



Richard B. Wilson K-8

## ELEMENTARY SCHOOL STUDENT HANDBOOK

2022-2023



### ADMINISTRATION

Principal	Christine Sullivan	csulliva@amphi.com	520.696.5804
Assistant Principal	Darin Mapes	dmapes@amphi.com	520.696.5802
Assistant Principal	Susan Shoopman	sshoopman@amphi.com	520.696.5808

#### Visitors

Visiting parents, guardians, and patrons are always welcome on campus. Students are to treat all visitors with respect and courtesy. Amphitheater School Board policy requires **ALL** parents and visitors to sign in at the front office and wear a visitor's badge. School age visitors are not allowed on campus during the school day.

### SCHOOL OFFICE HOURS

Office hours are 7:00 a.m. to 4:00 p.m. during the school year.

### ELEMENTARY SCHOOL HOURS

Monday, Tuesday, Thursday & Friday 7:30 a.m.-2:00 p.m.

Wednesday- Early Dismissal 7:30 a.m.-12:00 p.m.

Students **SHOULD NOT** arrive earlier than 7:10 a.m. or remain on campus later than 2:25 p.m., unless they are participating in a supervised activity.

### CALENDARS AND SCHEDULES

#### SCHOOL CALENDAR

School Begins	August 4th
Labor Day	September 5th
Fall Intersession	October 10th-14th
Veterans Day	November 11th
Thanksgiving	November 24th-25th
Winter Break	December 19th-Jan. 2nd
Martin Luther King	January 16th
Rodeo Vacation	February 23rd-24th
Spring Intersession	March 13th-17th
Last Day of School	May 18th

#### Grading Periods

1 <sup>st</sup>	August 4th- October 7th
2 <sup>nd</sup>	October 17th- December 16th
3 <sup>rd</sup>	January 3rd- March 10th
4 <sup>th</sup>	March 20th- May 18th

### PARENT INVOLVEMENT

Parent/guardian involvement is a critical component for student success. Parents/guardians are encouraged to take an active part in their child's education. We have some specific ways you can help your child achieve success.

**Attendance:** You can make sure that your child arrives at school every day on time. Students cannot learn if they are not here. Students must arrive in their classroom by 7:30 a.m.

**Discipline:** You can actively support and enforce our school rules. The rules are clearly specified in this handbook and the Amphitheater Student Code of Conduct, which is given to every student and family.

**Homework:** You can provide your child with a place to do his/her homework each night. You can help them organize their assignments and provide encouragement along the way. Individual classroom teachers will be glad to answer

questions relating to his/her specific homework expectations. If a child has no homework, it is suggested they read nightly for 20 minutes.

**Volunteer:** You are encouraged to actively participate in any of the following parent activities:

**PTO:** Our PTO will be meeting four times throughout the year. These meetings will be held after school in the North Corral starting at 6:30 p.m. They have a number of great activities planned for our students for which they can use your help.

**Site Council:** Your site council meets regularly. Watch for dates and times. These meetings will be held in the North Corral. The Council helps the principal and staff to shape procedures and approve changes. You are encouraged to share any concerns you might wish to be addressed with the school administration.

**Coffee with the Principal:** One Friday morning each quarter, parents are invited to the North Corral to have coffee with the administration. This is an opportunity to discuss question, concerns, or ideas that you have regarding the school.

#### **Missed Work**

It is the student's responsibility to check with each teacher, including specialists, for work that was missed during an excused absence.

#### **Alternate Transportation**

If a student is not going home on his/her regular bus or is getting off at a different bus stop, the bus driver must have a note from the parent. Students must bring the note to the office prior to getting on the bus for an approval stamp.

#### **Dismissal Procedures**

We are committed to your child's safety. Students will be supervised as they board buses and while they wait in the pick-up line.

#### **REMEMBER**

All students are required to bring a note from home and bring it to the office when they:

- Leave the campus with anyone other than a parent or guardian.
- Ride a different bus; this note needs to be signed by the office and presented to the bus driver in order to board.
- Get off at a bus stop different from their usual stop.

#### **Leaving School Campus Early**

Please try to make appointments outside of the school day. If a student must leave the campus for any reason, the student must report to the Attendance Office in the office. The necessary procedures are as follows:

- The parent/guardian must sign out and pick up the student in the front office.
- **Pick up within 15 minutes of the end of the school day is not possible due to classroom disruption and office congestion.**
- **If possible, please avoid picking up your child during their lunchtime. Monitors are actively supervising children.**
- Students must be signed out by the parent and also must be signed in if they return during the school day.

We cannot allow your child to go home with anyone not designated on the registration card. A note from the parent must be submitted to the office that day if any changes are to be made.

