

2026-2027
Wilson Elementary School
Student Handbook

65 Dane Street
Sayreville, New Jersey
08872

Main Office
732.525.5240

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Welcome Students and Parents

We are pleased to welcome you to Wilson Elementary School. The facility and its programs are designed to meet the needs of Pre-Kindergarten through Third Grade students. We are here to guide the academic, social and emotional growth of your child. We are committed to helping students have wonderful learning and social experiences. We encourage parents to participate in all aspects of school life. Please feel free to contact our counselor, teachers and principal to assist you in meeting the individual needs of your child.

Students are encouraged to make constructive decisions and solve problems. They will be encouraged by their teachers, support staff members and the administration to attain the best education possible. A comprehensive explanation of the district's core ethical values and standards can be found in the Sayreville School District Code of Student Conduct which is available on the district website.

Parents and students are encouraged to read this handbook and refer to it prior to calling the school.

Please note this handbook is subject to change and the most current copy can be found on the school's website:

<https://wilson.sayrevillek12.net>

GENERAL SCHOOL INFORMATION

Wilson School's telephone number 732.525.5240

Please follow the prompts for the proper extensions

Principal's number -732.525.5240 then press 3

Counselor's Extension- 732.525.5240 then press 5

Nurse- 732.525.5237

School website-<https://wilson.sayrevillek12.net>

District website-www.sayrevillek12.net

You may contact all school personnel by email by using the person's first name then a dot then the last name followed by @sayrevillek12.net.

For example, the school's principal is Timothy Byrne. You would contact him by emailing

Timothy.Byrne@sayrevillek12.net

We are a very friendly school and we value communication. Please do not ever hesitate to contact the school office or your child's teachers.

Wilson Weekley is published every Thursday. Please review all the information every week. Please follow up emails from your child's teacher or the main office. Please utilize Parent Square and the Oncourse platform.

ABSENCES

Every student absence must be verified by a note from a parent or guardian. This note should be presented to his/her homeroom teacher upon return from an absence.

After a child has been absent for three or more consecutive days, a doctor's note may be required before the child is readmitted to school. After every absence, you will be contacted by an automated confirmation call when your child is not present.

Please ensure that all phone numbers on record are accurate. The nurse may follow up with you regarding your child's absence. In the event of three or more absences, make up work will be provided. If a child is absent for more than three consecutive days because of an illness, parents may contact the teacher requesting make up work. Please note that a child absent for less than three consecutive days will be given make up work upon returning to school. A student who is absent from school during the day cannot attend after school programs or activities on that day.

PARENTS ARE ALSO REQUIRED TO CALL THE ATTENDANCE LINE AT 732.525.5237 TO INFORM THE SCHOOL OF THEIR CHILD'S ABSENCCE.

ACCIDENTS

Students should report all accidents, minor and major, to the teacher in charge.

ADMINISTRATIVE GUIDELINES/INFRACTIONS OF THE CODE OF STUDENT CONDUCT

Following the Code of Conduct is an important part of a student's education at Wilson School. Students who infringe upon a student rule or become a disruption are subject to disciplinary consequences to help prevent further occurrences. Any class work missed while a student is in the office will be completed at home. Parents will be notified of any disciplinary consequences via a phone call or email.

A full updated list of disciplinary consequences for inappropriate behavior can be found on the district's website, Policy 5600 Student Discipline/Code of Conduct Regulation 5600.

Possible consequences for inappropriate behavior include administrative detention, bus suspension, in-school suspension (ISS) and out of school suspension (OSS).

Our Code of Conduct revolves around three ideas: respect, responsibility and resolution. *Respect* focuses on treating everyone with kindness, courtesy, honesty and following directions. *Responsibility* is creating and maintaining a safe learning environment at all times. *Resolution* is resolving problems in an appropriate manner through individual meetings, class meetings, teacher conference, peer mediation, counselor meeting and/or a conference with the principal.

ARRIVAL

Students are not permitted to be dropped off on school property without direct adult supervision earlier than

8:50 AM. The directions of the school personnel must be followed to permit a safe arrival for all students.

