

## Contacting Us by E-mail

All faculty and staff members can be contacted by e-mail. This is usually an easy way to get in contact with us since it is our expectation that e-mail will be checked several times daily and will be responded to within 24 hours. To contact any faculty or staff member by e-mail use the formula:

First letter of first name + last name + @dentonisd.org

For example, you can reach our principal, Caleb Leath at cleath@dentonisd.org

## Important Phone Numbers

Wilson Office	Jordon or Jennifer	369-4500
Principal	Caleb Leath	369-4501
Assistant Principal	Amanda Bomar	369-4545
Counselor	Angela Gorton	369-4546
Nurse	Lesa Mash	369-4551
Diagnostician	DISD Staff	369-4539
Psychologist	DISD Staff	369-4540
Transportation	DISD Staff	369-0300
Cafeteria Manager	Diana Aguilera	369-4569
Extended School Day	DISD Staff	369-0080
Central Services	DISD Staff	369-0000
Facility Requests	Amanda Bomar	369-4545
District Special Education Services	DISD Staff	369-0135
District ESL/Bilingual Hotline	DISD Staff	369-0150

Extraordinary People...an Extraordinary Education!

# Raising Mustangs 2017-2018

## A Parent's Guide to Student Success at Woodrow Wilson



### DISD MISSION STATEMENT

Empowering lifelong learners to be engaged citizens who positively impact their local and global community.

### WILSON MISSION STATEMENT

Wilson's mission is to partner with families and the community to prepare our children to become productive members of society by meeting the needs of the whole child. We will provide an educational foundation that supports all students in developing the skills needed to become lifelong learners and meet the challenges of a rapidly changing world.

School hours: 7:40-3:00

Guide last revised 8/2017

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## Lunch Schedule

Grade	Time
First	10:20-10:50
Second	10:50-11:20
Fifth	11:20-11:50
Kinder	11:50-12:20
Third	12:20-12:50
Fourth	12:50-1:20

## Conference Periods

If you wish to schedule an appointment with a teacher, please contact the teacher and schedule it during the times listed below.

Grade Level	Time
Kindergarten Teachers	10:30-11:20
First-Grade Teachers	12:35-1:25
Second-Grade Teachers	1:30-2:20
Third-Grade Teachers	8:40-9:30
Fourth-Grade Teachers	9:35-10:25
Fifth-Grade Teachers	7:45-8:35
Special Areas Teachers	11:20-12:05
Special Education Teachers	3:00-3:35
Other Teachers/Professional Staff	By Appointment

## Continued

The Dual Language program is a program of choice that promotes bilingualism and biculturalism. It is funded by Title I funds and is offered at no expense to the parents of students. The demographics at our school has helped us to determine which is the best Dual Language model to use. The model that we follow allows for the languages to be divided by subject. Dual language teachers follow the same scope and sequence as the mainstream teachers and are required to attend rigorous staff development conducted by district personnel. There will be several events throughout the year that will encourage students to use Spanish outside of the school. For more information, visit our Wilson website, click on the Our School Tab, and scroll down to Dual Language.



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## How do I enroll my child?

### 1. Enrollment Requirements

To enroll in kindergarten, the student must be 5 years old on or before **September 1st**. To enroll in first grade, the student must be 6 years old on or before **September 1st**.

To enroll a student at Woodrow Wilson Elementary, the parent or legal guardian of the student **must live** within the Woodrow Wilson attendance zone. A person who gives a false address can be withdrawn to the appropriate Denton school or charged full tuition for the time the student was not living in the school district. When there is space in a particular grade level, transfers from other Denton schools **may** be accepted as well. This is especially important if a student moves outside of the Wilson zone during the year. **Transfers are not automatic.** Transfers are at the discretion of the Principal and require specific documentation to be given to the principal.

### 2. Enrollment Documents

To enroll a student at Wilson, the parent must accurately complete registration information which can be found on-line at [www.dentonisd.org/registration](http://www.dentonisd.org/registration). If new to the district, the parent/guardian must also provide copies of necessary records. These include:

- ☐ **Proof of age** - All parents entering the school must show student's original birth certificate or an equivalent.
- ☐ **Proof of address** - To confirm the student resides in the Wilson attendance zone, parents must submit a copy of a **current utility bill** or a copy of the apartment lease that has both the parent's name and address on it. If the student is residing in a home/apartment where the parent/guardian is not the billed party or the lessee, a notarized letter must be received stating the student and his parent/guardian are staying at this address. Additional proof and documentation may also be required.
- ☐ **Source of Student ID Numbers**-To generate a student ID number, a copy of the student's social security card is needed if the student has one. If the student does not have a social security card, a state ID number will be provided.
- ☐ **Proof of immunizations** - All students enrolling in the district for the first time must provide records of immunizations. These **records must show the day, month, and year** of each dose. If your child cannot be immunized because of a medical problem or a religious belief, please talk with the school principal or school nurse. Documentation of this exemption must be kept on file at the school. The following chart explains the immunizations that are required upon entering school if no documented exemption exists:
- ☐ **Copy of the withdrawal form** if the student is arriving from another Texas school.
- ☐ **Information to contact previous school** if student is arriving from another school that was not a Texas school.

