

WILSON ELEMENTARY SCHOOL FAMILY HANDBOOK

2026 - 2027



ANCHOR

YOUR DAY, AT WILSON ELEMENTARY

POSITIVE ATTITUDE, NEVER GIVE UP, SHOW COOPERATION, BE HONEST, OWN YOUR ACTIONS, BE RESPECTFUL



Dear Wilson Elementary Families,

Welcome to the 2026 – 2027 school year!

We are excited to begin another year of learning, growth, and partnership at Wilson Elementary. Strong communication between home and school is an important part of student success, and this Family Handbook is designed to serve as a helpful guide throughout the year.

Inside, you will find important information about school procedures, student expectations, communication, safety, transportation, academics, activities, and other parts of daily life at Wilson Elementary. Because information and procedures may be updated from year to year, we encourage families to take a few minutes to review the handbook and keep it as a reference.

As always, please reach out to your child's teacher, the main office, or me with any questions. We are always happy to help.

Thank you for your continued partnership and support. We are looking forward to a wonderful 2026 – 2027 school year!

Best,

A handwritten signature in black ink that reads "Jason Wilkie". The signature is fluid and cursive, with the first letters of each word being capitalized and prominent.

Mr. Jason Wilkie
Principal, Wilson Elementary School

OUR MISSION

We recognize that to be effective, human beings must work in a spirit of mutual understanding; therefore, we must establish and maintain open lines of communication between students, professional staff, Board of Education and community.

A Philosophy of Education for the Wilson Central School District will enable Board of Education members, administrators, teachers, students, and citizenry to establish directions and priorities for the assignment of resources in order to facilitate student growth and to create an educational setting which will result in positive attitudes toward our school system, and life-long learning. This will be possible only if lines of communication are kept open.

WHO SHOULD I CONTACT @ WES?

Have a question or concern?
Look for your topic, then reach out to the first person listed.
If needed, move down the list in order.

Academics



Teacher



Principal

Special Education



Speical Education Teacher



School Psychologist



Director of Special Education

Food Service



Director of Food Services

Behavior



Teacher



Dean of Students



Principal

Attendance / Pickup Patrol



Main Office

Building Use



Main Office



Principal

Social Emotional



School Counselor



Social Worker



Teacher



Principal

Health & Medical



Clinic



Principal

AIS



AIS Teacher



Teacher



AIS Facilitator



Principal



Important Contacts:

-School Phone Number:
(716) - 751 - 9341

-Principal:
jwilkie@wilsoncsd.org
X118

-Dean of Students:
tpawlukovich@wilsoncsd.org
X281

-Main Office:
jmoote@wilsoncsd.org
rsimpson@wilsoncsd.org
X133 or X117

-Clinic:
mcanfield@wilsoncsd.org
hthompson@wilsoncsd.org
X160

-School Counselor:
djangochian@wilsoncsd.org
X169

-Social Workers:
mtaylor@wilsoncsd.org
mstarnar@wilsoncsd.org
X132

-Check with your child(ren)'s
teacher on the best way to
connect with them!

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School Schedule

STUDENTS SHOULD NOT ARRIVE BEFORE 8:40! *(There is no adult supervision prior to 8:40.)*

Full-Day Schedule

- **8:50** –  Students enter & head to classrooms
- **9:00** –  Final Bell / Morning Announcements
- **3:07** –  Walkers & Pickups head to the gym for release
- **3:10** –  Dismissal Bell – Walkers leave; bus students head to buses
- **3:25** –  Final Bell – All students should be out of the building

Half-Day Schedule

- **8:50** –  Students enter & head to classrooms
- **9:00** –  Final Bell / Morning Announcements
- **11:42** –  Walkers & Pickups head to the gym for release
- **11:45** –  Dismissal Bell – Walkers leave; bus students head to buses
- **12:00** –  Final Bell – All students should be out of the building

Drop-Off & Pick-Up Quick Guide

Where to Go

- **Flag Loop (Front of School)** – *Only* for dropping off or picking up students directly from your vehicle.
- **Bus Area (East Lot by Playground)** – For buses only.
- **Parking** – Do not park in the flag loop when visiting. Use the main parking lot or the far east lot by the soccer field.

