreciate your help in making sure your child is dressed appropriately each day.

## **Bicycles/Skateboards**

If a student rides a bike to school, the bike must be parked in the rack on the north end of the playground. There is no bike or skateboard or scooter riding on the school grounds when students are present. Students should walk their bikes to the rack in the morning and off the school grounds at the end of the day. Bicycles should be locked to the bike rack to avoid any potential for theft.

## **Cell Phones**

Per district school board policy, students are allowed to bring cell phones to school if needed. Phones are to remain off at all times in school and on school grounds. Students must turn their phones in to their classroom teacher or office each morning as we do not have secure locker storage. **We are not responsible for lost or stolen electronic devices.**

## **Discipline**

Wilson School staff members support an atmosphere throughout the school in which children feel safe, secure, happy, and, in addition, are provided with the maximum opportunity to learn.

<b>Be Responsible, Be Respectful, Be Safe By Choosing Your Attitude, Being There, Playing, Making Their Day</b>	
Setting School Wide Expectations →	<b>Everywhere</b>
<b>Be Responsible</b>	<b>Keep Area Clean</b>
<b>Be Respectful</b>	<b>Positive Interactions-Active Listening and Communication</b>
<b>Be Safe</b>	<b>Body Basics</b>

### **Dismissal from School**

Parents can meet your child either at the playground or on the sidewalk in front of school if you are picking them up at dismissal time (3:30p.m.) Please do not wait inside the building to avoid congestion in the lobby or hallways.

*In the interest of safety, please do not drive into the staff parking lot area or playground.*

Thanks for your understanding in this matter.

### **Early Dismissal**

If your child must leave school early or during the school day, a written note to the teacher is mandatory. It is REQUIRED that the child be met in the office by an adult at the specified release time. CHILDREN ARE NEVER ALLOWED TO WALK HOME BY THEMSELVES DURING REGULAR SCHOOL HOURS. This is a district policy and is for your child's safety.

Please try to arrange dental and doctor appointments before or after the school day and arrange family vacations during scheduled school off days.

### **Dropping Students off at School**

Parents who drive their children to school are reminded to drop them off at the crosswalk or on the sidewalk. Please do not use the staff parking lot or playground as it may pose a safety risk. Thank you!

### **Field Trips**

Field trips are an important part of learning for children. They help children apply what they've been taught in the classroom and learn more about the community in which we live.

Each student will be **required to have written permission** to attend field trips. Parents are notified when field trips are scheduled. Students without the "official" completed permission slip will not be able to attend the field trip experience. If permission slip is lost, a new one may be secured from the office.

It is especially important to dress children appropriately for field trips. A child who is warm and comfortable will benefit most from out-of-school learning.

Field trips are designed to extend classroom learning. We expect the same behavior out of school as we do in school. Students who become discipline problems may remain at school for future trips.

The District will conduct background checks on all adults who volunteer to supervise students on field trips. Younger siblings are not allowed on field trips.

## **Health Room Procedures**

If a student becomes ill or is injured at school and is sent to the Health Room, parents will be informed via a call or note home. If the situation is serious or questionable parents will be contacted personally whenever possible. In these situations if the school is not successful contacting a parent/guardian, the emergency contacts which have been provided by the parent will be used to find someone to pick up the child. Local emergency contacts are suggested to minimize the time the child must wait for someone to pick him/her up. When picking up a sick child from the school, please go to the Health Room or office where the child will be released upon your signature.

Your assistance in providing complete information on the emergency form and keeping it updated will be appreciated.

## **Homework**

Homework is designed to be a constructive tool in the teaching-learning process.

Homework can be an aid in learning.

Parents are encouraged to:

1. Show positive interest in homework and your child's school work.
2. Provide a suitable place and quiet time for homework to be completed.
3. Act as an encourager and consultant when your child needs assistance. Avoid doing the homework for your child.

Homework falls into three general categories:

1. Completion of unfinished class assignments.
2. Practice, test preparation, recreational or assigned reading, or special projects.
3. Make-up work for an absence.

When your child is absent and you would like assignments sent home with a classmate or neighbor, please make this request when calling in the attendance hotline before 8:30 a.m. This allows time for the work to be gathered so it can be sent home.

## **Hot Lunch/Breakfast**

Sodexo Food Service has been working to make sure the payment system for lunches is accurate and up-to-date. They now offer an online payment option that can be accessed through the the PaySchools link on the District website @ [wawm.k12.wi.us](http://wawm.k12.wi.us)

Remember if you are paying by check for a week or month at a time, it helps reduce paperwork and gives you a written record of how much you have paid for lunches. It also works better if you pay for each child in your family separately to avoid mistakes.