If you are requesting a withdrawal, please allow 3 school days to process.

## Two Way Dual Language Enrichment Program

### History

The changing Hispanic demographics in Denton mandated that a bilingual program be implemented, not only at our school but at several other Denton schools. Woodrow Wilson became a bilingual campus in 2001. Several years after becoming a bilingual campus, the Campus Leadership Team met, discussed, and saw the interest among administration, teachers and parents to implement a Dual Language program. Extensive research and planning was done in order to identify, select, and effectively implement a Dual Language program. Wilson piloted the Two-Way Dual Language Program in the 06-07 school year with the implementation of a kindergarten strand.

### What is a Dual Language Enrichment Program?

Dual Language programs are not new in this country, but the interest in Dual Language education has increased dramatically in the last fifteen years, according to Virginia P. Collier, professor of Bilingual/ESL education, George Mason University. In a two-way Dual Language program all students are learning a new language. In a Dual Language program, students learn academic and cognitive skills at grade level while they acquire another language. The goal of the Dual Language program is for students to become biliterate by the end of fifth grade. It is considered an educational enrichment program. There is a mixture of native English speakers and native Spanish speakers in the classroom. The students have two teachers instead of one homeroom teacher and they will switch out 50 percent of the instructional time. One teacher instructs certain content areas only in English while the other instructs only in Spanish. The direction of language learning is two-way because about half of the students are adding English while the other half are adding Spanish. A benefit of a Two-Way Dual Language program is that classes include half native speakers of each language who can serve as models for the language. The students can also come to know and embrace each other's different cultural backgrounds.

### Important Information and Facts to Know!

- Friday is Spirit Day at Woodrow Wilson. If you would like your child to have a school t-shirt to wear, the t-shirts may be purchased through our PTA at the beginning of school. Order forms are sent home in the Monday Folder.
- Wilson's school colors are Green and White!
- Wilson's school mascot is the Mustang.
- Wilson's school theme for 2017-2018 is: *The strengths of many, the power of one.*
- The PTA has two main fundraisers. They are the Fall Carnival and one in the spring that will be announced in the fall.
- Our school programs are well attended by our parents. Please allow adequate time to find a parking space and sign in upon entering the school.
- Wilson is one of the two oldest campuses in DISD. The building opened with the current kindergarten wing in 1960! We have had five major additions and renovations.
- Our school is kept clean by DISD employees and not contract services. We appreciate our custodians and the commitment to keeping our school looking fabulous at 60!
- Parents and Community Members are able to nominate Staff members for "High Fives." Forms are at the green box located outside the front office door for nominators to complete. Staff can be nominated for positivity, teamwork, ownership/accountability, or for going above and beyond. They are compiled every two weeks and celebrated at our Staff Meetings.
- Wilson Address is  
1306 E. Windsor  
Denton, TX 76208  
Office: 940-369-4500  
Fax: 940-369-4933

Vaccinations required if, upon initial enrollment, your child is:	Age 4	5-6	7-11
<b>MMR (Measles/Mumps/Rubella) - 1 dose</b> received on or after first birthday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>MMR (Measles/Mumps/Rubella) - 1 additional dose</b> of Measles vaccine which may be received as part of a second <b>MMR</b>		<input type="checkbox"/>	<input type="checkbox"/>
<b>Hib (Haemophilus Influenza, Type B) - 1 dose</b> on or after 15 months of age, unless a primary series and booster have been completed	<input type="checkbox"/>		
<b>Polio - 3 doses</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>DPT/DTaP (Diphtheria/Tetanus/Pertussis) - 4 doses</b> , including one on or after fourth birthday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>V (Varicella, also known as Chicken Pox) - 1 dose</b> on or after first birthday or a written statement from a parent/doctor that the child has had Chicken Pox. This applies to all children born on or after 09-02-94	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>HepB (Hepatitis B) - 3 doses.</b> This applies to all children born on or after 09-02-92		<input type="checkbox"/>	<input type="checkbox"/>
<b>*** Tuberculosis</b> - If the student has immigrated from the Middle East, Southeast Asia, Latin America, or Africa, proof of a negative test result must be presented before entering school.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## What do I need to know about transportation?

**For students on approved transfers and students who live within two miles of the school campus, transportation is the responsibility of the parent or guardian.** If you are eligible for district-provided transportation, you must call DISD Transportation at 369-0300 **before** your student may begin to ride the bus. **Under no circumstances, may a student ride the bus if he is not typically a passenger on that bus.** For example, students may not ride a bus or a different bus to go home with a friend or to go to any different location than his residence or neighborhood.