Be On Time

- Arrive **before 3:25 p.m.** for pick-up.
- After 3:30 p.m., you must come inside to sign out your child—no curbside pick-up after that time.

How Pick-Up Works

1. Students wait in the gym at dismissal.
2. A staff member in the loop radios inside when you arrive.
3. Your child is called to the main entrance and walks to your vehicle.

Important Reminders

- All students are picked up in the **front loop**—parking and walking up to the doors is **not allowed**.
- Walkers (students without a bus) are expected to walk home unless you've made other arrangements.

Section 1: THE SCHOOL DAY

ATTENDANCE

At Wilson Elementary School, we believe that **every school day matters**. Regular, on-time attendance supports academic growth, strengthens classroom connections, and helps students develop habits of responsibility, commitment, and perseverance.

We ask families to make attendance a priority and have students at school, on time, every day they are able to attend. Even occasional absences can add up and impact a child's learning. We also understand that children get sick. Students who are ill should remain home when appropriate to protect their health and the health of our school community. Throughout the year, families may receive attendance notifications as absences accumulate so that we can work together to support consistent attendance.

When your child is absent or tardy, please notify the school and provide the date and reason for the absence or tardiness. Please note that vacations taken while school is in session are considered unexcused absences.

If your child needs to leave school early, please notify the main office. A parent/guardian or other authorized adult must report to the office and sign the student out before the child leaves the building.

Thank you for partnering with us to make every school day count!

BREAKFAST & LUNCH

Wilson Elementary is proud to provide **free breakfast and lunch to every student each school day**.

A nutritious breakfast is available each morning, and lunch is served on all full school days.

Students may choose from a variety of meal options, and menus are available online.

Families are encouraged to take advantage of this program—there is no cost to participate!

FAMILY COMMUNICATION & PARENTSQUARE

Strong communication between home and school is an important part of student success. Wilson Central School District uses **ParentSquare as its primary family communication platform**. Families can receive school and classroom communication through the ParentSquare app, website, email, and text messaging. The ParentSquare app is encouraged but is not required in order to receive important District communications. Urgent notifications, including school closings and emergency information, will continue to be delivered through available phone, text, and email channels.

Families are encouraged to regularly review school communications and keep their contact information current.

Questions specific to your child's classroom should generally begin with the classroom teacher. The main office is always available to assist families and connect them with the appropriate staff member when needed.

CONTACT & EMERGENCY INFORMATION

Accurate contact information is essential, especially in the event of illness, injury, an emergency, or an unexpected change to the school day.

Please notify the school promptly whenever there is a change to your:

- Home address
- Phone number
- Email address
- Childcare arrangements
- Emergency contacts

Keeping this information current also ensures that you receive important school and District communications through ParentSquare and our emergency notification systems. The current handbook similarly asks families to promptly update telephone numbers, addresses, childcare providers, and emergency contacts.

LOST & FOUND

Please label your child's coats, sweatshirts, lunch boxes, water bottles, backpacks, and other belongings whenever possible.

Lost items are collected in our Lost & Found, and students are encouraged to check it regularly. Unclaimed items are periodically donated throughout the school year, with a final donation made at the end of the year.

The school cannot assume responsibility for lost, stolen, or misplaced personal belongings.

PARTY INVITATIONS

To avoid hurt feelings, party invitations may be distributed at school **only when every student in the classroom is invited**.

Invitations for select classmates should be distributed outside of school.

Please note that the school cannot provide student addresses, phone numbers, email addresses, or other family contact information.

Section 2: ARRIVAL, DISMISSAL & TRANSPORTATION

CHANGES TO DISMISSAL & TRANSPORTATION

For student safety, any change to your child's regular dismissal or transportation plan must be communicated directly to the school.

The preferred method for transportation changes is **Pickup Patrol**.

- Please submit Pickup Patrol changes by **11:30 a.m.**
- If a change must be made after 11:30 a.m., contact the main office by phone **before 2:00 p.m.**
- **Please do not email same-day transportation changes.** Email may not be seen in time to safely communicate the change to staff.

We understand that emergencies occasionally occur and will always do our best to assist families with unexpected situations.