## **Parking Lot Procedures**

As you know, there is nothing more important than student safety on a school campus. We ask for your help in making our parking lot a safer place. Please take a few minutes to read these important reminders:

- **Pull your vehicle all the way forward to enable the maximum amount of cars to load at the curb.**
- When entering the parking lot, reduce your speed. Always watch for children and be cautious.
- Students should never be picked up or dropped off in the parking lot.
- Parents should remain in vehicles and drive slowly through the curbside loop.
- The south bus loop is for Elementary and Middle School buses only. At no time should cars be parked in the bus loop.
- At no time should vehicles be parked in non-designated parking spots. Please do not create curbside parking spots.
- At no time should cars be parked in the drop-off or pick-up lane. These lanes are meant for continuous movement of cars. **DO NOT LEAVE YOUR CAR.**
- Students should only enter and exit vehicles on the curbside when vehicles are in the drop-off/pick-up lane. Walking around a vehicle is dangerous, as it puts students in the traffic flow of passing vehicles.
- Please stay off your cell phone while driving through the drive line. This is a serious safety risk for students and staff.

If you have other family members assisting you in transporting your students, please take a few minutes to share these guidelines with them. We see a number of high school-aged students dropping off younger siblings, so this would be an important group of drivers that needs this information.

## **ACADEMICS**

Report Cards are sent home at the end of each quarter. Throughout the school year grades can be checked online through Parent/Student Portal:

- Go to <https://www.amphi.com/Domain/357>
- Click on the Parent/Student Portal link.
- Passwords can be obtained from the Registrar by emailing [tebeler@amphi.com](mailto:tebeler@amphi.com)

## **HONOR ROLL**

Students will be recognized by Principal's Honor Roll (4.0) and Wrangler Honor Roll (3.5-3.9)

## **SCHOOL POLICIES**

Any Wilson K-8 staff member, from teacher or administrator to secretary or cafeteria worker has the authority and the responsibility to correct the behavior of any student.

## **STUDENT RESPONSIBILITIES AND EXPECTATIONS**

In addition to the district requirement that students follow the Amphitheater Public Schools Student Code of Conduct, Wilson K-8 promotes a positive school experience by encouraging proper behavior through the teaching of expectations.

## **CELL PHONE POLICY**

If cell phones are brought to school, they are to be **turned off and in the student's backpack** during the academic day. Cell phones used without teacher permission will be taken if they are seen, used or ring at any time during the day. Confiscated phones must be picked up by a parent or guardian. Wilson K-8 is not responsible for loss or theft of cell phones that are brought to school.

## **TECHNOLOGY LOGINS AND FILTERS**

Students will log into the school network using their own credentials. The Children's Internet Protection Act is a federal law which requires the district to "block" inappropriate searches/sites from students when logged into the school network. Inappropriate searches or websites are reported by the filtering system to the administration. Students may receive discipline for blocked searches.

## **COMPUTER USAGE**

- A District filter is provided on each school Chromebook. Computer usage is for educational purposes only.
- Do not harm, modify or destroy hardware or software.
- Information stored on student accounts is not considered private.
- Violations may result in loss of use of school computers.
- Keep your username and password private. Be sure to logout of each device if you walk when you are done.

## **POSITIVE BEHAVIORAL INTERVENTION AND SUPPORT**

The staff and students of Wilson K-8 will practice Respect and Responsibility at all times. Developing responsible behavior is the primary concern of Wilson K-8. This approach focuses on positive planning in order to develop social emotional competencies. The strategy of having students develop verbal and written behavior plans puts the responsibility and accountability for their behavior in their hands. Our expectations are that everyone will demonstrate respectful and responsible behavior while on the Wilson K-8 campus.

The entire staff endorses PBIS (Positive Behavioral Intervention Support). PBIS focuses on learning how to behave using a positive support system. Our student handbook exemplifies PBIS:

**Be Responsible; Be Respectful; Be a Problem Solver and always Be Kind.**

### **Responsible students demonstrate the following behaviors...**

- follow school rules or codes of conduct.
- accept the results of their actions.
- solve problems themselves in addition to asking for help from others.
- meet deadlines and due dates (even when absent).
- help others in class when asked.
- encourage cooperation and model good learning habits.
- work independently.
- learn from their mistakes as well as those of others.
- independently set goals and monitor progress.
- are polite, nice, and respectful to adults and peers.

## **KINDNESS WALL**

The Wilson Kindness Wall is located in the lower foyer. Near the mural, there is a small box in which Wranglers can recognize students and staff for random acts of kindness.

