



Wiley Elementary

HANDBOOK



2026-2027

Welcome Back To School!



Welcome to William Wiley Elementary, home of the Coyotes! We are thrilled to have you join our Wiley family and can't wait to work together to make this a fantastic year. Our school thrives because of the strong partnership between families, staff, and our community, and we look forward to many opportunities to connect and grow together.

This handbook includes Richland School District policies as well as information specific to Wiley. Please take a few minutes to review it with your family so we can ensure a safe, supportive, and successful year for all our students. If you have any questions or need assistance, please contact us. We are here for you, and we're excited for all the learning and memories ahead!

Paul Chartrand, Principal

Daily Schedule



- Line up: 8:35AM
- Enter Classrooms/
First Bell: 8:40AM
- Tardy bell: 8:45AM
- Dismissal:
3:15 PM M-Th
2:15PM Fridays

Stay Connected

Parent Square is our primary form of communication at Wiley.

Download the Parent Square App to receive up-to-date information from staff at Wiley, including information on weather delays.



Contact Us

Main Office: 509-967-6376

Hours: 8:15AM-3:45PM

Lead Secretary:

Penny Shelby, Penny.Shelby@rsd.edu

Attendance Secretary:

Dyana Fleming, Dyana.Fleming@rsd.edu

Counselor:

Taylor Sandoval, Taylor.Sandoval@rsd.edu

School Nurse:

Caitlin Wright, Caitlin.Wright@rsd.edu

Principal:

Paul Chartrand, Paul.Chartrand@rsd.edu

Assistant Principal:

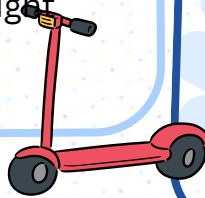
Hilary Wingert, Hilary.Wingert@rsd.edu

Call, email, or send a message via ParentSquare!



Arrival & Dismissal

- **Morning Supervision** begins at 8:05 in the cafeteria for breakfast and at 8:30 for students lining up.
- **Breakfast:** 8:05–8:25 AM
- **Students In line by:** 8:35 AM
- **First bell:** 8:40 AM, Students brought to classrooms
- **Tardy bell:** 8:45 AM
- **Crossing Guards:**
AM: 8:30–8:45 PM: 3:15–3:35
(Fridays: 2:15–2:35)
- **Pick-Up:** Please join us **after 3:10 PM** for pick up. Your cooperation helps keep our campus safe and our learning time uninterrupted.
- After dismissal, students go straight home.



Walking To and From School

Students walking to and from school should always follow safety rules—use crosswalks and sidewalks.

Crossing guards are stationed at:

- Holly & S. Highlands
- Holly & Rose
- S. Highlands & Spirea
- Bus loop in front of the school

Bicycle, E-Bike, Scooter, Skateboard & Roller Blade Guidelines



Student safety is our highest priority. Please follow these expectations:

- Bicycles, e-bikes, scooters, skateboards, roller blades, and similar devices **may not be ridden on school property** before, during, or after school.
- Bicycles, e-bikes, and scooters **must be walked** onto and off school property and secured in the designated bike rack immediately upon arrival until dismissal. **We ask students to: “Walk your wheels.”**
- **Gas-powered bicycles, mini-bikes, motorcycles, mopeds, and other motorized recreational vehicles are not permitted on school grounds.**
- Students are expected to **follow safety rules** when traveling to and from school. Helmets are strongly recommended.
- Failure to follow these expectations may result in **loss of the privilege** to bring these items to school.

The school district is not responsible for lost, stolen, or damaged bicycles, e-bikes, scooters, or related equipment.



Drop off and Pick Up By car

Safety first! Please use one of our two drop-off/pick-up loops in the front of the school or in the back of the school off of Peony Street.

- **Pull forward as far as possible**, stay in line, and pick up only along the sidewalk.
- Please have students exit on the sidewalk side of the car.
- **Do not cut** in front of other cars or block **handicapped spots**.
- Once your child is in the car, you may carefully pull out.
- **Please stay in your car and do not leave it unattended while in the loop.** If you need to walk in, park in the north lot.