## When should my child arrive at school?

At Wilson, students begin the school day at 7:40. A student is tardy unless he is in the classroom at this time. For convenience, the school opens at 7:10. Students who purchase a breakfast may go to the cafeteria at 7:10. The cafeteria stops serving breakfast at 7:35 to allow students to arrive on time to the classroom. If the student is not eating breakfast, the student must report to the gymnasium. Before 7:25 when teachers arrive, necessary supervision is provided at these two locations. At 7:25, the first bell rings, and students may report to their classrooms to start preparing for the day. **For students to be safe on campus, adult supervision must be provided. Under no circumstance should students arrive at school before 7:10 or report to their classroom before 7:25 since no supervision is provided during these times.**

## How Do I Join the PTA?

The Wilson PTA is a very active and dynamic bunch. They share in our responsibility to ensure that the students of our school receive the very best education that we have to offer. Their involvement throughout the year is steadfast and continuous. With so many projects and standing committees, current members are always looking for additional contributions, support, and assistance. If you are interested in joining the PTA, please watch for our membership drives during registration and throughout the year. We will also have membership forms in the front office. For additional information, people to write or call, or for an understanding of some of the current contributions of this organization, check out the PTA website at [www.dentonisd.org/Page/25404](http://www.dentonisd.org/Page/25404).

## How Else Can I Become Involved?

There are many ways to become involved at our campus. We can find opportunities for you in almost any manner to become involved. In most cases, we can find you the right task, at the right time of day to work with your desires and your busy schedule. There are opportunities for regular, weekly involvement and opportunities to help out with special events (field trips, class parties, special events, etc.). Here are a few of the things you could do, but feel free to ask if you have something else in mind:

- If you think you might like to assist in the classroom with student tutoring or by helping teachers with their myriad of tasks, just ask a classroom teacher.
- If you think you might like to serve as a mentor to a student needing extra help, give our counselor a call.
- If your business might want to support our campus through contribution of time or funding, contact the assistant principal.
- If you think you might like to help out with a special classroom, grade-wide, or school-wide event, feel free to ask the classroom teacher or another member of the school staff. This includes chaperones on field trips. All chaperones must complete a yearly volunteer application that includes a background check.

All volunteers must complete a volunteer application each year. This application is on-line at can be found at [www.dentonisd.org/Page/48779](http://www.dentonisd.org/Page/48779).

### What is the Response to Intervention Committee/Multi-Tiered System of Supports?

The Response to Intervention Committee/Multi-Tiered System of Supports is a school-wide group of teachers, administrators, and other educational professionals who convene to assist struggling students and their teachers. Teachers that have evidence of a student that is struggling academically or behaviorally will present the student's data to the team for input, discussion, and suggestions. The team and the teacher discuss solutions to assist the students with their specific needs and create a supportive plan.

### What is the Attendance Review Committee?

The Attendance Review Committee is a school-wide group of teachers and other educational professionals charged with improving attendance for students struggling in this area. The committee meets on an as-needed basis to discuss and recommend interventions to improve attendance for specific students. The committee may determine when it is necessary for a student's parent to provide additional documentation to explain student absences. The committee also investigates attendance patterns to determine when additional assistance from the District Attendance Officer or from the Courts may be warranted. In most cases, targeted students are referred by the student's homeroom teacher or by an administrator.

### What Do I Need to Know About Promotion and Retention?

Our school staff views the retention of students as a serious decision that should not be taken lightly. In all instances, the student's teacher and parent/s will have talked about this possibility as the need developed during the year. At fifth grade-level, the State's Student Success Initiative has established criteria for promotion as based on results of the STAAR test. If you have any questions or are concerned that your child may be at-risk for retention, please talk with the student's teacher immediately. Automatic retention happens after a student misses the 19th day of instruction in accordance with state regulations.

### How do I pick my child up from school?

Teachers will take their students who ride in cars to certain designated areas around the school. Teachers will be on duty from 3:00 to 3:10 for dismissal and parents are asked to wait for conferences until after 3:10 p.m. when the teacher will be done with after school duties. Parents must enter the school to pick up their child if they do not arrive by 3:10 and sign off that they have picked them up. Students who ride the bus, go to daycare or walk home will be dismissed at the same time as other students. The car riders will then be escorted by teachers to their designated areas which are as follows: Kinder students will be released from the bus driveway south of the building beside Emerson Street. 1st and 2nd graders can be picked up on Hanover Street just outside of the library. 3rd grade students will be picked up in the front parking lot in front of the main entrance. 4th and 5th grade students can be picked up from the sidewalk beside Windsor Drive. Crosswalk personnel and additional school staff will be on duty. If you need to pick up your child before dismissal, come early enough to sign out your student in the front office and receive an early dismissal pass. The teacher will not let you have the student without a pass. If you need to change how your child will be going home, please notify the teacher that morning. No transportation changes can be made past 2:00pm. All doors (except the entrance door) will be locked during the day for safety purposes. Children will not be pulled out of the class to wait in the office for you to pick up. Even in emergencies, only the people listed as guardians or emergency contacts will be allowed to pick up a student. Also, please be aware that both parents/legal guardians will have the right to pick up their children unless we have legal documents that inform us otherwise.

