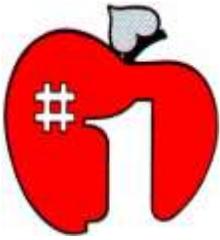


Wiley Elementary School



Parent-Student Handbook

2017-18



Hutchinson Public Schools

*Today and tomorrow: committed to
excellence for all.*

Dear Parents and Students,

Welcome to the 2017-18 school year at Wiley Elementary School. I am excited to work alongside our students, our staff and the outstanding community of parents and patrons that provide wonderful support to our school. On behalf of the Wiley School Family and Community, it is truly my pleasure to extend a warm and heartfelt welcome to you as you begin the school year with us.

Research supports the fact that children do the best in school when their parents are involved as part of the educational team. The Parent-Teacher Organization is one way parents and educators may work together. There are many ways parents can assist the PTO and the classroom teacher, so please volunteer your ideas, time, and effort.

At Wiley School, we are very proud of our teachers and are giving your child a high-quality education. As a Title I school, we must meet federal rules related to teacher qualifications as defined in No Child Left Behind. These rules allow you to learn more about your child's teachers' training and credentials. We are happy to provide this information to you. At any time, you may ask:

- Whether the teacher met state qualifications and certification requirements for the grade level and subject he/she is teaching
- Whether the teacher received an emergency or conditional certificate through which state qualifications were waived
- What undergraduate or graduate degrees the teacher holds, including graduate certificates and additional degrees, and major(s) or area(s) of concentration.
- If your child receives help from a paraprofessional. If your child receives this assistance, we can provide you with information about the paraprofessional's qualifications.

Our staff is committed to helping your child develop the academic knowledge and critical thinking he/she needs to succeed in school and beyond. That commitment includes making sure that all of our teachers and paraprofessionals are highly skilled.

Please read and discuss this Wiley School Handbook as a family. I wish you all a successful school year. I will be here to help facilitate that success. We extend best wishes for an exciting and productive year in your new school. We hope that you will quickly feel at home and become involved in the activities of our school through the PTO and your child's classroom. More information about Wiley Elementary is contained on the web-site. If you have any questions about your child's assignment to a teacher or paraprofessional, please contact me at 615-5250. My office door is always open to you. Please feel free to just drop in and visit. If your communication style is to schedule an appointment, call and schedule a convenient time. Please contact me if you have questions or need more information. Welcome to our family.

Alberto Carrillo
Principal

Wiley Elementary School

Wiley Elementary School was built in 1953, and named for Mr. V. M. Wiley. Currently, we are enrolling some children and grandchildren of former Wiley students and hoping that a Wiley tradition is developing.

The Wiley students have selected the raccoon as the school's mascot, so be prepared for the paw prints and raccoons that represent our school. The children also chose the school colors, blue and white. On Spirit Day (first Friday of every month), the students wear blue and white clothing.

Children who demonstrate academic achievement, appropriate behavior, or service to the school and community are rewarded for their efforts. Recognition is given for Wiley Pride. Students in attendance every day are recognized for perfect attendance. Other awards are presented to students who have excelled in contests and projects.

We encourage all children to take full advantage of their opportunity to achieve, and we strive to challenge all students. Sixth grade students at Wiley have an opportunity to participate in band and orchestra instruction. The instruction is provided at the school during the school day. Sixth graders qualifying for the transition math program are provided advanced instruction that is appropriate for their developmental level of understanding in mathematics.

We are interested in helping students develop to their full potential in academics, leadership, and service. The Wiley School Community strives to provide for children's academic, social, personal and problem solving skills. We encourage an awareness of the students' rights and responsibilities in their community, country and the world. This will occur in a safe and orderly environment.

**WILEY ELEMENTARY SCHOOL STAFF
2016-2017**

Principal:	Alberto Carrillo	
Secretary:	Wanda Schmitz	
Food Service:	Sarah Smith	
Kindergarten:	Falon Whitsitt	Room 118
	Jessica Self	Room 119
First Grade:	Morgan Kappenman	Room 123
	Angela Gastineau	Room 124
Second Grade:	Neoshea Bergman	Room 126
	Jackie Unruh	Room 125
Third Grade:	Carol Stockton	Room 111
	Becky Pickett	Room 110
Fourth Grade:	April Haas	Room 102
	Regina Field	Room 103
Fifth Grade:	Sheena Wyatt	Room 109
	Amy Foos	Room 106
Sixth Grade:	Jamie Tilton	Room 107
	Judy Brown	Room 108
Hearing Impaired:	Jean Eldridge	Room 112
Inter-related:	Melissa Freeman	Room 112
	Stacy McGlynn	
CSS	Amanda Feldhus	Room 121
	Cathy Cooper	Room 122
Reading Support:		Room 127
	Kristi Link	
Speech and Language:	Jodi Ruda	Room 104
Counselor:	Lexi Melloy	Room 101
Librarian:	Carla Honeycutt	Media Center
Vocal Music:	Lori Henks	Room 128
Physical Education:	Joel Cushing	Gym
Art:	Kylie Sampson	Room 514

Agendas

Grades 3-6 students are required to use an agenda. Each day students fill in assignments and mark whether the assignments are completed or not. Agendas are taken home for parents to view and sign. We believe this is another important communication tool between the classroom teacher and the parent.

