



Wilson Family Handbook 2026-2027

Serving the Wilson Community in Grades PK-8th

***Once a Wildcat, Always a Wildcat.
We are Wilson!***

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We are excited to welcome you to a new school year at Wilson Primary/Elementary School! Our teachers, staff, and administration are looking forward to partnering with you as we support your child's growth and success.

As we begin this year, we are pleased to continue implementing positive changes that strengthen our school community. We are committed to providing a safe, supportive, and engaging learning environment where every child can develop the academic, social, and emotional skills needed to thrive. Our goal is to offer innovative educational opportunities that inspire learning, encourage curiosity, and help students reach their full potential.

The possibilities ahead for our students and school community are truly exciting, and we are grateful to have you as our partners in education.

Please take time to review this handbook carefully, as it contains important information about our school's policies, procedures, and expectations. We encourage you to discuss the contents with your child. If you have any questions, please do not hesitate to contact your child's teacher or our front office staff.

Thank you for your continued support. We look forward to a wonderful year of learning, growth, and success together.

We are Wilson!

Fondly,

A handwritten signature in black ink, appearing to read 'D. Wojcicki'. The signature is fluid and cursive, with a large loop at the end.

Mrs. Wojcicki, Principal

Wilson Primary Family Handbook Student/Parent/Legal Guardian Signature Page

Dear Parent/Legal Guardian,

The purpose of the Family Handbook is to establish a standard of conduct for Wilson Primary School and Wilson Elementary School students will provide the best possible educational climate for the students, faculty, staff, and general public. This handbook outlines the Wilson Primary/Elementary’s standards and procedures for student discipline. Following the rules will ensure an atmosphere of safety and courtesy for all children. Please review the information in this handbook and talk about it with your child. If you have any questions, please contact Wilson Primary.

Student/Parent/Legal Guardian Acknowledgement of Wilson Family Handbook

I have read and understand the Wilson Family Handbook (can be found at <https://www.wsd7.org>) including Child Find, Family Rights and Privacy Acts, Student Dress Code and Behavior Guidelines and School Bullying Policy. I am aware that school begins at 8:00 a.m., that my child must be picked up from school on time, and the in the event of my child’s absence, I must report the absence to the school that same day. I also understand that it is my responsibility to keep my phone number and address updated at the school office. I will support the Wilson Primary/Elementary School rules and procedures.

I have reviewed a copy of the Title I Parent Involvement Policy found at <https://www.wsd7.org> and I will support the implementation of the policy at Wilson Primary.

_____	_____
Parent/Guardian Signature	Date

My Parent/Guardian has discussed the Wilson Family Handbook with me. I understand the guidelines for homework, the behavior guidelines, and the consequences if I do not follow them.

_____	_____
Student Signature	Date
	<u>Aug. 3, 2026</u>
Principal Signature	Date

Governing Board

Serving on a school district governing board is a rewarding job with enormous responsibility. Governing board members are elected, unpaid volunteers who have a passion for the public education system, are willing to invest a large amount of time and energy and are committed to providing the best education for our students.

Successful board members possess a sincere desire to serve the community, communicate and collaborate effectively with others, and demonstrate respect for diverse perspectives. They attend board meetings and engage in related board work, bringing their experiences to bear while also striving to become knowledgeable on a multiple of complex matters involving policies, finance, and curriculum. Effective school governing boards work hard to cultivate positive relationships among all stakeholders and plan wisely to shape the future.

The Board generally holds a “formal” meeting on the second Wednesday of each month in the board room at the district office at 5:00p.m. Agendas are posted at the Central Office. Parents/guardians and interested Community members are encouraged to attend these meetings.

About Wilson Primary/Elementary Schools

Wilson Primary/Elementary Schools are located in the heart of Phoenix in the Wilson Elementary School District with approximately 1,000 students. Wilson Primary School serves students in preschool through fourth grade and Wilson Elementary School serves students in fifth grade through eighth grade. At Wilson Primary and Wilson Elementary, we have provided superior education for multiple generations of families. In fact, many of our current students have parents or grandparents who attended Wilson schools!

Our Mission

The mission of Wilson Primary/Elementary School is to provide an equitable education that empowers students, build individual strengths, and maintain high expectations for all.

Our Vision

Our vision is to empower all students to embrace learning, achieving their personal best and build their emotional, social, and physical well-being.

School Information

Wilson Primary School

415 N. 30th Street
Phoenix, AZ 85008
(602) 683-2500

Wilson Elementary School

2929 E. Fillmore St.
Phoenix, AZ 85008
(602) 683-2400

Principal: Maki Wojcicki
mwojcicki@wsd7.org

Elementary Assistant Principal: Theresa Franco
tfranco@wsd7.org

Primary Assistant Principal: Ruth Harris
rharris@wsd7.org

Elementary Secretary: Mariana Melendrez
mmelendrez@wsd7.org

Primary Secretary: Silvia Gomez
Sgomez@wsd7.org

Attendance Clerk Primary: Alejandra Niebla
aniebla@wsd7.org

Attendance Clerk Elementary: Brenda Teodoro
Bteodoro@wsd7.org

Health Office: Daniela Mendoza & Ariana Flores
DMendoza@wsd7.org
Aflores@wsd7.org