### I can't pick up my children by 3:00; where can they go?

Wilson has a number of area daycares that pick up registered students at the back of the school each day. **If your child is to be picked up by daycare or changes after-school care programs, please contact the teacher immediately in writing so we can ensure that the children are picked up correctly.** In addition to the number of area daycares, DISD works in conjunction with the Extended Day Program to provide after school care on our campus. This program provides care for students in our cafeteria and gym from 3:00 until 6:00 each day. This program has limited enrollment so it is always best to contact them as soon as you think you may need this option. The DISD offices for the Extended School Day Program can be reached at 369-0080. If students attend this program, they should report to the cafeteria immediately after school to check in right after the dismissal bell.

## What do I need to do about my child's lunch?

The elementary schools serve hot lunches and breakfast daily. Students may either bring their own meal, pay for the meal on a daily basis, or deposit money on their accounts for use. If students bring their lunch, they can purchase a la cart items such as milk, chips, cracker, etc...or ice cream on Fridays. Parents/guardians who qualify for the free lunch program must complete an application yearly. This application is sent to the DISD Child Nutrition Office for processing and they make the decision of whether or not the family meets free or reduced lunch guidelines. **Lunches may not be charged nor will money be loaned.** Students who do not have lunch money or students still in the process of qualifying for the free lunch program will be given a sandwich and milk. **Parents/guardian should check on their student's account regularly to ensure funds are adequate for purchasing meals.** Parents are welcomed to eat lunch with their children, but due to constraints and assigned seating they will need to eat with their child at the visitor's table. No foods of minimal nutritional value are to be disseminated in the cafeteria. **Birthday treats need to be arranged ahead of time with the teacher and may not be served in the cafeteria during lunch time.** For students wishing to distribute birthday invitations at school, this can only be done after the instructional day and only if distributing to the entire class or to the same gender.

## Can my child bring toys, trading cards, video games, balls etc. to school?

Students at no time should bring such items to school to be used before, during, or after the school day unless the student's teacher has made a special exception, such as "show and tell" or special reward days. These items will be confiscated and the parent will need to pick them up from the teacher or from the office. **The school will not be responsible for these personal items if they are lost or stolen.** A lost and found box is located outside the cafeteria in the hall leading to the music room and gym. Items are displayed at the holiday sing and during the last week of school. Items not claimed will be donated to a charity. Cell phones may not be on during school hours. If a student uses a telecommunication device without authorization during the school day, the device will be confiscated. Confiscated cell phones may be returned to the parent.

## What do I do if my child is late to school?

Students arriving to school after 7:40 must be signed in by their parent and get a tardy pass from the office. The morning is one of the most important times in that it sets the tone for the day. Instruction begins at 7:40. Chronically tardy students disrupt their morning routine, the classroom, and the teacher. **When a student has three tardies, it is considered excessive.** At this point, the teacher may require the student to make up the missed time by missing recess or enrichment events such as class trips, school programs, field day, etc. To be considered for our Perfect Attendance Awards for each six weeks students must have no absences.

## My child needs additional help and support to meet his/her needs; where can I turn?

DISD and Wilson Elementary have many additional resources in the form of programs and personnel to meet the qualified needs of students with additional needs. Quite possibly, there is no other time during a person's life when she/he will have the support of so many specialists to help with her/his success. Examples include:

- **Reading Recovery** - a specialized, research-based reading intervention for qualified first-grade students.
- **Literacy groups** - reading intervention for qualified students in kindergarten through second grade.
- **DLL** —a specialized, research-based reading intervention for qualified first grade bilingual students.
- **Reading Intervention** - a reading intervention program for qualified students.
- **Math Intervention**-a math intervention program for qualified students.
- **EXPO** - a district program for students who are considered "gifted and talented" by meeting state and district qualifying criteria.
- **ESL** - Services for students who have English as their second language. Services include instruction and support services.
- **At-Risk Services** - Support services to assist qualified students who are considered at-risk.
- **Special Education** - Instructional and support services for students who have qualified based upon a documented disability and academic need. This includes speech and language therapy.
- **Section 504 services**-Instructional service plan for students who have qualified based upon a documented disability and academic need.
- **Dyslexia Program** - Structured program provided by a dyslexia therapist for qualified students.
- **Mentor Program** - a program administered by the counselor for students who will benefit from additional adult support and encouragement.