A program of free or reduced price lunches is offered to those families who qualify under federal guidelines. Applications are available in the school office. If you have general questions regarding the food service, please call Sodexo at 414-604-3046.

Students who arrive at school without a lunch are given a hot lunch that day and a note goes home from the food service requesting payment. Please check that your child has their lunch money in an envelope with their name and classroom number on it.

*Reminder...* no bottles or cans of soda are allowed in the lunchroom for health and safety reasons. Juice boxes and thermoses work best for drinks for children. Thank you in advance for your support.

**Immunization Update**

According to law, all students in Wisconsin schools must submit evidence of complete immunizations or a signed waiver claiming health, religious, or a personal conviction exemption. Please be sure your child is properly immunized. Please ask the school secretary or call the West Allis Health Dept. to find out about the immunizations required for your age child. Please make sure your student is in compliance--families who are not in compliance could be fined and/or excluded from school. Free immunization clinics for West Allis residents are available at the West Allis Health Department. If interested, call 302-8600 for more information.

**Lost and Found**

Each year we have boxes of unclaimed articles because of inadequate marking. All lunchboxes, coats, hats, boots, etc., should be plainly marked. If your child loses an item, encourage him/her to check our lost and found. Parents are welcome to check lost and found for missing articles. Periodically unclaimed articles are given to worthy organizations.

**Lunchroom Procedures**

<b>Be Responsible, Be Respectful, Be Safe By Choosing Your Attitude, Being There, Playing, Making Their Day</b>	
Setting School Wide Expectations →	<b>Lunch Room</b>
<b>Be Responsible</b>	<b>Come Prepared and Leave Prepared</b>
<b>Be Respectful</b>	<b>Quiet Talking 10 Minutes Eating Clap / Timeout Signal</b>
<b>Be Safe</b>	<b>Raise Hand For Permission To Get Up</b>

## Medication at School

At times during the school year, it may be necessary for children to take various medications. These can be prescription or non-prescription medications. Parents are reminded that the School District has specific policies regarding school personnel administering medications during the school day. They are as follows:

1. For all **PRESCRIPTION** medications, a permission form signed by BOTH the parent and the child's doctor must be placed on file in the school office. Copies of the permission forms are in the school office. **Without this permission form, it will be necessary for the parent to come to school and administer the medication.**
2. For all **NON-PRESCRIPTION** medications, the same permission form must be signed by the parent and placed on file in the school office.

**In both cases, this form should include all necessary information for properly administering the medication, including dosage, duration, and time of administration.**

**There is also an asthma form that must be filled out for any student suffering from asthma.**

## Playground Procedures

The Wilson Staff strives to be firm, fair, and consistent on the playground and in the lunchroom. Safety is our number one goal! Enjoy recess and lunch by practicing kindness and safety at all times! Go outside and enjoy the time you have by playing organized games and playing nicely with all children. We will have firm, fair and consistent rules for the playground at recess and lunch.

<b>Be Responsible, Be Respectful, Be Safe By Choosing Your Attitude, Being There, Playing, Making Their Day</b>	
Setting School Wide Expectations →	<b>Playground</b>
<b>Be Responsible</b>	<b>Come Prepared For Play and For the Weather</b>
<b>Be Respectful</b>	<b>Follow Supervisor Directions Appropriate School Play</b>
<b>Be Safe</b>	<b>Use Equipment Appropriately and Put Away When Done Using</b>

Lunchroom Supervisors will be on duty in the lunchroom and on the playground. They will supervise an assigned section of the playground when outside to insure that every child is playing safely. When in the lunchroom, they will supervise the students to insure the lunchroom is safe and orderly.

## **Report Cards and Progress Reports**

Report cards are sent home four times per year (approximately every 9 weeks). Five-year-old Kindergarten reports begin during the second quarter. Four-year-old Kindergarten parents will schedule an observation in lieu of reports until the end of the year.

Progress Reports are sent about halfway through each quarter. Both reports will communicate your child's progress in academics and work habits/personal-social skills.

## **School Fees**

School fees are an important revenue source and cover only a small portion of book rental, workbooks, and other materials. School fees must be paid by the end of the first week of school. There are district procedures established for a waiver of fees to families that qualify. This application is available in the school office and should be completed by the end of the first week.

## **School Closing**

As residents of Wisconsin we all recognize the need to make special preparations for the safety and welfare of students in the event severe weather conditions develop. School personnel will attempt to take every precaution in planning for the well-being of your child(ren).

