

2015-  
2016

# David T. Wilson STUDENT HANDBOOK

Welcome to David T. Wilson Elementary School! The faculty of our school will strive to make this a successful year for your student. If you have any questions concerning our school, please contact us at 270-422-7540 or visit us at our website at [www.wilson.ky.mce.schoolinsites.com](http://www.wilson.ky.mce.schoolinsites.com).

1075 Old Ekron Road  
Brandenburg, KY 40108



# **STUDENT HANDBOOK**

## **AFTER-SCHOOL ACTIVITIES & PICK-UP**

If your child wishes to participate in after-school activities, a permission slip will be sent home with the child for your approval and signature. NO student, for ANY reason, will be detained after school or allowed to stay after school without written parental permission or telephone notification. Students should be picked up promptly at the closing time of each activity. An Activity Bus is not available for students at David T. Wilson.

After-school detention will be held as needed and permission given by the parent or guardian. The student must be picked up by 4:00 p.m.

## **ARRIVAL AT SCHOOL**

**Please do not drop off your student at school before 7:15 a.m. without prior approval by the principal.** We are glad to accommodate you after this time because we realize that several parents have job schedules that do not coordinate with bus pick-up. Upon arrival at school, students are not allowed to leave school unless they first secure permission to do so from the office.

## **ATTENDANCE**

Please refer to this handbook if you have any questions about attendance or tardies; call the attendance clerk at 270-422-7540. Any time a student is absent or tardy from school, a written note **MUST** be sent to school describing the reason. Even if you called the school to let us know, informed the teacher, or we called you to pick up a sick child, we **MUST** still have a written note, please. **ANY** time a student is absent or tardy without a written note, this is logged as an **UNEXCUSED** absence. A student is allowed three parent notes per semester. After those three parent notes, a doctor's note is required. Careful and exact records are kept on computer concerning attendance, and parents will be notified on a regular basis of the student's absences.

If a student leaves school and returns to school that same day, that student still may be counted as absent for a half-day; this is determined by the total number of minutes not present at school.

School-wide contests for attendance are held periodically throughout the school year. Perfect attendance means that a student is present **ALL DAY, EVERY DAY!** Both excused and unexcused absences will be cause for students to lose this reward and any other attendance rewards.

The Board gives out a certificate at the end of the year for students who have had **PERFECT** attendance for all days in a Meade County school year. In addition, the school will give out rewards at the end of the year to students with **PERFECT** attendance.

## **BIRTH CERTIFICATES**

All students enrolling in a Kentucky public school are required to present a certified copy of their birth certificate at the time of enrollment. Certificates issued by the hospital ARE NOT certified copies. Failure to present appropriate documentation may result in denial of enrollment and notification to law enforcement agency.

## **BREAKFAST/LUNCH**

Students are encouraged to pay in advance for food purchases by depositing money into their school meal account. You can write a check and pay for a week (or month) at a time. Another prepayment option is available using MealpayPlus ([www.mealpayplus.com](http://www.mealpayplus.com) or 800-321-4763). This is a convenient online service that allows you to manage and monitor your child's meal account over a secure web site.

If a student was on free or reduced breakfast/lunch last year, there is a ten-day "grace period" for them to receive free or reduced breakfast/lunch this year. However, to continue past this ten-day period, a student must return their NEW lunch form promptly! After this ten-day period, ALL students must pay **full price** for their lunch until notification about their status for this year is received! Prices are as follows:

<b>Student Breakfast</b>	<b>-</b>	<b>\$1.25 (reduced price: \$0.30)</b>
<b>Student Lunch</b>	<b>-</b>	<b>\$2.10 (reduced price: \$0.40)</b>

## **CHILD ABUSE**

Any teacher, school administrator, or other school personnel who knows or has reasonable cause to believe that a child under age eighteen (18) is an abused or neglected child shall immediately report or cause reports to be made to the proper authorities. This is the law (KRS 620.030), and this law will be carried out to its fullest intent here at our school.

## **CLASSROOM DISCIPLINE/POSITIVE REWARDS**

David T. Wilson Elementary is a Positive Behavior Support School. We have posted school expectations that are taught school-wide. Individual teachers have their own set of rewards/consequences, and these will be communicated to you by your child's teachers. Each teacher will send home a copy of his/her plan within the first five days of school or a student's enrollment in school. School-wide positive rewards will vary throughout this year and will be communicated in advance of their implementation.