If you have concerns about your student's educational progress, please speak with your student's teacher or another member of the school staff. **Requirements for these programs vary, but each begins with the student being taken to the Response to Intervention Committee, and/or a discussion between the teacher, staff, and parents about current student progress and needs.**



## What can I do to help my child be successful in school?

Your child spends many hours every day in school. These are important hours, and parents can help make the time even more important and meaningful with the following suggestions:

- Talk with your child every day about school, friends, and teachers. The more you know of the events of the day, the easier it will be to engage your child in specific dialogue when your child provides vague answers to your inquiries.
- If you disagree with a teacher or other staff member about something that happened at school, do not discredit the school or teacher with the child. Make an appointment to address your concern with the teacher or the other involved party. Remember, your student will have to attend school for many days with the school faculty and staff. It is always best for all parties that the student feels parents, teachers, and other school staff are "on the same page." There are always opportunities for parents/guardians and staff members to settle their differences outside of the world of the child. Such situations can be settled in a manner that discredits neither the parent or the school.
- Take an interest in your child's schoolwork.
- If your child acts differently or doesn't want to go to school, talk with the teacher, then the counselor, and finally an administrator.
- Set a time each day for homework, reading and sharing books, and/or other learning activities.
- Watch TV with your child and talk about the programs. Be sure that your child doesn't watch too much TV or spend hours playing video games. Limits are good!
- Make sure your child gets to sleep at a reasonable time and has a nutritious breakfast to start the day.
- Read to your child every day and listen to your child read to you.
- Attend parent-teacher meetings, classroom and school activities whenever you can. Students need to feel that school is important to you if it is to remain important to them.
- See that your child follows the school rules and goes to school every day. Appropriate behavior and strong attendance are habits that your student must develop in order to be successful at school. It is so much easier to establish good habits initially than to fight bad habits once they have developed.
- Talk about college now! Discuss in terms of "Where do you want to go to college?" instead of "If you go to college?"

## What do I need to know about the attendance policy?

Attendance policies are not at the discretion of the campus, but state law. The state law requires all students who are six years old by September 1st and/or students who have enrolled as part of a kindergarten program to attend school each day for the entire period of the program of instruction.

**Attendance is taken at 10:00 each morning. Students who are at school at 10:00 are considered present for the day.** However, students who miss part of the instructional day for 15 minutes or more are subject to the same attendance laws as those students who are absent for the entire day. This is considered a Loss of Instructional Time (LOSIT). We know that students may have to be absent for good cause. When a student is absent because of good cause, the absence will be excused. **The district recognizes the following absences as excused absences as long as the student completes all make up work and the parent/guardian sends a note within 72 hours of the absence:**

- ☐ Medical illness (After 5 or more consecutive days or habitual absences, students must have documentation from a medical professional). We consider habitual absences as a combined total of 8 days for the school year.
- ☐ Serious illness of an immediate family member
- ☐ Funeral of an immediate family member
- ☐ Student's health related services (must provide a doctor's note). If the student attends some of the morning, is gone at 9:30 and returns to school after the doctor's appointment, the student will be counted as present when the doctor's note is presented to the teacher
- ☐ Family emergencies or **unforeseen** instances requiring **immediate** attention
- ☐ Family/individual counseling or therapy
- ☐ Religious holy days, activities, and travel time (The teacher should be notified in advance and a note from a church leader on official letterhead will be required)
- ☐ Authorized school-sponsored activities
- ☐ Weather and road conditions that make travel **dangerous**
- ☐ Quarantine
- ☐ Participation in a substance abuse rehabilitation program
- ☐ Court-related or child abuse/neglect investigation
- ☐ Suspension
- ☐ Other reason reviewed and approved by the principal or the principal's designee

**Please note that the list of excused absences does not include any kind of family vacation.** Family vacations/trips will be treated as an unexcused absence and will be subject to the penalties of the Compulsory Attendance Law. State law states that a student who has three unexcused absences in a 4-week period or 10 unexcused absences in a 6-month period is determined to be in violation of the Compulsory Attendance Law. Under state attendance law there is also a 90% rule that states students must be present for at least 90% of the school year in order to receive credit for the year. This includes EXCUSED and UNEXCUSED absences. If your students' absences (excused and unexcused) equal to a loss of days more than 10% of the school year (approximately 18 days) your student will be subject to retention under state law. Please contact the assistant principal if you have any concerns or questions about this.

Besides the negative consequences to the parents for excessive absences, Wilson students are rewarded for good attendance practices. Research shows a connection between good school performance and attendance. Students who attend regularly have the best chance for outstanding grades and learning at a deeper level.

Students are rewarded at the end of each six-week period if they have had exemplary attendance. In addition, students who have had perfect attendance (no absences) for the entire year are awarded at the end-of-year ceremony.

### What is the campus check-in and out procedure for visitors?

Woodrow Wilson will be using Raptor Visitor Management System in our school to build on our current program of campus safety for students and faculty. Part of keeping students and faculty safe is knowing who is in our building at all times and the Raptor system will allow us to do that. The Raptor system allows us to track visitors, contractors, and volunteers in our schools and provide us with a safer environment for our students and staff.

Upon entering Woodrow Wilson Elementary, visitors will be asked to present a valid state-issued ID, which will be scanned into the system. The Raptor system will check to ensure that registered sexual offenders are not entering our buildings. It is important to note that the Raptor system only scans the visitor's name, date of birth and photo for comparison with a national database of registered sex offenders. Additional visitor data from the driver's license is not gathered nor is the system connected to any other system such as the Department of Motor Vehicles. Therefore any other information on the ID is not scanned by the system and is not accessible to any of the users. Once entry is approved, Raptor will issue a badge that identifies the visitor, the date, and the purpose of his/her visit.