### **Kind students demonstrate the following behaviors...**

- Help a friend through a difficult time
- Be a good listener
- Sharing supplies
- Helping another student who is struggling in class
- Helping a teacher
- Compliment a friend
- Be an up-stander
- Sit next to someone who is alone at lunch

**Wilson K-8 – Wrangler Code**

	<b>Be Respectful</b>	<b>Be Responsible</b>	<b>Be Safe</b>	<b>Be a Problem Solver</b>
<b>Hallway Stairs</b>	<ul style="list-style-type: none"><li>• Use quiet voices</li><li>• Be mindful of students working</li><li>• Follow adult directions</li></ul>	<ul style="list-style-type: none"><li>• Arrive promptly at your destination</li><li>• Clean up after yourself and others</li><li>• Walk directly to class</li></ul>	<ul style="list-style-type: none"><li>• Walk in hallway and stairs</li></ul>	<ul style="list-style-type: none"><li>• Pick up your litter</li><li>• Use most efficient route to your destination</li></ul>
<b>Classroom</b>	<ul style="list-style-type: none"><li>• Believe in yourself and others</li><li>• Follow directions from the teacher</li><li>• Use positive manners</li><li>• Be inclusive not exclusive</li></ul>	<ul style="list-style-type: none"><li>• Put forth your best effort</li><li>• Follow all code of conduct and handbook regulations</li><li>• Pick up after yourself or classmates</li></ul>	<ul style="list-style-type: none"><li>• Keep hands and feet to yourself</li><li>• Help classmates in drill situations</li><li>• Follow drill instructions</li><li>• Walk at all times</li></ul>	<ul style="list-style-type: none"><li>• Try more than one way to solve a problem</li><li>• Ask a friend for help</li><li>• Help mediate or diffuse a situation</li><li>• Persistence</li><li>• Diligence</li></ul>
<b>Playground Fields Courts</b>	<ul style="list-style-type: none"><li>• Use good sportsmanship</li><li>• Include others who want to participate on the fields</li><li>• Use appropriate language</li></ul>	<ul style="list-style-type: none"><li>• Clean up after yourself and others</li><li>• Use positive manners</li></ul>	<ul style="list-style-type: none"><li>• Report issues of physical or emotional safety</li><li>• Follow game and safety rules</li><li>• Walk in the courtyard</li></ul>	<ul style="list-style-type: none"><li>• Encourage others to be friendly, helpful and polite</li><li>• Help mediate or diffuse a situation</li></ul>
<b>Cafeteria</b>	<ul style="list-style-type: none"><li>• Include others at your lunch table</li><li>• Wait in line for your turn (Don't cut in front)</li></ul>	<ul style="list-style-type: none"><li>• Use Positive Manners</li><li>• No food outside</li><li>• Clean up after yourself and others without being asked</li></ul>	<ul style="list-style-type: none"><li>• Stay seated until completely finished</li><li>• Use an appropriate voice level</li><li>• Walk at all times</li></ul>	<ul style="list-style-type: none"><li>• Pick up trash – even if it is not yours</li><li>• Help mediate or diffuse a situation</li></ul>
<b>Technology</b>	<ul style="list-style-type: none"><li>• Be careful and gentle with devices</li><li>• Return devices neatly and to the correct places when done</li></ul>	<ul style="list-style-type: none"><li>• Keep login private</li><li>• Keeps food and drinks out of lab</li><li>• Use personal devices (phones/earbuds) during approved times</li></ul>	<ul style="list-style-type: none"><li>• Log off</li><li>• Don't share personal information</li><li>• Use appropriate websites</li></ul>	<ul style="list-style-type: none"><li>• Help others</li><li>• Stay on task</li></ul>
<b>Bathroom</b>	<ul style="list-style-type: none"><li>• Respect others privacy</li><li>• Keep the bathroom clean</li></ul>	<ul style="list-style-type: none"><li>• Always have a pass</li><li>• Flush the toilet</li><li>• Wash your hands</li><li>• Throw away paper towels</li><li>• Socialize outside bathroom</li><li>• Return promptly to class</li></ul>	<ul style="list-style-type: none"><li>• Use equipment appropriately</li><li>• Walk at all times</li><li>• Play or horse around on playground or fields</li><li>• Report problems</li></ul>	<ul style="list-style-type: none"><li>• Seek nurse's help when necessary</li></ul>
<b>Bus and Parent Pick Up Areas</b>	<ul style="list-style-type: none"><li>• Walk at all times</li><li>• Keep hands, feet, and objects to yourself</li></ul>	<ul style="list-style-type: none"><li>• Have belongings ready and with you</li><li>• Stay in your designated pick up area</li><li>No food or drinks</li></ul>	<ul style="list-style-type: none"><li>• Be considerate of the bus driver, the bus, and others</li><li>• Follow all adult directions</li><li>• Do not climb or jump around while waiting</li></ul>	<ul style="list-style-type: none"><li>• Make good choices about who to sit by on the bus</li></ul>

## **PROHIBITED ITEMS**

Items that are deemed disruptive to the learning environment should not be brought to school. They include, but are not limited to the following:

- Portable electronics (iPads, cameras etc.)
- Baseballs/Softballs, Golf Balls, Rubber Balls etc.
- Card Collections (Pokemon cards)
- Toys, Water Balloons
- Gum or Candy
- Laser light items
- Balloons, flowers

## **SCHOOL DRESS**

- No halter or crop tops
- Shorts appropriate in length. The minimum length is 3 inches of "leg" on the shorts, measured from the in-seam
- No Skirts that are less than mid-thigh length when seated
- Shorts or skirt must be worn over Leggings
- Please refer to the Code of Conduct for more details.