Tardy Arrival-

Students arriving after **9:05 AM or after 10:35 AM on a delayed opening**, must be signed in by a parent/guardian. Students are not permitted to sign themselves in at the security vestibule. Late students must then proceed to the class period in progress. No students will be admitted to class without obtaining a late pass.

Please note District Policy 5230 Late Arrival and Early Dismissal.

ATTENDANCE INFORMATION

Under the New Jersey Administrative Code (6:8-4) Boards of Education shall establish pupil requirements for the minimum number of days in attendance in order to receive a passing grade in a subject. Sayreville Board of Education Policy 5410 Promotion and Retention directs that parents of pupils who have been in attendance fewer than 162 days during the school year will be notified of possible retention. These regulations recognize that the learning experience which takes place in the classroom environment is an essential part of the student's responsibility and to realize that time lost from class in terms of educational opportunity is irretrievable. *Students with excessive absences over a period of time will be required to have an action plan to be developed to address chronic absenteeism.* Notifications will be communicated to parents to report absences of five,

ten, fifteen and twenty days as well as reporting the number of **tardy** arrivals.

It is recognized that there are unavoidable circumstances which may prevent a student from attending school; however, all of the work missed must be made up at the initiative of the student within two days of each missed class period.

BACK TO SCHOOL NIGHT

This evening will give parents/guardians the opportunity to follow their child's daily schedule. The schedule is designed so that you have the opportunity to meet all of your child's teachers. This evening will not only provide parents with an opportunity to meet the teachers, but will also be an opportunity to hear from the PTO which sponsors many exciting and interesting educational programs for students at Wilson School.

BIRTHDAYS AND OTHER CELEBRATIONS

Food treats of any kind cannot be sent in or served to students due to dietary, religious and health concerns. If you would like the entire class to indulge in a special treat, an excellent alternative to food would be stickers, pencils, erasers, crayons or books.

CAFETERIA

Students are required to eat lunch in the school cafeteria. Hot and cold lunches and drinks are available for purchase. If your child is buying lunch, please send him/her to school with the smallest amount

of money possible. Please place this money in the child's folder. It should be in an envelope with the child's name and teacher's name. You may also write a check payable to Wilson School. It is strongly suggested that parents pre-pay your child's lunch. You can pay online at www.payschoolscentral.com.

Students may bring their own lunch. We do not allow glass containers. If your child forgets his/her lunch, and IOU will be granted. It is expected that payment will be made the next school day. Please be conscientious of this as during the last few days of school, it is necessary that all accounts be paid in full.

While in the cafeteria, students are expected to practice the code of conduct. When finished eating, students are required to leave the tables and eating area clean in consideration of the students who will be eating during the next lunch period.

CELL PHONES/ELECTRONIC DEVICES

Students are discouraged from bringing cell phones, tablets, smart watches, and walkie talkies to school. If these items are brought to school, the following guidelines must be followed. These devices cannot be active during the day. Please see Board Policy 5516 Student Use of Internet Devices.

1. At no time during the school day, including transportation to and from school will these devices be used to take pictures or videos of any kind or recordings of any type. Should a student need to use a phone, the student will make a request of the teacher to use the classroom phone.
2. The parent and student assume all responsibility for these devices including but not limited to financial obligations that may be incurred from lost or missing devices.
3. Any student using a device during the school day is subject to administrative discipline which includes but not limited to confiscation of the device.

CHANGE OF STUDENT INFORMATION

Accurate student information is essential; therefore, any change of address, parent contact information, phone numbers, email addresses and custody information must be updated promptly in the student's Parent Portal account.

COUNSELOR INFORMATION

The program employs requirements based on the National Standards for School Counseling. If a student is recommended for outside counseling community resources will be available upon request from the school counselor in order to help facilitate the student's academic, social and emotional growth. Our counselor has an open door policy for students with permission to leave class from their teacher. Students may also participate in counseling groups during their lunch period or throughout the school

day. The focus of these groups includes but not limited to conflict resolution, friendship and study skills. The counselor will send home a permission slip to the parents/guardians explaining the school counseling program and will set up times to conduct the sessions with the input of the teachers involved to maximize the learning process.