BUS SAFETY & CONDUCT

Safe transportation requires the cooperation of every student. Students riding a school bus are expected to follow the driver's directions and behave in a safe, respectful manner at all times.

Students must:

1. Follow the bus driver's directions promptly and respectfully.
2. Remain seated in their assigned seat and keep hands, arms, and belongings inside the bus.
3. Enter and exit the bus safely without pushing, shoving, running, or tripping others.
4. Respect the bus, the belongings of others, and fellow passengers.
5. Use an appropriate voice level and avoid behavior that could distract the driver.

Failure to follow bus expectations may result in a bus conduct referral and appropriate consequences in accordance with the District Code of Conduct. Continued or serious unsafe behavior may impact a student's bus-riding privileges.

BICYCLES & SCOOTERS

Students in grades 2–5 may ride bicycles or non-motorized scooters to school.

To help keep everyone safe:

- Students must dismount and walk their bicycle or scooter as soon as they enter school property.
- Bicycles and scooters must be parked at the designated bike racks and should be securely locked.
- The school is not responsible for lost, stolen, or damaged bicycles, scooters, or related equipment.
- At dismissal, bicycle and scooter riders will dismiss with walkers and must walk their bicycle or scooter until they have left school property.
- Students must wear a properly fitted helmet as required by New York State law.

Families are encouraged to review and practice bicycle and scooter safety expectations with their children before allowing them to ride to school.

PARKING & FRONT LOOP

Visitors may park in the north lot near the main entrance or the east lot near the soccer fields.

The front loop by the flagpole is reserved for student drop-off and pick-up during designated times and for brief student arrivals or departures during the school day.

Please do not park or leave a vehicle unattended in the front loop.

Keeping this area clear is important for student safety, traffic flow, and emergency access.

Section 3: LEARNING & STUDENT PROGRESS

STUDENT PROGRESS & REPORT CARDS

Wilson Elementary regularly communicates student progress to families through report cards, progress updates, conferences, and ongoing teacher communication.

Reporting Schedule

Students in **UPK–Grade 4** follow a trimester reporting schedule, with report cards issued three times during the school year.

Students in **Grade 5** follow a quarterly reporting schedule, with report cards issued four times during the school year.

Progress reports may also be provided at approximately the midpoint of each marking period at the request of a parent/guardian or at the discretion of the classroom teacher.

Specific progress-report and report-card dates will be communicated to families during the school year.

Standards-Based Grading Key

4 – Exceeding Standard

The student consistently demonstrates understanding beyond grade-level expectations.

3 – Meeting Standard

The student consistently demonstrates grade-level understanding and skills.

2 – Approaching Standard

The student is progressing toward grade-level expectations and benefits from additional guidance and support.

1 – Beginning/Not Yet Meeting Standard

The student is not yet demonstrating grade-level expectations and requires significant support.

N/A – Not Assessed/Not Applicable at This Time

*** – Reflects appropriate accommodations**

Intermediate Grades

For students in **Grades 3 and 4**, report cards include overall grades in English Language Arts, Mathematics, Physical Education, Visual Arts, and General Music in addition to standards-based information. Overall grades reflect student performance on classroom assessments and learning activities.

Grade 5 uses an overall course-grade reporting system across subject areas rather than the UPK–4 standards-based grading key.

ASSESSMENT & STATE TESTING

Assessment is one of the many tools we use to understand student progress and guide instruction. Throughout the year, students participate in classroom, school, District, and state assessments appropriate to their grade level. Some assessments help teachers monitor academic growth and adjust instruction, while others are required by New York State.

Students in applicable grade levels participate in New York State assessments administered in accordance with New York State Education Department requirements.

Families will receive information regarding state assessment dates and procedures in advance. Whenever possible, please avoid scheduling vacations or non-emergency appointments during designated testing periods.

FAMILY-TEACHER CONFERENCES

Formal family-teacher conferences are held following the first trimester. Teachers will communicate scheduling information to families as the conference period approaches.

Families are also welcome to request a conference at any point during the school year. Please contact your child's teacher through ParentSquare, email, or phone to arrange a mutually convenient time.

To protect instructional and supervision time, teachers are generally unable to hold unscheduled conferences during student arrival, dismissal, or classroom instruction.