Cafetería: Candice Whitbeck
cwhitbeck@wsd7.org

Community Center Director: Dina Cutler
dcutler@wsd7.org

Community Center Secretary: Craig Cummings
CCummings@wsd7.org

IMPORTANT DATES AND TIMES

*Subject to change

Office Hours: 7:30 AM – 4:00 PM	<u>NO SCHOOL</u>	
Full-Day School Hours:	Labor Day	September 7, 2026
7:30 Student Arrival	In-Service Day	October 2, 2026
8:00 Instruction begins	Fall Break	October 5-9, 2026
3:15 Primary Dismissal	Veteran's Day	November 11, 2026
3:30 Elementary Dismissal	Thanksgiving Recess	Nov. 25-27, 2026
Half Day School Hours:	Winter Break	Dec. 21, 2026 - Jan. 1, 2027
7:30 Student Arrival	Martin Luther King Day	January 18, 2027
8:00 School begins	President's Day	February 15, 2027
12:15 Primary Dismissal	Spring Break	March 8-12, 2027
12:30 Elementary Dismissal	School Recess	March 26, 2027
Early Release School Hours:	<u>Early Release Days</u>	<u>12:15 PM Half Day</u>
7:30 Student Arrival	August 5,12,19,26	September <u>10-11</u>
8:00 School begins	September 2,9,16,23,30	December <u>18</u>
1:45 Primary Dismissal	October 14,21,28	February <u>11-12</u>
2:00 Elementary Dismissal	November 4,18	May 20
First Day of School: August 3, 2026	December 2,9,16	
Last Day of School: May 20, 2027	January 6,13,20,27	
	February 3,10,17,24	
	March 3,17,24,31	
	April 7, 14, 21, 28	
	May 5,12,19	

Registration/Student Placement

To register a child in school for the first time, a birth certificate or baptismal certificate is necessary. The school maintains health records on each child. An immunization form must be completed and, in our files, (completed shots) before a child will be enrolled. It is also necessary to provide proof of residency, which may be a rental agreement, bill with your name and address or a notarized letter stating your current address. Parents/Guardians will be required to fill out several registration papers/forms. Any other information which will help the child should be provided.

CUSTODY

If there is a potential problem regarding child custody, please inform the Principal. Children will be released only to the parent/guardian on record.

EMERGENCY INFORMATION

Parents are required to complete the emergency portion of the enrollment form for each child every year. List all health problems including allergies to foods, medicine, insect stings, etc. **It is very important to notify the school office of any address, phone numbers, business phone numbers, or emergency phone numbers that have changed during the year. Parents/Guardians are required to keep this information updated.**

WITHDRAWAL/TRANSFER PROCEDURES

If it becomes necessary to have a child withdrawn from school, the school attendance clerk needs to be notified. The student must turn in all books and pay all fines. Parents/Guardians are required to sign a withdrawal form. The attendance clerk will provide the necessary paperwork to register the child in the next school that he/she will attend. Please allow two (2) working days for the withdrawal form to be processed. To provide a consistent education, Wilson School District encourages parents to allow students to remain in one school.

PROMOTION/RETENTION OF STUDENTS

Educational planning for students is based on the understanding that students learn at different rates and that even among students in the same grade, knowledge and skill levels differ. The goal of the district is to provide opportunities for learning that will enable each student to make as much progress as possible in any given year. Wilson Primary/Elementary School teachers base their recommendations to promote, retain, or place upon the following criteria:

- Assessment of performance on classroom work, tests, and homework
- District Assessments
- State Test
- Observational data
- Attendance

If evidence indicates that retention is in the best interest of the student's academic progress, close cooperation must exist between the parent and all school personnel involved. Retention decisions will be made only after careful study of facts relating to all phases of the student's growth and development. Please note that according to Arizona Revised Statutes, the teacher of the student shall have the authority to determine the promotion or retention of students. The parent/guardian can request that the principal review the teacher's decision.

Move On When Reading (MOWR)

The law states that a student shall not be promoted from the third grade if the student obtains a score on the State reading test (or a successor test) that demonstrates he or she is **reading below the third grade level**. There are two exemptions from ARS §15-701.

In accordance with the new law, a school district or governing board or the governing body of a charter school may be allowed to promote a pupil who earns an AASA score that is minimally proficient at the third-grade level for any of the following reasons:

- English Language Learners or Limited English Proficient that have received less than two years of English instruction; and
- Students with disabilities provided that the pupil's individualized education program (IEP) team and the pupil's parent or guardian agree that promotion is appropriate based on the pupil's IEP.

The revised statute (A.R.S. § 15-701) can be accessed at <http://www.azleg.gov/ars/15/00701.htm>

School Attendance

Students are required to be in school every day. Arizona State Law says that students can only miss 10% of the days enrolled per school year. If your student(s) go beyond that limit your family will be referred to Maricopa County Juvenile Probation Department.

STUDENT ABSENCES

If your child is going to be absent for any reason, please report the absence on the school attendance line by calling the front office. Voicemail is available 24 hours a day. For an absence to be excused it must be reported in advance or the day of the absence and it must be for one of the excusable reasons listed below.

- Illness- Dr. note required after 3 days
- Bereavement- up to 3 days
- Medical Appointment- 1 day
- Family Emergency- Up to 1 day

STUDENT TARDIES

It is extremely important for students to be in class on time. Students who are tardy miss out on the beginning explanations and learning of the day. They also interrupt the routine established by the teacher. Students are considered tardy if they are not in class at the 8:00 a.m. bell, the start of the instructional day. **Excused Tardy:** To receive an excused tardy, a student must bring a note signed by a doctor. **Unexcused Tardy:** Any student arriving to class after 8:00 a.m. without a doctor’s note will be marked unexcused tardy.

ATTENDANCE RECOGNITION PROGRAM

To promote the importance of regular school attendance, our district recognizes and celebrates students who make attendance a priority. Through our corporation partnership of volunteers, students with perfect attendance during the 1st, 2nd, and 3rd quarters are honored at quarterly attendance celebrations.

At the end of the school year, students who achieve perfect attendance for the entire year are recognized during a special attendance celebration held in May. In addition, students and grade levels that maintain 90% attendance or higher will be acknowledged through monthly attendance recognitions.

We believe that consistent attendance supports academic success and helps students fully engage in their learning experiences.