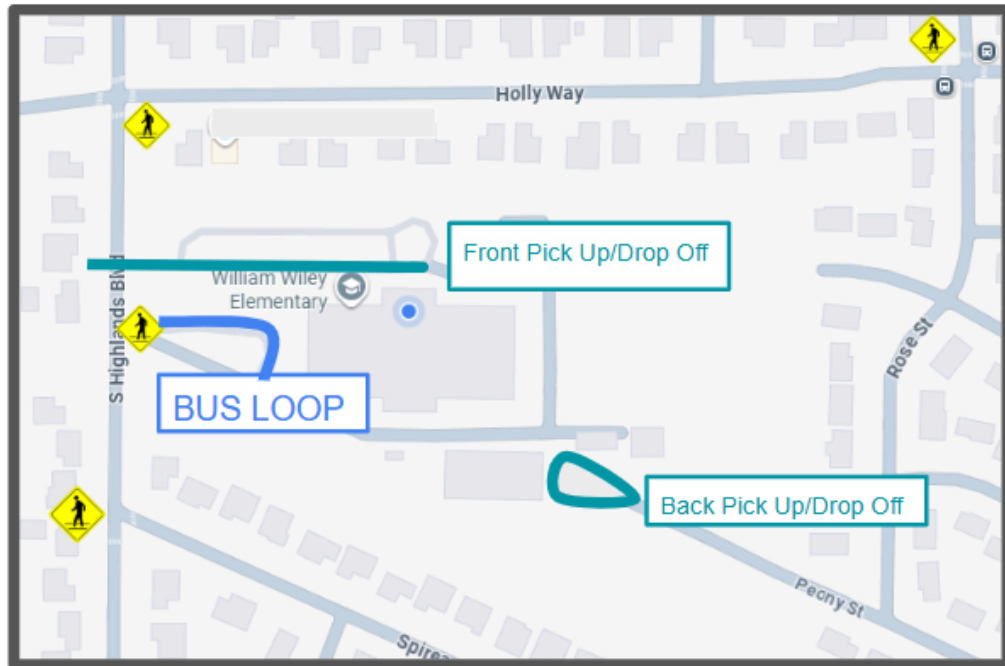
Thank you for helping keep our arrival and dismissal safe and smooth!

Maps

Please see the maps for pickup and drop off locations and walking routes to enter and leave campus safely.



Pick Up/Drop Off, and Crosswalk Locations



Walking Route



Attendance Matters



Regular attendance helps students succeed and stay connected.

- Please call our 24-hour attendance line at **509-967-6375**, email **Dyana.Fleming@rsd.edu**, or send a message on **ParentSquare** by **9:30 AM** if your child will be absent — this lets us know they're safe.
- For **pre-planned absences**, complete an absence form from the office at least **one week in advance**.
- If your child has a **medical appointment**, a **doctor's note is preferred** to excuse the absence.
- If picking up your child during the day, please **sign them out in the office** — we'll call them down once you arrive.

Whenever possible, schedule appointments and trips outside school hours to help your child build strong attendance habits.

Visitors & Volunteers

Visitors:

- All visitors must check in at the office with a photo ID and wear a visitor badge.
- If you are joining your student for lunch, we ask that you enjoy lunch and share food with your child only at the designated visitor lunch table. For safety, friends may not join.
- Visitors are not allowed on playgrounds during lunch or recess.

Volunteers:

- Complete the yearly Volunteer Application and background check at least one week before volunteering.
- Contact your child's teacher to arrange volunteer times.
- Sign in and out at the office and wear your visitor badge while on campus.
- Notify the staff if you can't make your scheduled volunteer time.

Too Sick for School?

Parents can often sense when their child is "coming down with something." By watching for the subtle signs that mark the onset of an illness, you are practicing preventive care measures to protect the health of your child as well as others. Keep children home, and contact your school nurse, if they have:

- **Fever:** Keep a child home if they have a temperature of 100 degrees or higher. A student may return to school 24 hours after their fever is gone without the use of fever reducing medications AND if other symptoms have improved.
- Sore throat and swollen glands: If your child has strep throat, they can return to school after 24 hours of appropriate treatment.
- **Nausea, vomiting and diarrhea**
- **Skin rash or open sores**
- **Pain or swelling of any kind**
- **Cough, chills or runny nose**
- **Earaches or extreme headaches**
- **Eye Infections**
- **Other Symptoms:** Unusually tired, pale, has a lack of appetite, is difficult to wake, confused or irritable. If symptoms persist, check with your doctor.



A child can return to school when symptoms have subsided AND his or her temperature remains normal for 24 hours without the use of fever reducing medications.

Meals



Free Meals for All Wiley Students

Wiley is part of the **Community Eligibility Program (CEP)**, which means **all students receive breakfast and lunch at no cost** during the school year.

Milk for students bringing lunch from home will still be available for **\$0.60**.