Strong communication between home and school is important to student success. If a teacher reaches out to schedule a conversation regarding your child's progress, please respond as soon as possible so that we can work together to support your child.

Section 4: SPECIALS, ACTIVITIES & EXPERIENCES

PHYSICAL EDUCATION

Physical Education is an important and required part of every student's school program

Students should wear appropriate clothing and **secure athletic sneakers** on PE days so that they can participate safely. PE classes may take place outdoors when weather permits, so students should also be dressed appropriately for outdoor activity.

If a student needs to be excused from Physical Education for a medical reason, please provide written documentation to the school. A parent/guardian note may excuse a student for a single class. Extended or recurring restrictions require documentation from a healthcare provider.

For safety reasons, students who are medically restricted from participating in Physical Education may also be restricted from recess or other physical activities during the same period.

Please contact the Physical Education teacher or school nurse with questions regarding participation restrictions or accommodations.

Be sure to review more information on PE policies and procedures which students will bring home after their first PE class.

MUSIC PROGRAMS

Band

Students in grades 4 and 5 have the opportunity to participate in instrumental music and band. Joining band is a commitment to a team, and students are expected to:

- Practice regularly at home and come prepared for lessons and rehearsals.
- Participate in scheduled winter and spring concerts.
- Maintain their regular classroom responsibilities while participating in band.

Whole-group band rehearsals are held before school from **8:00–8:50 a.m.** Adult supervision is not available before **7:45 a.m.** Students participating in morning rehearsals may not be dropped off before an adult is present to supervise them.

Strong communication between home and school helps make the band experience successful. Families should contact the band director directly with questions regarding lessons, rehearsals, performances, absences, or scheduling conflicts.

Chorus

Students in grades 3–5 have the opportunity to participate in chorus. Chorus rehearsals take place during the school day with the grade-level chorus.

As members of the chorus, students are expected to:

- Participate fully in rehearsals and class activities.
- Attend all scheduled concerts.
- Contribute positively to the group while maintaining their regular classroom responsibilities.

Chorus is a team effort, and each student's participation contributes to the success of the group.

Families should contact the chorus director directly with questions regarding rehearsals, performances, absences, or scheduling conflicts.

FIELD TRIPS

Field trips provide students with valuable learning experiences beyond the classroom and are considered an extension of the school day and curriculum. School expectations and the District Code of Conduct remain in effect during all field trips.

Families will receive information in advance of each trip, including any necessary permission forms, schedules, costs, and other important details. Students must have required permission completed by a parent/guardian in order to participate.

The Wilson Elementary PTA generously supports many of our field trip experiences; however, families may occasionally be asked to contribute toward the cost of a trip.

In rare circumstances involving significant behavioral, safety, or academic concerns, alternative arrangements may be made for a student in consultation with the family and building administration.

Section 5: HEALTH & WELLNESS

HEALTH OFFICE & MEDICATION

Student health and safety are important to us. Families are responsible for ensuring that students meet all applicable New York State health and immunization requirements. The school nurse will contact families when documentation or additional health information is needed.

Illness at School

If your child becomes ill during the school day, the Health Office will contact a parent/guardian or authorized emergency contact.

Please make sure all emergency contact information remains current throughout the school year. Students experiencing symptoms that require exclusion from school under current health guidance will need to remain home until they meet the requirements to return.

Medication

Medication needed during the school day must be brought to school by a parent/guardian in its original, properly labeled container.

Medication may not be sent to school with a student or on the school bus.

Required written authorization from the student's healthcare provider and parent/guardian must be on file before medication can be administered at school.

Please notify the school nurse of any changes to your child's medication, medical needs, or health status. The original handbook likewise requires medications to arrive in their original labeled containers and requires parent/guardian and physician authorization before administration.

BIRTHDAY & HOLIDAY TREATS

We love celebrating special occasions with our students!

To help protect students with food allergies and other dietary needs, **only commercially prepared, pre-packaged treats may be brought to school for classroom distribution.**

All treats must:

- Be in their original sealed packaging or individually wrapped by the store or bakery where they were purchased.
- Include a complete ingredient label.
- Be appropriate for classroom distribution.

Homemade food items cannot be distributed to students.