Parents are encouraged to contact the counselor directly via email or telephone. A counselor meets with students to provide encouragement and support for academic and social-personal topics.

DRESS CODE

Since the home provides the funds, guidance and upkeep of the student's clothing worn in school, it is the responsibility of the parent to see that grooming reflects the modesty and appropriateness expected in school. The administration reserves the right to restrict or prohibit any manner of dress or apparel judge to be inappropriate.

- Safe footwear will be worn at all times. No flip flops or bedroom slippers shall be worn.
- Hats or other head coverings shall not be worn in the school building. Exceptions may be made by the principal for head coverings worn for religious purposes.
- All clothing must be well fitted.

EMERGENCY CLOSING

Please make necessary arrangements for your children in the event of an emergency early dismissal or delayed opening.

FIRE DRILLS AND EMERGENCY MANAGEMENT DRILLS

Fire and emergency management drills are required by law every month. These are important safety precautions and are handled with the intent of providing for the safety of the students and staff.

HARRSSMENT, INTIMIDATION AND BULLYING (HIB)

Please see Board Policy 5512 Harassment, Intimidation or Bullying

HEALTH OFFICE

Students must arrive at the health office with a pass. Students must take medication in the health office under the supervision of the school nurse. A doctor's written order is necessary for medication to be administered. All medication must be delivered to the school by an adult in a container bearing the pharmacist's label and identifying the substance being administered. See Policy 5330 Administration of Medication.

PARENT TEACHER CONFERENCES

Formal conferences are scheduled once each school year in January. We encourage our parents/guardians to request a conference at any time during the school year when they consider it to be necessary.

PARENT TEACHER ORGANIZATION

All parents are welcome and encouraged to join. Information can be obtained by emailing the PTO through their email of ptowilsonschooll@gmail.com. Please see the PTO at Back to School Night.

SAFETY AND SECURITY

The safety and security of the students and staff are a primary concern for all the members of the Wilson School Community. Anyone visiting the school must enter through the security vestibule. Please be prepared to show a valid picture ID. Any visitor bags and individual people are subject to search by school security personnel. Security cameras are in use throughout the Wilson School campus. An armed Sayreville Police officer is present everyday on campus.

STUDENT ACADEMIC REPORTS

Interim progress reports are issued when deemed necessary.

Report cards are issued three times a year and can be viewed on the Parent Portal.

STUDENT EARLY RELEASE FROM SCHOOL

All requests for a student's early release are handled through the Main Office. Please send the Early Pick Up

Form to your child's homeroom teacher indicating what time the child will be picked up if you plan on picking up your child prior to dismissal. The authorized adult picking up must present at the security vestibule to initiate the procedure at the time indicated for pick up.

A student must be present for four (4) hours exclusive of his/her lunch period to be recorded present for the day. Please note that if a student arrives at school after 10:35 AM or leaves school prior to 1:35 PM on a full school day, he/she will be marked absent.

Additionally, if a student arrives late or leaves early during an early dismissal day or delayed opening day, the student will be marked absent.

TRANSPORTATION BY BUS

Students will adhere to the Code of Student Conduct while using the district's transportation vehicles. Bus safety is vital to the student's well-being and requires the cooperation of the students and the parents as well as the school's personnel. The school bus driver will be in authority with regard to pupil behavior and conduct in or about the vehicle. Students who are disruptive and who violate bus safety rules will be subject to the school's disciplinary policy. In case of repeated and/or continuous misconduct, the offending student may be excluded from the school bus. The child's parent/guardian will then be required to provide transportation to and from school during any period of exclusion.

Any questions regarding the transportation of students may be obtained by calling the Transportation Department at 732.525.5200x1307

VISITORS

Any visitation to the school must be arranged through an appointment. Security protocols will be followed accordingly.

WITHDRAWAL OF STUDENTS

When planning to withdraw a student from school, a parent/guardian must contact the Main Office. All necessary paperwork will be required .