Instruction/Extension

The Arizona Department of Education defines standards for instruction and assessments in Arizona’s schools. These components are the organizational foundation for successful student achievement of the skills and knowledge of the standards. These standards also form the basis of the Every Students Succeeds Act (ESSA). Wilson parents are encouraged to support this effort by being involved in their child’s daily education.

HOMEWORK

Homework is an important part of the learning process. Homework is a reinforcement of what has been taught in the classroom. It is the expectation of the parents to check their child’s/children’s homework daily. Please see your child’s/children’s teacher(s) if you have a question or concern about homework.

The District guidelines suggest minimum and maximum amounts of homework daily.

- Kindergarten10-15 minutes
- Grades 1-320-25 minutes
- Grades 4-630-45 minutes
- Grades 7-850-75 minutes

- In addition, children should read for 15-20 minutes daily.

TEXTBOOKS, LIBRARY BOOKS AND COMPUTERS

Textbooks/Workbooks are assigned to each student upon enrollment and are for the current school year only. **Students are expected to take good care of books.** All books that are lost or damaged must be paid for the student. Library books checked out by students must be returned without damage. Lost, stolen or damaged library books must be paid by the student before final report cards will be released. Computers must be taken care of when used by students. **Students will be required to replace any damaged or stolen computer equipment.**

SCHOOL SUPPLIES

Wilson Primary/Elementary Schools provide school supplies for all students attending. Families are not required to purchase any supplies for their students. Parents may contact their students' teacher if they would like to donate any supplies to the class.

FIELD TRIPS

Field trips are an extension of the classroom curriculum and are utilized to enhance the learning process. Student must have written permission from a parent or guardian to participate in a field trip. Students will not be allowed to participate in field trip experiences if behavior on campus indicates that participation is not advisable. It is expected that students wear their uniform for field trips unless the information sent home clearly states that the uniform is not required for the field trip.

EXCEPTIONAL STUDENT SERVICES

Various Special Education Programs are available to students who encounter academic or social difficulty. Students may qualify for one or more programs. The classroom teacher, school principal, and psychologist consult together with the parent/guardian when encountering a student with special needs. The district provides a free and appropriate education for all students with handicapping conditions. **These conditions include:** Specific Learning Disability, Mild Intellectual Disability, Moderate Intellectual Disability, Hearing Impairment, Orthopedic Impairment, Speech/Language Impairment, Developmental Delay, Preschool Severe Delay, Emotional Disability, Traumatic Brain Injury, Severe Intellectual Disability, Autism, Visual Impairment, Other Health Impairment, Multiple Disabilities, MDSSI.

"CHILD FIND" PROGRAM

Search to serve – Do you know of or have a child in the Wilson School District Attendance Area who is: younger than 5 years old or school age and who has trouble walking, talking, hearing, seeing, visual problems, understanding, or learning? If you know of a child of any age who has any of these problems, he/she may be eligible to receive special services. Please contact the Special Education Secretary at (602)-683-2400, ext. 4205.

HOMEBOUND

Homebound is a service that provides academic tutoring and classroom coordination in the home by a certified teacher. To be eligible, a physician must certify that a student will be out of school for 60 continuous days. Arrangements may also be made for students who are chronically ill or recovering from accidents or hospitalization.

GIFTED/TALENTED PROGRAM

Programs are provided for those students who demonstrate superior skills according to Arizona State guidelines in verbal, quantitative, and spatial abilities.

ENGLISH LANGUAGE DEVELOPMENT PROGRAM

Wilson Primary/Elementary's Structured English Language Development Program serves students who need assistance in learning English. Arizona law requires that children with a home language other than English be screened for proficiency in oral language, reading comprehension, and written communication.

Following parent/guardian notification, students who are as limited English proficient may be receive various forms of instructional support focused on English acquisition.

Health Services

When deciding whether to keep your child home from school, consider the following:

ASTHMA	If a breathing treatment was needed prior to coming to school, please send your child to school and inform the health office of the time the treatment was given and any other necessary information so that treatment can be continued, if needed, during lunchtime hours.
COLD SYMPTOMS	A child with mild cold symptoms without fever, and is otherwise feeling good may go to school.
HAND, FOOT AND MOUTH DISEASE	There is no specific cure for HFMD. Treatment focuses on relieving symptoms with rest, fluids, and medications for pain or fever. Most people recover completely within 7–10 days without complications.
PINK EYE	It causes redness, irritation, itching, tearing, and sometimes a discharge that can make the eyelids stick together. Can be contagious. Keep student home
DIARRHEA	A child with diarrhea should be kept home for 24 hours after the last loose stool. Call your doctor if prompt improvement does not occur.
EARACHE	Consult your doctor without delay.
FEVER	Keep your child home if his/her fever is 100° or higher. Do not allow a child to return to school until he/she has been free of fever for 24 hours without medication for the fever.
HEAD LICE	Students found to have lice are required to go home and may not return to class until they have been treated and rechecked by the nurse or the nurse's assistant. All nits and eggs need to be removed prior to returning to school.
HEADACHE	A child whose only complain is a headache can be sent to school.
STREP THROAT	It commonly causes a sudden sore throat, fever, pain when swallowing, red and swollen tonsils (sometimes with white patches), and swollen lymph nodes in the neck.
SORE THROAT	A child whose only complaint is a sore throat and has no other symptoms should be sent to school. If the sore throat is accompanies by a headache, stomachache, or fever, keep your child home and call your doctor.
STOMACHACHE	Consult your doctor if your child has a sever stomachache which is enough to limit his/her activity.
TOOTHACHE	Contact your dentist.
VOMITING	Keep your child home for 24 hours after the last time he/she vomited and/or until the child can keep food down. . Call your doctor if prompt improvement does not occur.
IMPORTANT NOTE	**PLEASE REVIEW THE DISTRICT'S MITIGATION PLAN ON OUR WEBSITE FOR FURTHER INFORMATION.**

CHRONIC ILLNESSES

Please indicate any chronic or serious health concerns you may have regarding your student. If your child will require any special care or health procedures, please contact the health office directly. We will work with you to ensure any health care needs occurring during the school day are met.