If you are unsure whether an item meets these requirements, please contact the school **before purchasing or sending it in**. Classroom teachers may also provide additional guidance based on allergies or dietary needs within their classrooms.

Contact Food Services for more information on how to purchase treats for special occasions directly through the school!

Section 6: SAFETY, BEHAVIOR & SCHOOL EXPECTATIONS

ANCHOR EXPECTATIONS

At Wilson Elementary, our **ANCHOR Expectations** provide a common language for how we learn, work, and treat one another throughout the school day.

ANCHOR Your Day!

- **Positive Attitude**
- **Never Give Up**
- **Show Cooperation**
- **Be Honest**
- **Own Your Actions**
- **Be Respectful**

Students are explicitly taught what these expectations look and sound like in classrooms, hallways, the cafeteria, playground, buses, assemblies, restrooms, the library, and other school settings.

Families can support us by reinforcing these same expectations at home.

 ANCHOR YOUR DAY, AT WILSON ELEMENTARY			
Positive Attitude, Never Give Up, Show Cooperation, Be Honest, Own Your Actions, Be Respectful			
HALLWAY	• Keep hands and feet to self • Stay quiet - classes are in progress • Follow directions 	• Walk face forward • Keep to the right • Keep hallways clear and clean 	• Go directly to your destination • Set a good example • Walk in a straight line 
RESTROOM	• Respect privacy • Use kind words and actions • Use equipment and supplies properly • Wait your turn 	• Go, flush, wash • Keep water in sink • Throw trash in receptacle 	• Report problems to an adult • Walk at all times • Use time wisely 
ASSEMBLY	• Eyes and ears on speaker • Participate • Use appropriate applause • Enter and exit quietly 	• Enter and exit quietly • Walk at all times • Stay in designated area 	• Keep hands and feet to yourself • Sit appropriately • Follow directions from adults 
PLAYGROUND	• Take turns • Use kind words and actions • Invite others to play 	• Stay in designated area • Report problems to an adult • Walk to and from building 	• Line up when you are called • Set a good example • Use equipment appropriately • Play by the rules 
CAFETERIA	• Respect other's space • Use kind words and actions • Use an indoor voice 	• Follow directions from adults • Eat only your food • Raise your hand for help 	• Leave a clean space • Sit with feet under table • Walk at all times 
LIBRARY	• Take care of books and equipment • Respect others trying to read and learn • Use appropriate voice level 	• Follow directions from adults • Walk at all times • Use time wisely 	• Stay on task • Put things away in their proper place • Return materials on time 
CLASSROOM	• Pay attention to your teacher • Follow instructions • Use kind words and actions • Raise your hand to speak • Participate 	• Use classroom materials appropriately • Walk at all times • Keep hands, feet and objects to yourself 	• Complete your work • Organize • Be ready to learn and try your best • Stay on task 
BUS	• Keep noise down • Use kind words and actions • Listen for your stop • Remember your bus letter 	• Stay seated face forward • Watch for traffic when entering/exiting • Keep hands and feet to yourself • Report problems to adult 	• Listen to bus driver • No eating or drinking • Keep track of your belongings • Keep your backpack closed 

BULLYING, HARASSMENT, HAZING & THREATS

Wilson Elementary School is committed to providing a safe, welcoming, and supportive learning environment for every student.

Bullying, harassment, discrimination, hazing, and threatening behavior are not permitted at school, on school transportation, at school-sponsored activities, or in other circumstances where the behavior creates or could reasonably create a disruption within the school environment. In accordance with the **Dignity for All Students Act (DASA)** and District policy, students are protected from harassment, bullying, and discrimination based on actual or perceived characteristics protected by law.

Threatening statements or behaviors—whether verbal, written, electronic, or communicated through gestures—are taken seriously. School administrators will investigate reported concerns and respond in accordance with the District Code of Conduct and applicable policies. Families who believe their child has experienced bullying, harassment, discrimination, hazing, or threatening behavior should contact their child's teacher, building administration, or the school's Dignity Act Coordinator.

Additional information regarding student conduct, DASA, and disciplinary procedures can be found in the **Wilson Central School District Code of Conduct**.