In planning for unusual weather conditions your assistance will be appreciated. When it appears that severe weather conditions are developing, please:

1. Listen to area radio and TV stations for early announcements regarding the possible closing of schools. The announcements will be made periodically starting at about 6:00 a.m. over the following local radio/TV stations:

<b>WTMJ (AM 620)</b>	<b>WMYX (FM 99.1)</b>	<b>WTMJ (TV 4)</b>
<b>WOKY (AM 920)</b>	<b>WLZR (FM 102.9)</b>	<b>WITI (TV 6)</b>
<b>WEMP (AM 1250)</b>	<b>WMIL (FM 106.1)</b>	<b>WISN (TV 12)</b>
<b>WKTI (FM 94.5)</b>	<b>WKLH (FM 96.5)</b>	

2. Make arrangements as to where your children should report if you will not be home in the event that classes are dismissed early. A decision to dismiss early will only be made on those rare occasions when dismissing at the regular time will result in our inability to get large groups of students home safely. In such instances, radio/TV stations will be asked to make early announcements of the time of dismissal.

On those few winter days when a decision is made to conduct classes as usual, but as a parent or guardian you believe it is in the best interest and safety of your child to remain at home, we encourage you to make that personal decision. You know your child and your situation better than we do and should act accordingly.

The intent of the district is to offer a regular program of classes on every school day. On those few days when this is not possible, you're planning, cooperation, and patience will be greatly appreciated.

### **School Spirit Days—Wilson Wildcats**

Students and staff should wear Wilson Spirit T-Shirts/Sweat Shirts or clothing which consist of our school colors (blue and gold) on Fridays (School Spirit Day). Our school mascot is the Wildcat. Periodically our Wilson PTA conducts a Spirit Wear sale for those who wish to purchase clothing items.

### **Toys-Parent Alert-What Students Should Not Bring To School**

Each year there are new playthings that are popular with elementary age kids, but tend to disrupt the learning process if they come to school. Please do not have your child bring the latest craze to school.

We also ask that children not bring electronic games or personal music players to school. These items are also distracting to children's learning and are not allowed at school at any time without written permission from a staff member. **We are also not responsible for lost or stolen items as we do not have proper storage for these items.**

### **We request that students do not bring their own playground equipment/toys to school.**

We will provide the necessary equipment/toys for morning recess and lunch recess. The field house will provide equipment after school.

With your help and supervision, all these treasured playthings will stay at home safe and sound. Thank you very much for helping our school remain safe and orderly.

### **Visitors**

It is required that all parents, visitors and employees of the school district enter our building through the main doors on 88<sup>th</sup> and Orchard and report to the office on the second floor. All doors will be locked and the only way into the school will be this entrance.

As you approach these doors, you will need to press the call button located on the wall to your left. Office personnel will answer this call and ask you to explain the purpose of your visit. After office personnel deem a visitor to be valid, the locked door will then be opened in order for the visitor to enter the building and report directly to the office. Visitors will then receive a "Visitor's Badge" and be allowed to conduct their business.

Parents picking up children after school should meet them outside to limit additional hallway traffic at dismissal.

PLEASE.... For the safety of all students and to limit interruptions to our classrooms, we will not allow visitors to go directly to the classroom without prior approval from office personnel, teaching staff, or the principal.

### **Walkers**

Parents are encouraged to instruct their children in proper walking procedures. Cadets and Crossing Guards are on duty to assist students across the streets near Wilson. Children shall listen to the cadets and crossing guards and follow their directions/lead closely. Students should arrive at school no earlier than 8:15 a.m.

## **Board Of Education Meetings**

All Board of Education meetings are held at the School Administration Building, 1205 S. 70<sup>th</sup> St., West Allis.

### **Board Of Education**

**Daniel Bailey  
Patricia Kerhin  
Susan Stalewski**

**Kristi Bonaparte  
Gail Radonski  
Sue Sujecki**

**Annette Frymark  
George Sotiros  
Darlene Ziemendorf**

#### **Mission Statement**

The mission of the School District of West Allis-West Milwaukee, et al, in partnership with family and community, is to provide challenging curriculum and engaging instruction so that every student may attain academic success.

#### **Vision Statement**

The School District of West Allis-West Milwaukee, et al, provides a learning environment where all students will achieve academic excellence in schools in which teachers are involved in continuous professional development so that they can provide exciting, relevant instruction in a school setting that fosters respect, integrity and character.

#### **Beliefs**

1. Student achievement is the primary responsibility of the district.
2. Instruction must be delivered to reflect that learning occurs in different ways and at different rates.
3. Learning is the shared responsibility of students, staff, family and community.
4. A positive, supportive environment contributes to an individual's success.
5. Respect for diversity is essential.
6. Every student is entitled to a safe and secure learning environment.
7. Each student is entitled to an equitable education that maximizes his/her potential.
8. On-going professional development and staff collaboration are vital to student success.