FOOD ALLERGIES AND SPECIAL DIETS

A doctor's statement is required each new school year indicating what your child's allergy or special dietary needs your child may have. It is the parents' responsibility to provide this information to the health office. If assistance is needed, please speak to someone in the health office.

MEDICATIONS

Students ***may not*** bring any medication, prescription or otherwise onto campus. All medications must be brought into the health office by a parent or guardian, in the original prescription bottle or box, with the pharmacy label attached. Parents must complete a consent form giving Wilson staff permission to administer any medication. Students who will need to carry any kind of medication on their person (such as inhalers) will need to meet with the nurse and parent for proper procedure.

IMMUNIZATIONS

By law, parents must provide proof of all required immunizations prior to any child attending school in the state of Arizona. (Arizona law does provide exemptions for medical reasons, lab evidence of immunity, and personal beliefs). The only exception will be students who are considered to be homeless. A five (5) day grace period will be given. If assistance is needed in obtaining your child's immunization records, please contact the community center liaison or the health office.

General Information and Procedures

Dress Code

Tops: White, and gray plain collared shirts or maroon and navy blue collared shirts with the Wilson logo.

Bottoms: Navy blue pants/shorts/(skirt and dress are allowed at Wilson Primary School only).

All students must adhere to the dress code.

- Collared shirts-white/gray no logo, navy/maroon with logo
- Navy bottoms-no leggings, short shorts, tights, Dickies, cargos, skorts/skirt (elementary)
- Navy, Black, Maroon, White and Gray sweatshirts with small logo (size of a quarter)
- No hoodies, hats
- Shoes must be running shoes/sneakers. No slides or Crocs
- **All shirts must be tucked in**
- **Student ID 5th-8th grade**

FOOD SERVICES

The food available in the Cafeteria is provided by the National School Lunch Program (NSLP). Students are required to be served a lunch daily. The government has established strict guidelines we must follow to ensure the proper distribution of meals in a cost-effective manner. The NSLP is intended to feed the children; it is

therefore not permissible for parents to eat off their child's plate when visiting during meal service. Also, siblings who are not eligible for the NSLP may not eat off an eligible student's plate. Serving food to adults and other siblings is a privilege that may be removed at any moment if the parents do not comply with the guideline of not taking food from the child's tray.

BIRTHDAYS

Due to nutrition guidelines and food allergies, we discourage sending class treats on birthdays. In lieu of treats, you may send in a new or used "birthday book" that can be signed by the birthday students and donated to the classroom for all students to enjoy. Homemade goods are not allowed. Only store-bought items are allowed on campus

Emergency Procedures

FIRE DRILLS

Practice drills for fire or other emergencies will be held monthly. Arizona State law requires that all schools conduct fire drills on a monthly basis. This is to acquaint students with exit routes throughout the school. Students are asked to exit in an orderly, efficient manner to ensure the safety of all students and staff.

FIRE

In the event of a fire or other emergency requiring evacuation of the school, procedures are in place that may include a signal, the sound of the fire alarm, a message over the public address system, or a verbal signal by the messenger in the case of power outage. After notification, all students and staff will follow the evacuation plan posted in each classroom. Plans are reviewed with students at the beginning of each semester. Students who are not in the classroom during an emergency should evacuate through the nearest exit and report to their teachers at the gathering site for their classes. Students are advised not to attempt to return to the room during an emergency situation.

LOCKDOWN PROCEDURES

Wilson Primary/Elementary School will follow District procedures in case there is a dangerous person or hazardous condition on campus. Children will be brought inside and all doors locked until the problem has been assessed and resolved. During this time, parents will not be permitted to enter or leave the campus.

PLEASE DO NOT COME TO SCHOOL TO CHECK YOUR CHILD OUT

LOST AND FOUND

Please put names on clothing and personal belongings brought to school. Students may claim lost items from the ***lost and found*** in the front office. At the end of the year, all unclaimed items will be donated.

PHONE/TOY POLICY

Students are **NOT** to bring phones, toys, games, trading cards, other electronic devices, pets, gum, make-up, cologne, perfume, etc. to school. If brought to school, they will be confiscated and, in some cases, may not be returned. (Note: sports equipment such as basketballs and soccer balls are not considered toys and may be used in the designated areas on campus.) The school is NOT responsible for damaged, lost, or stolen items.

PHYSICAL EDUCATION ACTIVITIES

State regulations require that each child have either supervised play or physical education class depending on the grade level. To be excused from P.E., a child must have a written note stating why and for how long he/she cannot participate. For up to one week, a parent/guardian may sign the excuse; but if the excuse is to be used for longer than one week, a doctor must sign the note. The Health Services Team can give emergency excuses.

COMMUNICATION

Positive communication and cooperation between parents and school are essential to the success of our children. Grade level specific communication sheets will be used daily. They may include behavior, homework, special assignments, and other notes home. Parents are expected to review and sign nightly. Communication sheets may be used as a part of a student's citizenship/behavior mark on the report card. **To ensure consistent communication, please update your child's records in the office if your home address, e-mail address, or telephone number changes.** All homeroom teachers will be using Class Dojo to communicate with parents. Parents are encouraged to create an account. To view directions for creating an account, please visit www.classdojo.com

School Guidelines: Getting To and From School

STUDENT PICK UP

Parents/guardians requesting to pick up students from school early will be required to provide a picture ID. No students will be released to any person under the age of 18 and/or not authorized by the parent/guardian. Please refrain from picking up students early from school. Students are not permitted to wait in the front office, outside of our schools. **Failure to pick up students in a timely manner will result in notification to DCS or Phoenix Police Department.** To avoid disruption, students will not be allowed to be dismissed **30 minutes** before dismissal time.