DISTRICT CODE OF CONDUCT

The Wilson Central School District Code of Conduct establishes expectations for students, staff, families, and visitors and helps ensure a safe, respectful, and productive learning environment. At Wilson Elementary, we expect members of our school community to demonstrate respect, responsibility, honesty, cooperation, and good citizenship. These expectations are reinforced through our ANCHOR Expectations.

Student behavior is addressed in accordance with the District Code of Conduct and applicable Board of Education policies.

The complete **Wilson Central School District Code of Conduct** is available on the District website under Parent Resources.

STUDENT DRESS

Students should come to school dressed appropriately for learning, school activities, and the weather.

Clothing, footwear, and accessories must meet the expectations outlined in the Wilson Central School District Code of Conduct.

If a concern arises, school staff will work with the student and family to address it in accordance with District policy.

Please refer to the District Code of Conduct for complete student dress expectations.

PLAYGROUND

During the school day, the Wilson Elementary playground is reserved for students participating in school programs.

Following dismissal, the playground is available for community use. Children using the playground outside of school hours must be appropriately supervised by a responsible adult, and use of the playground is at the individual's own risk.

Please help us care for this shared community space by following posted playground expectations, using equipment appropriately, and reporting damage or safety concerns to the school.



Section 7: SCHOOL SAFETY & SECURITY

SCHOOL SAFETY & EMERGENCY PROCEDURES

The safety of our students and staff is our highest priority.

Secure Building & Entrances

Exterior doors remain locked throughout the school day. All visitors must enter through the **main front entrance**.

Visitors must use the entrance intercom, identify themselves and the purpose of their visit, and wait for instructions before entering the building.

Visitor Procedures

All visitors must report to the main office upon entering the school.

Visitors will be asked to provide appropriate government-issued photo identification, which may be processed through the school's visitor management system before access to the building is granted.

Visitors should wear the school-issued visitor identification while in the building and remain only in approved areas.

Emergency Procedures & Drills

Wilson Elementary regularly practices emergency procedures as required by New York State. These may include evacuation, lockdown, and other safety drills.

These drills help students and staff understand how to respond safely, calmly, and efficiently during an emergency.

Communication During an Emergency

In the event of an emergency, school closing, early dismissal, or other urgent situation, the District will communicate directly with families through **ParentSquare and our emergency notification systems, including phone, text, and email when appropriate.**

During an active emergency, **please do not call or come to the school unless directed to do so.** This allows staff and emergency responders to focus on student safety and keeps communication lines available.

Please make sure your contact information remains current throughout the school year so that you receive important school and District notifications. The original handbook similarly requires visitors to use the secured front entrance and present scannable government-issued identification.

Section 8: FAMILY & COMMUNITY PARTNERSHIP

WILSON ELEMENTARY PTA

Our Wilson Elementary PTA is an important part of our school community.

Through fundraising, volunteering, family events, and additional support, the PTA provides resources and experiences that directly benefit our students and enhance their school experience.

There are many ways to get involved. Whether you can volunteer regularly, help with a single event, attend meetings, or simply support PTA activities throughout the year, every level of involvement makes a difference.

We encourage all families to connect with our PTA and help make Wilson Elementary an even better place for our students!

VOLUNTEERS

We appreciate the time and talents that family and community volunteers contribute to Wilson Elementary!

Volunteer opportunities vary by classroom and activity. **Before completing a volunteer application, please contact your child's teacher to determine whether volunteers are currently needed.** Not every classroom or activity requires volunteer assistance.

All school volunteers must complete the District's volunteer approval process and receive approval before volunteering begins.

When volunteering at Wilson Elementary:

- Sign in at the main office and complete the required visitor screening process.
- Wear appropriate attire for the school setting.
- Follow the directions of the teacher or staff member supervising the activity.
- Please make alternate arrangements for younger siblings rather than bringing them into the classroom while volunteering.
- Maintain strict confidentiality regarding all students and information you may see or hear while volunteering.

Student Confidentiality

Student confidentiality is especially important. Information regarding another student's academic performance, behavior, disability, family circumstances, or other personal matters must never be discussed or shared outside of school.

Thank you for helping us provide positive experiences for our students while respecting the privacy and safety of every child.