## **CONFERENCES WITH TEACHERS/PRINCIPAL/COUNSELOR**

Regular communication with the school and your child's teacher is encouraged! However, appointments need to be made whenever you need to speak with your child's teacher, the principal, or the counselor. Call 270-422-7540 or email the teacher to set up any appointment. Information may be faxed to the school at 270-422-3941.

## **DISCIPLINE POLICY**

The principal and teachers will implement appropriate discipline and classroom management techniques that work best for each individual teacher and student, with the support and reinforcement of the principal. Discipline referral slips shall be used by teachers when sending students to the office (except in emergency situations). A "no bullying" plan will be enforced with students.

## **DISPENSING MEDICINE**

We will make every effort to give medications to your child as needed during the school day. Below are the guidelines that will be followed:

**All medications must be brought to school by a parent. No medications are to be transported on the bus. Students may not carry on them any medications unless there is a permission form completed by the parent and a form signed by a physician.**

### **Prescription Medications:**

- A medication permission form must be completed by the parent/legal guardian before medications will be given at school. If two medications are to be given, two permission forms must be completed.
- All medications must be sent to the school in the original prescription bottle.
- Dosage, times of administration, and the name of the drug must match the information completed by the parent/legal guardian on the permission form.
- At any time the dosage is changed, a new permission form must be completed.
- The initial dose of any medication must be given at home.
- Parents will be notified when a refill is needed. Please bring only a one-month supply of any medication.
- Inhalers and Epi-Pens may be carried by the student with an "Authorization for Self-Administration of Medication" form completed and sent to the office.
- When a medication is discontinued, any unused medicine will be destroyed if after two phone calls to the parent, the remaining medication is not picked up. This also applies to any medication at the school after the last day of the year.

### **Over-the-counter Medications:**

- Over-the-counter medications (i.e., Tylenol, cough drops, ointments, etc.) will be given at school when they are brought by the parent with a written permission form in the original packaging.
- They will be given for three days and then will need to be picked up by the parent or the remaining medication will be destroyed by the school.

## **DRESS CODE**

- Uniforms are required at David T. Wilson.
- On scheduled free-dress days, students must wear appropriate attire.
- Tights, leggings, or high socks **MUST** be one solid color and be a uniform color.
- Clothing with inappropriate phrases or advertising drugs/alcohol may not be worn.
- Tank tops, clothing which exposes the midriff or back, or tops with spaghetti straps must be worn with a t-shirt.
- Shorts, skirts or dresses which at least reach the mid-thigh may be worn.
- Pants worn in the "sagging" fashion will not be allowed.
- No head coverings are allowed.
- Cosmetics (make up) are not allowed.
- Anything deemed to be distracting, including unnatural hair colors such as pink, purple, etc., is prohibited for students.
- Drawings, writings, or tattoos on any body parts are not allowed.
- With the exception of ears, no body piercing jewelry is permitted.

## **FACEBOOK**

David T. Wilson has a Facebook page (<https://www.facebook.com/dtwelementary>). "Like" us on Facebook to keep up with news and activities at our school. We plan to include information on extracurricular and after-school activities. As well as sharing information, we will include pictures of our staff and students from various events: Red Ribbon Week, cross country, archery, academic teams, field trips, KYA, choir, STLP, etc. Please remember that this public forum will never be a place to discuss individual student business, but rather to share general information that will be appreciated by a broad audience.

## **GRADE REPORTING SCHEDULING**

Report cards will be sent home with the students at the end of each nine weeks grading period. Mid-term reports will be sent during each grading period to inform the parents of the student's progress. All report cards need to be signed and sent back to the student's homeroom teacher. Please feel free to contact your child's teacher for Parent Conferences as the need arises throughout the year.

**Infinite Campus Parent Portal provides you with instant access to accurate, current and confidential information about your child's school attendance, grades, class assignments, and more!** If you are a first-time user, you will be assigned a Campus Portal Activation Key. If you already have an account from last year, you will continue using that account. There is a Campus Portal for Parents User Guide posted on the Parent Resources page of the Meade County Schools District web page.