TRANSPORTATION

Transportation plans must be made prior to the start of the school day. Changes to transportation plans during the school day cause confusion for the students and staff.

A parent/guardian must be present at the bus stop for Kindergarten – 2nd Grade students to be allowed to get off the bus. Students being transported are to obey the bus driver's instructions and regulations as set forth in the following responsibilities. All students are under the authority of the bus driver. Drivers are authorized to assign seats for student management and safety. Students must ride the assigned bus **ONLY**. If a student is in violation of a bus safety rule, the driver will verbally redirect the student and/or write a bus referral. Students who chronically misbehave on the bus may lose their bus privileges.

Bus Expectations (students must:)

- Remain seated facing forward at all times while the bus is moving.
- Keep the aisle clear and keep backpacks on laps or under seats.
- Use a quiet voice — no shouting or yelling.
- Keep hands, feet, and objects to themselves. No pushing, hitting, or fighting.
- Follow the bus driver's directions the first time they are given.

- Do not eat, drink, or throw items on the bus.
- Respect school property and the property of others.

Why these rules matter

- **Safety:** Sudden movements, standing, or items in the aisle can cause injuries.
- **Respect:** Kind and courteous behavior helps everyone feel comfortable and valued.
- **Driver focus:** Following rules lets the driver concentrate on the road and safely transport students.
- **Efficiency:** Calm behavior prevents delays and helps the bus stay on schedule.

Consequences for inappropriate behavior

- First time offense: bus driver will review expectations with student
- Second offense: behavior will be reported to Principal/AP, and P/AP will conference with the student
- Third offense: behavior referral will be entered into Infinite Campus, and parents will be contacted of the behavior
- Upon the third referral, the student will receive a three-day suspension from bus privileges.
- If unsafe or disruptive behavior continues after a suspension, the student **may lose the privilege to ride the school bus for an extended period or permanently**, depending on the severity and frequency of incidents.

Mandatory Reporting

REPORTING CHILD ABUSE

Child abuse is a very serious crime. Non-accidental injury, sexual molestation, abuse and neglect are required by law to be reported to Child Protective Services and/or Phoenix Police Department. **All school personnel are mandated reporters.**

Parent Involvement

Wilson Primary/Elementary School encourages parents/guardians to take an active role in their child's school. Numerous opportunities are available to become an educational partner. Parents/guardians are encouraged to visit the school. We do ask that as a courtesy, you notify the teacher before visiting. In addition, State law requires that you **check in and out** at the school office. You must wear a visitor badge while on campus. For safety of our children, the office must be aware of the identity and location of anyone on the school grounds when classes are in session. We DO NOT allow children from other schools to visit during school hours.

PARENT MEETINGS

Wilson Primary/Elementary School will schedule monthly parent meetings. Date and time of the monthly meeting will be communicated to the parents. We encourage you to participate in these meetings. It is a great opportunity to connect with families in the community about our school.

PARENT-TEACHER CONFERENCES

Wilson schools value communication with parents/guardians. You are encouraged to work with your child's teachers in finding the best way to meet your child's individual needs. Parents/guardians and teachers are partners in the education of the whole child.

Parents/guardians may request conferences with individual teachers anytime throughout the school year. In addition, opportunities for evening conferences are scheduled twice a year. Please check the calendar for specific dates. Conferences provide an opportunity to review the student's progress in all areas of their school experience. Other conferences can be arranged by calling the school office or sending a note to your child's teacher.

Student Behavior Expectations/Discipline

Wilson Primary/Elementary School is a PBIS School. What is PBIS? Positive Behavior Intervention and Support (PBIS) is a structure to support school-wide systems that encourage positive behavior. A very important part of PBIS is to teach and reteach the expected behavior. Another important component of PBIS is the positive rewards students can earn.

The following chart represents the school-wide behavior expectations. Students are expected to follow these school guidelines at all times. Teachers will have a similar list of classroom behavior expectations.

Wilson Primary Behavior Matrix 	Be Safe	Be Respectful	Be Responsible
Classroom 	(Classroom matrix dependent on grade level)	(Classroom matrix dependent on grade level)	(Classroom matrix dependent on grade level)
Playground 	<ul style="list-style-type: none"> Keep your hands, feet, and objects to yourself Play only in assigned areas Use equipment safely Keep rocks, sand, sticks, etc. on the ground 	<ul style="list-style-type: none"> Everyone can participate Keep your hands, feet, and objects to yourself Be kind Share playground equipment. Wait your turn Use your strong voice ("Stop it, I don't like it.") 	<ul style="list-style-type: none"> Follow teacher directions Line up immediately when directed Put away equipment Use "Stop, Walk, Talk" Use rock, paper, scissors to solve conflicts. Use restroom and drink water before recess is over
Walkway/ Hallway 	<ul style="list-style-type: none"> Keep your hands, feet, and objects to yourself Walk on the right side of the hallway in a single file line 	<ul style="list-style-type: none"> Respect other people's property Walk on the right side Talk quietly Keep your hands, feet, and objects to yourself Pick up trash Use your strong voice ("Stop it, I don't like it.") Respond appropriately to what you are asked to do 	<ul style="list-style-type: none"> Go directly to destination Quiet voice Take care of school property Keep your hands, feet, and objects to yourself
Restroom 	<ul style="list-style-type: none"> Keep your hands, feet, and objects to yourself Walk Feet on the floor Wash your hands with one pump of soap 	<ul style="list-style-type: none"> Respect each other's privacy Feet on the floor Use supplies properly Quiet voice Use your strong voice ("Stop it, I don't like it.") Respond appropriately to what you are asked to do 	<ul style="list-style-type: none"> Quiet voice Go, flush, wash, leave
Front Office/Nurse 	<ul style="list-style-type: none"> Walk to counter Sit in chair appropriately 	<ul style="list-style-type: none"> Use good manners Walk quietly and patiently for adult 	<ul style="list-style-type: none"> Keep your hands, feet, and objects to yourself Have a pass Stay behind the line when waiting for parent pick-up Read a book or complete homework