A visitor's badge will not be necessary for those who visit our schools simply to drop off an item in the office or pick up paperwork. In the event that a person does not have identification, he/she can still be given access to the building, but will be escorted by a school staff member.

If you are interested in learning more about the Raptor visitor management system, please visit the Raptor Technologies website ([www.raptortech.com](http://www.raptortech.com)).

The safety of our students is our highest priority, and the Raptor visitor management system provides a consistent way to aid in keeping away people who may present a danger to our students. Therefore, all visitors to the school must be scanned into the system and obtain a visitor badge. Thank you, in advance, for your understanding and support of enhancing school safety protocols in our district.

## Distribution of non-school materials on school campuses by students and community members:

For materials to be distributed in our Monday envelopes to the entire study body, these must be either DISD materials or materials that have been stamped and approved by the office of Academic Programs with DISD. These will be placed in Monday Envelopes.

For literature to be widely distributed (distribution to more than 10 students), they need to be placed in the literature distribution area by the front office.

Items will only be placed in the literature distribution area if they do NOT contain the following:

- The materials are obscene, vulgar, or otherwise inappropriate for the age and maturity of the audience.
- The materials endorse actions endangering the health or safety of students.
- The materials promote illegal use of drugs, alcohol, or other controlled substances.
- The distribution of such materials would violate the intellectual property rights, privacy rights, or other rights of another person.
- The materials contain defamatory statements about public figures or others.
- The materials advocate imminent lawless or disruptive action and are likely to incite or produce such action.
- The materials are hate literature or similar publications that scurrilously attack ethnic, religious, or racial groups or contain content aimed at creating hostility and violence, and the materials would materially and substantially interfere with school activities or the rights of others.
- There is reasonable cause to believe that distribution of the non-school literature would result in material and substantial interference with school activities or the rights of others.

For students wishing to distribute birthday invitations at school, this can only be done after the instructional day and only if distributing to the entire class or to the same gender.

### Literature distribution area time, place, and manner.

Time: No more than 10 school days.

Place: Literature distribution area located in the front foyer of the school

Manner: Once items are reviewed by the campus principal to ensure the guidelines listed above are met, the literature will be placed in the distribution area for 10 school days.

### What is the Monday Folder?

The Monday Folder is probably our greatest tool for keeping parents informed about student progress, classroom events, and school-wide occurrences. Each Monday, graded papers, announcements of classroom and school events, newsletters, and other important information will be sent home with your student. Teachers typically also include a parent letter that tells of the classroom activities for the week, things the students will need to bring or prepare for class, or important notes about the student's progress and behavior. Please review the information in the Monday Folder with your child. Please return the envelope empty and signed.

### How can I stay best informed so I can be involved in school activities and events?

Numerous attempts are made by the school to keep parents/guardians aware of classroom and school-wide events. Some of these sources include:

- The **marquee** at the front of the school that details the date and time of important school-wide events.
- The **Woodrow Wilson Chronicles** is a newsletter prepared by the principal that details important information that parents/guardians should know regarding the school's events, policies, and procedures.
- [www.dentonisd.org/Wilson/](http://www.dentonisd.org/Wilson/), our school web page that provides important information regarding our school's mission, policies, procedures, offerings, and upcoming activities.
- All classroom teachers have a newsletter and/or websites with information about their class.
- Phone call-out and email communications are done by the district and school with important reminders and information to parents with phone number and email listed from registration.

### Can my student place/take objects out of another student's desk/cubby?

No student is allowed to place or remove items from another student's cubby or desk.

### Can I visit my child during the school day?

Yes, we encourage parents to drop by the school for lunch with their children. **The parent must use only the front doors by the office since these are the only doors open during the day.** The parent should greet the office staff and sign in so we know you are here. Students enrolled in middle school or high school **MUST** be accompanied by their parent before they can visit the campus. Such a procedure allows us to know who is in the building and make necessary inquiries to keep your children safe and secure while at school. If your students have forgotten something at home and you wish to bring it to them, you should also stop by the office. The administrative staff request that you leave the item at the office so they can deliver it to your child. District policy does not allow for a parent to drop by unannounced and interrupt the classroom for an extended time since this may disrupt the learning environment. If you want to observe your child in the classroom, you must set up a date and time with the teacher. By policy, such periods of time should not exceed 45 minutes. **At no time will a delivery of flowers, gifts, balloons, piñatas, etc. be delivered to a student.**

### Field Trips

Field trips are another enrichment opportunity for our students. The purpose is to extend the learning of the students. If a student does not ride on school provided transportation for field trips, but instead rides with his/her parents, she/he is counted **absent** from school that day. Parents are encouraged to chaperone field trips, after completing a volunteer application/background check, but may not ride on the school bus due to budget constraints and limited seating. Parents cannot be a field trip chaperone if accompanied by siblings of the student. Because of student confidentiality issues, all chaperones are expected to refrain from posting on Facebook or other social media any stories, photos, comments, etc. related to the event they are chaperoning. Chaperones are expected to report any concerns during the event to the teacher or administrator in charge. Campuses must follow strict guidelines in maintaining student privacy and confidentiality. Your cooperation is appreciated!