<b>Mid-Term Reports</b>	<b>Grading Period Ends</b>	<b>Report Cards</b>
September 11, 2015 November 13, 2015 February 5, 2016 April 1, 2016	October 14, 2015 December 16, 2015 March 2, 2016 May 10, 2016	October 16, 2015 December 18, 2015 March 4, 2016 Last Day of School

## **GRADING SCALE**

Student grades will be reported on the following scale:

<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>F</b>	<b>I</b>
90 – 100	80 – 89	70 – 79	60 – 69	Below 59	Incomplete

## **HEALTH ISSUES**

Each year, it seems that the problem of head lice develops. We encourage you to be very cautious of this health concern and provide appropriate care if the need arises. If a student is found to have evidence of head lice, such as eggs or nits, a parent/guardian will be called to pick up the student at school. If a child is found to have head lice at school on more than one occasion, proof of treatment may be required before that child will be allowed to return to school.

## **HOURS OF OPERATION**

<b>School Office Hours</b>	7:30 a.m. – 4:00 p.m.
<b>School Hours</b>	8:08 a.m. – 2:41 p.m. <i>(students go to classrooms at 8:00 a.m.; tardy at 8:08 a.m.)</i>
<b>Breakfast Hours</b>	7:30 a.m. – 8:00 a.m.
<b>Teacher Hours</b>	7:45 a.m. – 3:15 p.m.

## **IMMUNIZATIONS**

State Law requires that every student who is enrolled in a public school must have evidence of a current, updated immunization record. Please check with your physician or the health department for specific requirements. The immunization certificate **MUST** be a Kentucky certificate, and any physical exams should be submitted on the appropriate form!

## **KERA lot II FAMILY RESOURCE CENTER**

Family Resource Centers were created as a part of the 1990 Kentucky Education Reform Act (KERA). The intent of the centers is to enhance students' abilities to succeed in school by assisting the students and families in meeting basic needs. This is done by providing community services at the centers or by linking families to necessary agencies. All children (and their families) enrolled in David T. Wilson Elementary (DTW) may use the center's services, regardless of the income of the family.

KERALot II, the Family Resource Center, which serves both Brandenburg Primary and DTW Elementary, is housed in the David T. Wilson Elementary Building. It is open Monday through Friday from 7:30 a.m. to 3:30 p.m.

The center has a local advisory council comprised of school personnel, parents of students in both schools, and community representatives. The advisory council meets regularly to discuss and plan the events of the center.

Services offered by the Family Resource Center are as follows: information and referrals to community resources, child care referrals, health care referrals, family fun activities, a lending library, after-school programs, counseling referrals, transportation assistance, holiday assistance, parent classes and workshops, child care providers workshops, recreational activities, referral to GED Program, and a monthly newsletter (in collaboration with DTW).

KERALot II is proud of the many services it can provide for the students and parents of DTW Elementary. Look for announcements about the many and varied programs offered through KERALot II.

## **LOST AND FOUND**

All lost and found items are turned in to the office. Please encourage your child to check in the office whenever an item is lost. Unclaimed items will be taken to a clothes closet or other appropriate agency.

## **MAKE-UP WORK**

As a school, we strive to help students make up all work possible when they are absent. However, students or their parents/guardians are responsible for requesting make-up work immediately upon the student's return to school. If the dates of a student's absence are known in advance, please notify the teacher as soon as possible to make arrangements for missed assignments.

Please remember that much of a student's class time is spent working in groups, working on projects, and/or working on "hands-on" activities. Therefore, make-up work will sometimes not be available.

## **MONTHLY NEWSLETTER**

Our faculty, staff, and our Family Resource Center feel that our monthly newsletter has been a successful way of communicating with parents. We will continue to issue the newsletter throughout this year. You SHOULD receive a newsletter each month. This is one of the best ways we have of maintaining an open line of communication with our parents and guardians. Many important announcements and valuable information are contained in our newsletter.

## **PARENT/GUARDIAN OBSERVATIONS/VISITS TO CLASSROOMS**

Parents/guardians are welcome to observe or visit classrooms as long as the educational process is not interrupted. We love to have visitors and volunteers from our DTW families. Any observations or visits must be prearranged with the assistance of the office and the individual teacher(s).

## **SCHOOL-BASED DECISION-MAKING (SBDM) COUNCIL**

Our Council is the policy-making body of our school. Generally speaking, day-to-day concerns, complaints and/or problems still must be directed to the principal. Anyone may address the Council by submitting, in writing, a desire to speak three (3) days before any regularly scheduled meeting. The speaker's time may be limited to 3-5 minutes at each monthly meeting. Our Council consists of six members: three teachers, two parents, and the principal.