<p>Dismissal</p> 	<ul style="list-style-type: none"> • Keep your hands, feet, and objects to yourself • Walk in the hallways. • Stay in your assigned areas • Car Pickup • Wait for staff to take you to the car • Walkers • Wait for an adult to go home • Walk directly home (3rd grade) • Bus • Walk to the Bus area • Keep your hands, feet, and objects to yourself • Stay in your assigned area 	<ul style="list-style-type: none"> • Keep your hands, feet, and objects to yourself • Use quiet voices • Use your strong voice ("Stop it, I don't like it.") • Respond appropriately to what you are asked to do • Respect other people's property • Bus • Keep your hands, feet, and objects to yourself • Use your strong voice ("Stop it, I don't like it.") • Respond appropriately to what you are asked to do 	<ul style="list-style-type: none"> • Take homework, backpacks, and other belongings • Walk quickly and quietly to your area • Quiet voices • Car Pickup • Know your number and be ready • Bus • Go directly from class to your bus line • Line up by your bus color
<p>Assemblies</p> 	<ul style="list-style-type: none"> • Keep your hands, feet, and objects to yourself • Walk • Remain seated in assigned area 	<ul style="list-style-type: none"> • Keep your hands, feet, and objects to yourself • Remain seated • Active listening • Follow hand signals 	<ul style="list-style-type: none"> • Enter and exit quietly • Active listening • Remind others to follow the expectations for assemblies

<p>Wilson Elementary Behavior Matrix</p> 	<p>Be Safe</p> <p>(Self-Management, Responsible Decision-Making)</p>	<p>Be Respectful</p> <p>(Social Awareness, Relationship Skills)</p>	<p>Be Responsible</p> <p>(Self-Awareness, Self-Management, Responsible Decision-Making)</p>
<p>Classroom</p> 	<p>(Classroom matrix dependent on grade level.)</p>	<p>(Classroom matrix dependent on grade level.)</p>	<p>(Classroom matrix dependent on grade level.)</p>
<p>Playground</p>  <p>Voice level 4</p>	<ul style="list-style-type: none"> Keep your hands, feet, and <u>objects</u> to yourself Play only in assigned areas Use equipment safely Keep rocks, sand, sticks, etc. on the ground 	<ul style="list-style-type: none"> Everyone can participate Keep your hands, feet, and <u>objects</u> to yourself Be kind Share playground equipment. Wait your turn Use your strong voice ("Stop it, I don't like it.") Respond appropriately to what you are asked to do Respect other people's property 	<ul style="list-style-type: none"> Follow teacher directions Line up immediately when directed Put away equipment Use "Stop, Walk, Talk" Use rock, paper, <u>scissors</u> to solve conflicts. Use restroom and drink water before recess is over
<p>Cafeteria</p>  <p>Voice level 2</p>	<ul style="list-style-type: none"> Walk in a <u>single file</u> line Keep your hands, feet, and <u>objects</u> to yourself Sit on your bottom, facing forward with your feet on the ground Everyone eats their own lunch Use serving spoons 	<ul style="list-style-type: none"> Walk Talk quietly Clean up after yourself Raise your hand if you need something Use good manners (please, thank you, etc.) Use your strong voice ("Stop it, I don't like it.") 	<ul style="list-style-type: none"> Walk Use quiet voice Get milk and utensils Stay seated at assigned table Clean up after yourself Keep food in the cafeteria
		<ul style="list-style-type: none"> Respond appropriately to what you are asked to do Respect other people's property 	
<p>Walkway/ Hallway</p>  <p>Voice level 0/1</p>	<ul style="list-style-type: none"> Keep your hands, feet, and <u>objects</u> to yourself Walk on the right side of the hallway in a single file line 	<ul style="list-style-type: none"> Walk on the right side Talk quietly Keep your hands, feet, and <u>objects</u> to yourself Pick up trash Use your strong voice ("Stop it, I don't like it.") Respond appropriately to what you are asked to do 	<ul style="list-style-type: none"> Go directly to destination Quiet voice Take care of school property Keep your hands, feet, and objects to yourself
<p>Restroom</p>  <p>Voice level 0/1</p>	<ul style="list-style-type: none"> Keep your hands, feet, and <u>objects</u> to yourself Walk Feet on the floor Wash your hands with one pump of soap 	<ul style="list-style-type: none"> Respect each other's privacy Feet on the floor Use supplies properly Quiet voice Use your strong voice ("Stop it, I don't like it.") Respond appropriately to what you are asked to do 	<ul style="list-style-type: none"> Quiet voice Go, flush, wash, leave

<p>Front Office/Nurse</p>  <p>Voice level 1</p>	<ul style="list-style-type: none"> • Walk to counter • Sit in chair appropriately 	<ul style="list-style-type: none"> • Use good manners • Walk quietly and wait patiently for <u>adult</u> 	<ul style="list-style-type: none"> • Keep your hands, feet, and <u>objects</u> to yourself • Have a pass • Stay in the waiting area if waiting for parents to pick up • Read a book or complete homework
<p>Dismissal</p>  <p>Voice level 2</p>	<ul style="list-style-type: none"> • Keep your hands, feet, and <u>objects</u> to yourself • Walk in the hallways. • Stay in your assigned areas • Car Pickup • Walk out of north gate • Walkers • Walk directly home • Bus • Walk to the Bus area • Keep your hands, feet, and <u>objects</u> to yourself • Stay in your assigned area 	<ul style="list-style-type: none"> • Keep your hands, feet, and <u>objects</u> to yourself • Use quiet voices • Use your strong voice ("Stop it, I don't like it.") • Respond appropriately to what you are asked to do • Respect other people's property • Bus • Keep your hands, feet, and <u>objects</u> to yourself • Use your strong voice ("Stop it, I don't like it.") • Respond appropriately to what you are asked to do 	<ul style="list-style-type: none"> • Take homework, backpacks, and other belongings • Walk quickly and quietly to your area • Quiet voices • Bus • Go directly from class to your bus
<p>Assemblies</p>  <p>Voice level 0</p>	<ul style="list-style-type: none"> • Keep your hands, feet, and <u>objects</u> to yourself • Walk • Remain seated in assigned area 	<ul style="list-style-type: none"> • Keep your hands, feet, and <u>objects</u> to yourself • Remain seated • Active listening 	<ul style="list-style-type: none"> • Enter and exit quietly • Active listening • Remind others to follow the expectations for assemblies