Families may still submit a **Child Nutrition Eligibility & Education Benefit Application** to qualify for fee waivers or summer **Sun Bucks** benefits.

Lost and Found

Please label your child's clothing! Marked items are returned whenever possible. Unlabeled items go to the Lost and Found near the staff lounge. Unclaimed items are donated to charity after each trimester.

Phone Use and Personal Devices

To keep our day running smoothly, student phone use is limited to emergencies. Please help your child plan ahead each morning.

In accordance with Richland School District Policy 3244 **Cell phones and Smartwatches** should be turned off and kept in backpacks during school hours.



Food and Celebrations

To keep all students safe—especially those with allergies—we encourage non-food treats for birthdays. **Please check with your child's teacher about classroom policies ahead of time.**

If bringing food, it must be store-bought, sealed, labeled with nutrition info, and delivered to the office for teacher pickup.

Please note: Flowers and balloons are not allowed in classrooms.

Caring Corner



Wiley's Caring Corner supports students and families with food, hygiene items, and school supplies for those in need. If your family could use a little extra help, please contact our counselor, Taylor Sandavol, at taylor.sandavol@rsd.edu or call the school office. We're here to care for our community!

Dress Code

It is the goal of the Richland School District to establish and maintain a quality learning environment for all students and staff. To that end, we expect all students to dress in a manner that provides for adequate safety while on any school campus. Further, we hope to instill the understanding of, and adherence to, appropriate dress for a work environment as we prepare students for their future career. It is also the responsibility of the school administrators to take reasonable steps to ensure a learning environment free from sexual harassment.

Students wearing clothing that is disruptive to the learning environment or hampers the safety of themselves or others, as determined by the school, will be asked to change clothing and may be subject to school discipline should they refuse to do so. These guidelines are not intended to be all-inclusive. The principals have the authority to determine if clothing is disruptive to learning or impacts student safety.

In order to maintain adherence to this dress code policy, students may not wear the following:

- Clothing that disrupts the educational process.
- Shorts and skirts shorter than mid-thigh in length.
- Clothing that reveals the back or midriff, or through which skin and/or undergarment is visible, or when arms are raised, becomes visible. These include but are not limited to:

- Boxers
- Sheer tops
- Mesh tops
- Overly large openings at the neck or arms
- Off-the-shoulder tops
- Spaghetti straps
- Halter-tops
- Tube tops
- Swim tops
- Clothing that exposes the midriff
- Clothing or accessories with offensive pictures, symbols or sayings.

These include but are not limited to:

- Demeaning statements
- Violent statements
- Sexual statements
- Racial statements
- Clothing that advertises or promotes tobacco, alcohol, or other drugs.
- Jewelry or accessories that could be used to cause harm or injury.
- Any gang-affiliated clothing.
- No hats are permitted inside the school.

Children need to wear appropriate shoes (such as tennis shoes) for P.E. and for playing outside.

For safety reasons, no flip-flops or high heels

A good general policy regarding the dress code is:

If there is ANY QUESTION about an item being inappropriate, don't wear it.

Toys, Stuffedies & Fidgets

Prior to bringing toys, stuffies, and fidgets to school, please ensure teacher permission.

To keep everyone focused, items from home should stay in backpacks before and after school and during the day.

If an item becomes distracting, we'll kindly hold it in the office for parents to pick up.

Animals

We love animals! However, only those that are part of an approved learning activity may visit our classrooms – and they must be pre-approved by the principal. Pets should stay cozy at home or safely in a vehicle during drop-off/pick-up.



Partnering for Your Child's Success



At Wiley, we believe open, respectful communication between parents and teachers is key to supporting your child's education.

If you have questions or concerns, please contact your child's teacher by email or phone to schedule a private meeting. Share your questions or concerns upfront so the teacher can prepare.

During the meeting, you'll work together to create an action plan to support your child. If needed, other staff like the counselor or principal may join. If concerns remain, you can request a follow-up meeting or involve the principal.

Thank you for partnering with us to ensure the best experience for your child!



School Supplies



Supply lists are available at www.rsd.edu/back-to-school. Each grade level may request a few additional items once school begins, but these won't exceed \$15.

Wiley Positive Behavior Support

Our staff uses the PurposeFull People SEL curriculum and positive behavior strategies to teach and reinforce expected behaviors through the Wiley Way and classroom expectations.

The Big 3:

Show Respect
Solve Problems
Make Good Decisions

Each month, we highlight a new character trait from PurposeFull People to build a positive school climate and strengthen social skills.