At present, our Council has created policy in the seven areas that a Council may choose to create policy. Generally speaking, our Council creates policy through a committee system made up of teachers, classified personnel, guardians, and parents. You are encouraged to participate in the committee process. Please contact the school office if you are interested in serving on a School Council Committee.

## **TELEPHONE/CELL PHONES**

The telephone in the office is to be used by students for emergencies or school-related business only.

The staff at David T. Wilson discourages students bringing cell phones to school due to the disruption of the educational process. If you feel it is a necessity for your child to have a cell phone at school, it must be turned off and remain out of sight during the school day so it will not interfere with classroom instruction. **If cell phones are out or being used during instructional times, the cell phone will be confiscated** and remain with the principal until the parent picks it up. Once the phone is picked up by the parent, it is not to return to school with the student. A disciplinary action could result from the intentional, improper use of the cell phone. Please help us in this matter in teaching children the responsible use of technology.

## **TEXTBOOKS/SCHOOL PROPERTY/LIBRARY BOOKS**

Textbooks are given to students **FREE** of charge on a **LOAN** basis. If a textbook, or other item belonging to the school is lost, misused, or damaged, it is the responsibility of the parents/guardians to pay the appropriate cost of repair or replacement.

All library books checked out by students become the responsibility of each student until properly returned to the library. If a student loses or damages a library book, the parents or guardians must pay to replace the book.

## **TOYS AND GAMES**

It is the policy of our school that students **DO NOT** bring toys or games to school unless given permission by their teacher. These items are often expensive, and the school cannot guarantee the safety or care of the item for the student. Any items brought to school without this permission will be collected and will have to be picked up by the parent or guardian. Please help with this policy by making sure your child does not bring toys or games to school.



## **TRANSPORTATION**

Due to the safety of all our children, students will not be allowed to walk to or from school for ANY reason. All students must be picked up by the parent/guardian or will be transported by the bus.

Students who ride buses must ride their regularly scheduled bus UNLESS we have written notification of a change of bus assignment. If a bus rider will be picked up by someone as a car rider, a note must be sent in with the student. Please make sure this person is listed as an emergency contact for your child.

If your child is planning on going home with another student, please send a note giving your child permission to do so. The note should state if he/she will be a car rider or a bus rider for that day. If he/she will be riding a bus, please list the bus number. (Note: The bus must have the availability for additional children. Please check with the office to verify.) All notes are logged and stamped in the office, and the student is to show the note to the bus driver or car rider staff person. This is for the protection of your child.

## **UNIFORMITY POLICY**

- a. Pants, skirts, shorts, jumpers, or shorts must be one solid color: navy, black, or khaki. Flaps, stitching, visible zippers, etc. must be the same color as the clothing.
- b. Pants may not be jeans or jogging/nylon pants.
- c. Blouses/shirts must have collars and be one solid color: white, navy, maroon, or hunter green.
- d. A collar must be worn at all times EXCEPT with the David T. Wilson Elementary tee shirt or DTW logo sweatshirt.
- e. The only t-shirt that may be worn is the David T. Wilson Elementary tee shirt with the school logo in school colors.
- f. Sweaters, vests, or sweatshirts must be white, navy, maroon or hunter green. No coats will be worn inside the building; sweaters, sweatshirts or lightweight jackets in one solid school color may be worn as needed.
- g. A tie that coordinates with the school uniform may be worn, but no characters on the tie are allowed.
- h. No labels, logos, tags or words are allowed on any article of clothing except the David T. Wilson Elementary name or mascot.
- i. Leggings are only allowed as an undergarment and must be in an appropriate uniform color.
- j. All clothing must be appropriately sized for the individual student and free of any holes.

**Only designated days will be identified as free dress day. Outfits need to adhere to David T. Wilson Elementary School dress code.** Non-compliance with the uniform policy will be handled in the same manner as other disciplinary issues.

## **VISITORS**

**All visitors are welcome but MUST sign in at the office.** A picture ID will be needed for our visitor sign-in system for the safety of the students.

## **VOLUNTEERS**

Volunteers are welcome to assist in your child's classroom as needed by the teacher! Please contact the office if you are interested in volunteering. A background check of all volunteers will be made to Frankfort at the volunteer's expense. All volunteers must read and sign the Volunteer Packet regarding appropriate safety procedures.