## **PLEASE DO NOT:**

- Show public displays of affection
- Sell or trade personal items
- Wear hats in the buildings
- Use of elevators without permission
- Jump or throw things from the stairs
- Slide on handrails of stairs

## **LOST & FOUND**

Items found or left at school will be sent to the lost and found in the cafeteria. Articles not claimed are donated regularly to the Amphi Foundation Clothing Bank.

## **TRANSPORTATION**

### **BICYCLES**

Students may ride bicycles to and from school. Bike racks are provided in the front of the campus to **lock** and store bicycles:

- Bicycle helmets are required. **It's the law.**
- All bikes are to be locked inside the bike rack
- Bikes shall not be left overnight
- Always walk bikes when crossing streets
- Never ride double on a bike.

### **BUS REGULATIONS**

The following regulations apply to all school buses operated by Amphitheater Public Schools:

- The bus driver is in complete charge of his/her vehicle.
- Pupils must have **written permission** to ride a bus other than their usual bus.
- Wear safety belts, when provided.
- Treat the driver and other riders with respect at all times.
- Do not extend hands, arms, feet, head, or any objects through the bus windows.
- Remain seated, facing the front of the bus, while the bus is in motion.
- Food, drink, or glass items shall not be transported in a bus.
- Musical instruments or other personal possessions may not occupy needed seating space.
- Pupils who refuse to obey the directions of a bus driver may have their bus privileges taken away.
- Do not throw, shoot, or project any type of object.
- Middle School students may not ride an elementary bus.

### **Bus Stop Behavior**

- At bus stops, students are bound by the same code of conduct that applies at school.
- Students are to respect other people's property while waiting at bus stops.

### **Bus Consequences**

If passenger rules are not followed, the driver has the authority to administer consequences based on the severity of the disruption. Consequences include but are not limited to: verbal warning or seating assignment. Flagrant safety violations could result in suspension of riding privileges or other student discipline.

## **SCHOOL SAFETY**

### **FIRE DRILL PROCEDURES**

- Follow the teacher's directions
- Move quickly, quietly, and safely to assigned areas and listen for further instructions.
- Elevators are not to be used.

### **LOCK DOWN PROCEDURES**

- Students will receive directions from school staff.
- Students in class will remain in the classroom and instruction will continue
- Students outside will be directed to a designated area.

### **ACTIVE-THREAT PROCEDURES**

- Staff and students will be given as much information and guidance as possible.
- Students will be trained to **Stop, Look, Listen and Think** as well as **Run, Hide, or Fight**.

### **PLAYGROUND RULES**

- All playground equipment must be used in a safe and appropriate manner.
- Students are expected to treat each other and all adult playground monitors in a courteous manner.
- No walking, running or climbing up the slides. Go down one at a time sitting with feet in front.
- Clothing, backpacks, lunch boxes, etc. are not to be kicked, twirled around, or thrown at another person.
- Only one person is allowed on a swing at a time and he/she must be properly seated. Pushing and jumping off and twisting on swings is not permitted. Do not run or play in the designated swing area
- Tag or chasing games are not allowed on playground equipment, picnic tables, etc. Jumping off high or moving equipment, picnic tables, etc., is also prohibited.
- Pull-up/parallel bars: Two hands must always be on the bars. Turning, standing, or other dangerous movements are not permitted
- Please check with a playground monitor before leaving the playground to use the restroom.
- If a ball goes over a fence, one student may retrieve the ball after checking with the playground monitor. Balls are not to be thrown or kicked against classroom walls.
- Playing in or around bathrooms is not allowed.
- Baseballs, golf balls, tennis balls, small, high-impact rubber balls and handballs are not permitted at school and will be taken away from students and kept by the office until the end of the school day.
- No food is permitted on the playground except under adult supervision.
- All running is restricted to grass areas. Only walking is allowed on concrete. No standing or jumping over short walls or benches.
- Any form of fighting, including play fighting, rough play, or wrestling is not permitted.
- Any form of foul language (profanity) is not permitted.
- Ten students at a time are allowed in the Gaga Ball pit. Students must follow the ruling of the referee.