Voice level 0: Silent/No talking **Voice level 1:** Whisper Voice/Partner Talk **Voice level 2:** Normal Voice/Table Talk
Voice level 3: Loud Proud Voice/ Classroom Talk **Voice level 4:** Outside Voice/Playground Talk

The following chart is an example of the classroom behavior management plan teachers will follow if a student is not behaving appropriately.

WILSON ELEMENTARY/PRIMARY CLASSROOM BEHAVIOR MANAGEMENT PLAN	
Teacher Actions/Interventions	
<ul style="list-style-type: none"> ☑ Pre-Interventions: Friendly Reminder, redirect, model correct behavior, provide proximity ☑ Intervention 1: Review expectation; student fills out Think Sheet; minor incident documented, parent communication highly encouraged ☑ Intervention 2: Teach and practice expectation; student fills out Think Sheet; minor incident documented; parent communication ☑ Intervention 3: Conference with student and consequence given; student fills out Reflection Sheet; minor incident documented; parent must sign Reflection Sheet ☑ Intervention 4: Behavior referral submitted to the office; documentation will be sent to admin; parent communication 	
<p>****Severe behaviors will result in automatic office referral (i.e., assault, bullying, major disrespect, fighting, sexual harassment, inappropriate items, substance abuse, severe computer violations, severe threats, vandalism, weapons, ditching, and others deemed severe by administration).</p>	

The following is an example of student behaviors and who is expected to handle them.

Inappropriate Student Behaviors	
Handled by Class/Homeroom Teacher	Fast Tracked to Administration
<ul style="list-style-type: none"> ➤ Calling Out ➤ Cell phones, video games, toys ➤ Cheating ➤ Computer Violations ➤ Dress Code, Uniform Violations ➤ Gum, Candy ➤ Inappropriate language, hand, facial gestures ➤ Minor Dishonesty (partial story, lying) ➤ Minor Physical Contact (pushing, shoving, rough play) ➤ Not following directions ➤ Put Downs ➤ Refusing to work ➤ Throwing objects ➤ Bus misconduct (field trips) ➤ Minor theft (pencils, erasers) ➤ Ditching (1st offense) ➤ Racial slurs (1st offense) 	<ul style="list-style-type: none"> ➤ Major Physical Contact/Assault (punching, injuries sustained) ➤ Bullying (repetitive over time)/Extortion ➤ Major Disrespect ➤ Serious Fighting ➤ Inappropriate items (matches, lighter) ➤ Severe Computer Violations/Obscene Materials ➤ Sexual Harassment (actions/language) ➤ Substance Abuse/Possession/Sales ➤ Threats (“kill, shoot, get you, fight”) ➤ Vandalism/Graffiti ➤ Weapons/Explosive items ➤ Truancy (5-18 days of unexcused absences) ➤ Major theft (teacher belongings, money) ➤ Gang behavior/dress/violence ➤ Ditching (repeated) ➤ Racial slurs (repeated)

OUT OF DISTRICT STUDENTS

Out of district students attend Wilson School District is a privilege. Any incidents of discipline or excessive absences/tardies may be cause for immediate withdrawal from the district.

CODE OF CONDUCT

There is no goal more important than creating and maintaining safe, supportive, and nurturing learning environments for every kid in every school. When we all make a commitment to safety, personal responsibility, and kindness, we are also making a commitment to personal excellence.

Everyone needs to understand our standards and expectations for behavior at school. By following the Code of Conduct, everyone can help our school district become a safer and more supportive environment for all students and staff. Amazing schools are places where learning happens, where kids succeed academically and emotionally, and where learning environments are safe, supportive, and inclusive of all students.

For additional information, please refer to the Code of Conduct on our District website:

<https://www.wsd7.org/about-us/policies-handbooks/code-of-conduct>

JICK ©
STUDENT BULLYING / HARASSMENT /
INTIMIDATION

The Governing Board believes it is the right of every student to be educated in a positive, safe, caring, and respectful learning environment. The Board further believes a school environment inclusive of these traits maximizes student achievement, fosters student personal growth, and helps students build a sense of community that promotes positive participation as members of society.

The District, in partnership with parents, guardians, and students, shall establish and maintain a school environment based on these beliefs. The District shall identify and implement age-appropriate programs designed to instill in students the values of positive interpersonal relationships, mutual respect, and appropriate conflict resolution.

To assist in achieving a school environment based on the beliefs of the Governing Board, bullying, harassment or intimidation as defined by this policy will not be tolerated.

Definitions

Bullying: Bullying may occur when a student or group of students engages in any form of behavior that includes such acts as intimidation and/or harassment that

- A. has the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm or damage to property,
- B. is sufficiently severe, persistent or pervasive that the action, behavior, or threat creates an intimidating, threatening, or abusive environment in the form of physical or emotional harm,
- C. occurs when there is a real or perceived imbalance of power or strength, or
- D. may constitute a violation of law.