## What if my child needs to take medication at school?

All medications, including herbal remedies, administered at school by school personnel must be accompanied by a doctor's order, including **all prescriptions and over-the-counter medication** such as cough drops, vitamin supplements, pain relievers, etc. Medication will not be administered at school unless it is essential to the health of the child and/or the student's ability to function successfully in the classroom. Three-times-a-day or less medications will not be given at school unless the doctor's order specifically states it **must** be given during the school day. When an elementary student must take medicine during the school day, it is the responsibility of the parent/guardian to administer it in the nurse's office. It may not be administered in any other part of the building. When this is not possible, the parent/guardian may arrange with the school nurse to give the medication. These arrangements must be made **in writing** by completing the Medication Administration Request, which is available from the nurse. No medication will be given unless this form accompanies the medication in the original, properly marked container. Labels on the medicine and parent request form must match. **Parents/guardians are responsible for bringing the medication to school themselves.** Though elementary students may carry inhalers if they have a doctor's written order on file to do so, no other medication of any type may be carried by an elementary student.

## What if my child is seriously ill or injured at school?

In case of serious illness or injury, a parent will be called at once using the numbers provided on the Student Health Card. These numbers must be kept current with the nurse for just this reason. If no parent/guardian can be successfully contacted, an emergency contact will be called from the emergency contacts. If neither parent/guardian nor emergency contacts can be reached, the student will be taken to the emergency room of the hospital indicated on the Student Health Card. A member of the school staff will stay with the student until a responsible adult arrives. **The parent is responsible for incurred costs. School nurses do not provide transportation for ill or injured students.**

## What do I need to know about club time?

4th and 5th grade students are provided the opportunity to enroll in a club during the first semester and again during the second semester. Clubs change from semester to semester depending on interest and availability. Clubs have included journalism club, chess club, math club, Reading club, dance club, service club, library club, P.E. club, and participation in the Woodrow Wilson All Star Choir if the student successfully auditions for membership. Due to demand, students may not always be afforded their first choice of a club. Every attempt, however, is made to allow students one of their top three choices. Students experiencing academic or behavioral difficulties will be assigned to an academic club first to address the area(s) of concern.

## What do I need to know about homework?

Woodrow Wilson encourages a reasonable amount of practical work to be done at home. Homework may be any preparation, work, or activity that a student does on non-school time as requested by the teacher or with teacher consent. This definition is broad in meaning to allow for many different types of homework assignments. Some homework assignments have long term completion dates such as research projects, long-term assignments, Reading Counts and Study Island. In order to make sure the time spent at home doing homework is effective and efficient, research clearly suggests:

- Students have an established, quiet, comfortable place to do homework each day.
- Students have a set time each day that is dedicated to homework. If students have no homework for that particular day, the child can use the time for studying or reading for enjoyment.
- Parents/guardians should check their children's homework for completion rather than checking each problem for correctness. If parents rework each homework problem with students for correctness, students soon learn to rely too heavily on the parent's input and it becomes difficult for teachers to see what students do and do not know on their own.
- Parents/guardians regularly communicate their expectations regarding homework to the student.
- Students that do not complete their homework at home will be given time during study hall/recess to complete their homework while at school.

### What do I need to know about Special Areas?

In addition to instruction in language arts, math, science, social studies, and health, students attend other classes regularly. These special classes include:

- **Art** - Lilianna O'Connor is our art teacher. Kinder through fourth grade students attend art once or twice a week for 50 minutes. Fifth grade students attend art once a week unless they are enrolled in orchestra.
- **Physical Education** - Kathy Knight and Chris Sale are our P.E. Teachers. All students will attend P.E. twice a week for 50 minutes. Please make sure that your child wears sneakers and appropriate attire on these days. **If your student needs to miss P.E. because of illness or other medical reasons, you must send a signed note to your child's classroom teacher. If the student will need to miss over three days of P.E., you must have a doctor's note explaining why this class must be missed.**
- **Music** - David Rowland is our music teacher and director of the Woodrow Wilson All Star Choir. Kinder through fourth grade students attend music once or twice a week for 50 minutes. Fifth grade students attend music once a week unless they are enrolled in orchestra.
- **Orchestra** - Fifth-grade students enrolled in the orchestra program attend orchestra twice a week in lieu of art and music. Student enroll in the orchestra program during the spring semester of fourth grade.
- **Guidance/Character Lessons** - During one week of the six-week period, each class attends guidance/character lessons with our counselor. Such a meeting allows the counselor to speak with the entire class about important topics for improving citizenship and character.

### What do I need to know about recess?

Students also have daily when the weather permits it. Students that do not complete their assigned work may have the opportunity to complete it during this time in study hall provided by the teacher.

### When is my child too sick to come to school?

It is the degree of the illness and the level of discomfort that should determine whether the student should miss school. If students are running a temperature of 100 degrees or greater, they should stay home and get the necessary rest to recuperate or visit a doctor. These students are probably also contagious to others.