Bullying of a student or group of students can be manifested through written, verbal, physical, or emotional means and may occur in a variety of forms including, but not limited to

- A. verbal, written/printed or graphic exposure to derogatory comments, extortion, exploitation, name calling, or rumor spreading either directly through another person or group or through cyberbullying,
- B. exposure to social exclusion or ostracism,
- C. physical contact including but not limited to pushing, hitting, kicking, shoving, or spitting, and
- D. damage to or theft of personal property.

Cyberbullying: Cyberbullying is, but not limited to, any act of bullying committed by use of electronic technology or electronic communication devices, including telephonic devices, social networking and other Internet communications, on school computers, networks, forums and mailing lists, or other District-owned property, and by means of an individual's personal electronic media and equipment.

Harassment: Harassment is intentional behavior by a student or group of students that is disturbing or threatening to another student or group of students. Intentional behaviors that characterize harassment include, but are not limited to, stalking, hazing, social exclusion, name calling, unwanted physical contact and unwelcome verbal or written comments, photographs and graphics. Harassment may be related, but not limited to, race, religious orientation, sexual orientation, cultural background, economic status, size or personal appearance. Harassing behaviors can be direct or

indirect and by use of social media.

Intimidation: Intimidation is intentional behavior by a student or group of students that places another student or group of students in fear of harm of person or property. Intimidation can be manifested emotionally or physically, either directly or indirectly, and by use of social media.

Prohibitions and Discipline

Students are prohibited from bullying, harassment, or intimidation on school grounds, school property, school buses, at school bus stops, at school-sponsored events and activities, and through the use of electronic technology or electronic communication equipment on school computers, networks, forums, or mailing lists.

Disciplinary action may result for bullying, harassment, or intimidation which occurs outside of the school and the school day when such bullying, harassment, or intimidation results in a substantial physical, mental, or emotional negative effect on the victim while on school grounds, school property, school buses, at school bus stops, or at school-sponsored events and activities, or when such act(s) interfere with the authority of the school system to maintain order. All suspected violations of law will be reported to local law enforcement.

Reporting Incidents of Bullying/Harassment/Intimidation

A student who is experiencing bullying, harassment, intimidation or believes another student is experiencing bullying, harassment, or intimidation is to report the situation to the principal or another school employee. A school employee who becomes aware of or suspects a student is being bullied, harassed or intimidated shall immediately notify the school administrator. School personnel shall maintain confidentiality of the reported information.

The initial notification of an alleged incident may be provided verbally. A detailed written description of the incident and any other relevant information must be provided on form(s) made available by the school and submitted to the principal within one (1) school day of the verbal report. Should the principal be the employee who observes, is informed of, or suspects a student is experiencing bullying the principal shall document the incident or concern in writing. Failure by an employee to report a suspected case of bullying may result in disciplinary action up to suspension without pay or dismissal pursuant to Board Policies GCQF and GDQD.

Reprisal by any student or staff member directed toward a student or employee related to the reporting of a case of bullying or a suspected case of bullying, harassment, or intimidation shall not be tolerated, and the individual(s) will be subject to the disciplines set out in applicable District policies and administrative regulations.

At the time a student reports alleged bullying, harassment, or intimidation the principal shall provide to the student who has allegedly been bullied, harassed, or intimidated a written copy of student rights, protections and support services available to the student and shall notify the student's parent(s)/guardian(s) of the suspected incident of harassment, intimidation or bullying.

To read more about our Student Bullying/Harassment/Intimidation Policy, please go to:

<https://policy.azsba.org/asba/browse/allmanuals/wilson/JICK>

JICFA @ HAZING

There shall be no hazing, solicitation to engage in hazing, or aiding and abetting another who is engaged in hazing of any person enrolled, accepted for or promoted to enrollment, or intending to enroll or be promoted to District schools within twelve (12) calendar months. For purposes of this policy a person as specified above shall be considered a "student" until graduation, transfer, promotion or withdrawal from the District school.

"Hazing" means an act in violation of section §[13-1215](#) or [13-1216](#).

"Organization" means an athletic team, association, order, society, corps, cooperative, club, or similar group that is affiliated with an educational institution and whose membership consists primarily of students enrolled at that educational institution.

It is no defense to a violation of this policy if the victim consented or acquiesced to hazing.

In accord with statute, violations of this policy do not include either of the following:

- A. Customary athletic events, contests or competitions that are sponsored by an educational institution.
- B. Any activity or conduct that furthers the goals of a legitimate educational curriculum, a legitimate extracurricular program, or a legitimate military training program.

All students, teachers and staff shall take reasonable measures within the scope of their individual authority to prevent violations of this policy.

Students and others may report hazing to any professional staff member.

Professional staff members must report the incident to the school administrator or next higher administrative supervisor, in writing, with such details as may have been provided. A failure by a staff member to timely inform the school administrator or next higher administrative supervisor of a hazing allegation or their observation of an incident of hazing may subject the staff member to disciplinary action in accord with District policies. The staff member shall preserve the confidentiality of those involved, disclosing the incident only to the appropriate school administrator or next higher administrative supervisor or as otherwise required by law. Any instance of reported or observed hazing which includes possible child abuse or violations of statutes known to the staff member shall be treated in accord with statutory requirements and be reported to a law enforcement agency.

To assure that students and staff are aware of its content and intent, a notice of this policy and procedure shall be posted conspicuously in each school building and shall be made a part of the rights and responsibilities section of the student handbook. Forms for submitting complaints are to be available to students and staff in the school offices.

Disposition of all reports/complaints shall be reported to the Superintendent. The Superintendent will determine if the policies of the District have been appropriately implemented and will make such reports and/or referrals to the Board as may be necessary.

All violations of this policy shall be treated in accord with the appropriate procedures and penalties provided for in District policies related to the conduct and discipline of students, staff, and others.

Adopted: October 04, 2022