**When a student has been fever free for 24 hours without fever reducing medications the student can return to school.** If a student has "pink eye", the student should also stay home until treated. Diarrhea and/or vomiting are also conditions that may not be comfortable for the student in the school setting. If a student just has a "runny nose," is coughing, or feels a little "under the weather," the student should probably attend. When in doubt, call Nurse Lesa Mash.

### What if my child gets head lice?

Head lice are a common problem in schools. DISD has a "no nits" re-admittance policy. Students with head lice must be excluded from school, by state law, and a parent/guardian will be contacted to pick the student up. Before the student can return to the classroom, the student must be re-examined by the nurse upon return to school. **Students who have head lice have only two excused days after the day they are sent home. The rest of the days the student misses will be treated as unexcused absences.**

### What else should I know about the school nurse and health services?

Wilson has a full-time registered nurse, Lesa Mash, who provides many health services for students. She administers emergency first aid and promotes safety awareness and accident prevention. She assesses individual health needs, with appropriate nursing intervention and referral. She performs vision, hearing, and spinal screenings required by the state. These occur at different grade levels so if you are concerned about one of these screenings, please contact her for more information. In addition, she serves as a health resource for students, parents/guardians, and staff, including health counseling individually and through classroom programs. **Health information is kept confidential and is shared only with people who are directly involved with the student's health and safety.**

## What do I need to know about school counseling services?

Angela Gorton is our full-time school counselor. School counselors believe that most children have the capacity to resolve their own problems and to make their own decisions with the professional assistance of a counselor serving as a facilitator. The counselor's goal is to help each child develop positive feelings of self as well as the problem-solving skills necessary to be effective citizens in today's world. With these goals in mind, the counselor provides a wide range of services such as individual counseling, classroom guidance activities, small group counseling/guidance sessions, parent/guardian/teacher consultation, and individual testing. Parents/guardians may call the counselor to make an appointment if they have a concern about their child. Teachers or other staff members may make recommendations as well. **It is our school's policy that if a student has three or more office referrals the counselor will become involved to help the child make the changes necessary to become more successful in the school environment. Unless a parent/guardian sends a written notice that the counselor is not to talk with the child, parent consent is assumed.**

## What if my child gets in trouble at school?

Elementary school represents a valuable opportunity for students to learn how to become a responsible student. Since this is a learning time, many students from time to time will need assistance in learning appropriate student behavior. Each teacher has a plan for managing student behavior which explains classroom expectations, consequences, and rewards. These plans are sent home at the beginning of the year and posted in the classroom. All plans are in accordance with DISD expectations as outlined in Student Handbook and Student Code of Conduct. The Code of Conduct is the chief document that describes the expectations of the Denton School Board, administrators, and staff regarding student conduct. If you have concerns about your child's behavior and the district's expectations to maintain a safe and orderly school environment, the Student Handbook and Student Code of Conduct is the definitive document that discusses behavioral policies. The dress code is also outlined in the Student Handbook and Code of Conduct. At Wilson: makeup of any kind is not age appropriate, all pants must sit at the waist, and saggy/baggy pants are not appropriate. The administration will have the final say as to the appropriateness of any dress code question.

## What do I need to do if I have questions or concerns about my child in the classroom?

Though the principals are the instructional leaders of the school, the student's classroom teachers are the best resource of information on the individual performance of students. If you have questions or concerns about your child or your child's teacher, always begin by meeting with your child's teacher/teachers. Teachers have a planning period during the day for parent meetings. They are also available for a conference by appointment before and after school. If you are unable to reach agreement upon meeting with the classroom teacher/s and still wish to pursue the concern, call the assistant principal for an appointment. Even then, it is the belief of the administration that most problems will be best solved with the input of the teacher/s at this meeting.

## What do I need to know about grades?

The purpose of the grading system and report cards is to keep students and parents informed about the students' progress. The general grading guidelines per grade are:

- **Kindergarten through Second Grade-** Students will be graded on a performance level. 3-Meets Expectations, 2— Developing/Making Progress and 1-Beginning/Insufficient Progress. Please refer to the front of the report card for a more detailed description of the performance levels.
- **Third through Fifth Grade-** Students will be graded on a performance level. 4-Advanced, 3-Meets Expectations, 2— Developing/Making Progress and 1-Beginning/Insufficient Progress. Please refer to the front of the report card for a more detailed description of the performance levels.
- **Teachers have the final call on grades earned.**

In grades one through five, three-week reports are sent home in the middle of each grading period if the student is not progressing in a core subject area. At the end of each grading period (end of each six weeks), students will be issued report cards. **If your student is failing or is in danger of failing at the three-week or six-week mark, intervention may be required by the teacher during the regular school day. Intervention time may take the place of extra activities or enrichment in which the student participates (Club Time). We encourage parents to go online to the Home Access Center and submit a request to view their child's grades. The Home Access Center can be found on the Denton ISD website under the for parents tab and follow the link for student grades.**