Attendance

Absences

A request to have a student excused from class early should be sent in writing with the student the morning of the dismissal. The time and reason for leaving should be included. When possible, medical and dental appointments should be made outside of school hours.

The student will remain in the classroom until the teacher is notified by the office to release the student. The parent, or authorized person, must report to the office and sign the child out. As per district policy students missing sixty (60) minutes or more of the morning or afternoon session will be considered absent for that session.

Please refer to the District Handbook for additional details on attendance.

Tardiness

Students are considered tardy when they arrive after the beginning of the morning or afternoon session, 7:50 a.m. and noon. Students will report to the office for a tardy slip before coming to the classroom.

Please refer to the District Handbook for additional details on attendance.

Breakfast

Children in K-6 grades may eat breakfast at the school from **7:15-7:35** each school day. It is very important for students to be on time when eating breakfast so that the gym can be made ready for P.E.

Cell Phones

Students may bring cell phones to school, but they must remain off and in their backpacks during the school day. If students use the phones during the school day, the phone will be taken away and parents will need to retrieve them from the office.

Curriculum

Wiley's teachers instruct students in the district's adopted curriculum in language arts, mathematics, social studies, science, physical education, and music. Teachers use their choice of strategies to meet the students' needs. There are special curriculum units in several grade levels and you will be receiving information on those.

Dress Code

Following are the guidelines developed for Wiley School:

- ❖ Is the manner of dress decent?
- ❖ Does the manner of dress distract from the educational process?
- ❖ Does the manner of dress create a concern for the safety and health of the individual or others?
- ❖ Does the manner of dress cause classroom disruption?
- ❖ Is the manner of dress destructive to school property?

Students are encouraged to use good personal hygiene and come to school in clean clothing, which is appropriate for the season and all school activities, including physical education and recess. Students whose grooming or clothing appears to be in violation of the dress code will be asked to make arrangements for better grooming or appropriate attire. Classrooms in the building are air conditioned during warm months. Students are advised to dress for moderate room temperatures. Some children are more comfortable with a light sweater or jacket that can be worn as needed.

Parents and students should plan on outside play during the day and should dress accordingly.

- ❖ Shorts and skirts, which are mid-thigh in length, may be worn.
 - ❖ Tank tops, fish net shirts, halter tops, spaghetti strap tops, and cropped tops (midriff showing) may only be worn with another shirt underneath or over them.
 - ❖ Clothing that advertises drugs, tobacco or alcohol or displays inappropriate writing or pictures will not be allowed.
 - ❖ Baseball caps, hats and other head gear will be removed when the student is inside the building. Exceptions to this dress code would be headgear for costumes worn for a specific event or for health/religious reasons.
 - ❖ Clothing and shoes, which are hazardous to the health and safety of students or disruptive or distracting in the school environment, are deemed inappropriate. Items deemed unsafe would include, but not be limited to jeans dragging on the ground and shoes with higher heels. Slide-on or very loose fitting sandals are inappropriate for recess and gym activities.
 - ❖ Sagging jeans or shorts are deemed inappropriate for school.
- Flip flops are discouraged due to safety reasons on the playground.**

Emergency Dismissal

In the event that school is dismissed prior to the regular dismissal time, students will be kept in the gym. Parents need to pick up their student(s) in the gym and check out with their classroom teacher. The classroom teacher will note name and time of who picked up the student. A student may go home with someone else if a parent has given permission to the office.

Expectations

The USD 308 Elementary Teaching Matrix will be used to teach students positive behavior. The three major expectations are “Be Safe”, “Be Respectful”, and “Be Responsible”. Students will be taught the expected behaviors look for settings within the school. For example, classroom, hallways, lunchroom, recess, etc. Additional strategies may be used to help remind students of appropriate behaviors (problem solve, elicit parent/guardian’s help, reinforce positive behaviors, continue building relationship).

Major and minor behaviors have been defined and appropriate positive and negative consequences will be given to students who need redirection with expectations.

Field Trips

Parents may be asked to accompany students on field trips throughout the year. We recommend that you do not bring extra children with you due to space limitations and supervision of students. **Parents will need to be cleared through Communities That Care with a background check.**

Homework

Parents may request homework for a student who has missed at least two days of school. The parent should call the school office (615-5250) and request the homework by 11:00 a.m. The homeroom teacher will notify the other teachers from whom homework has also been requested. All homework is to be picked up in the classroom at 3:10 unless other arrangements have been made. If the teacher cannot meet with the parent at 3:10, the work will be available in the office. All homework will be independent practice or reading for comprehension. No new skills or concepts will be introduced through homework.

Please call again in the afternoon before coming for the homework. This is to make sure there is homework available for your child.

Indoor Recess Requests

If your child must stay inside during recess, please send a note to the teacher stating your request and the reason.

Library Materials

Please help your child remember to bring library materials to school. It is important that books and magazines be returned when the student has finished. Flexible scheduling makes it possible for students to checkout or return materials every school day. If you move out of the Wiley area, please be

sure all library materials are returned. If you enroll in another Hutchinson school and find that you have a Wiley book, please send the book to the new school's office and they will return it to Wiley.

Lunch Money

When sending lunch money to school with your child, please place the check or cash in an envelope; please mark the front of the envelope with the student's name, room number (printed on the lunch statement), and number of lunches you are purchasing.

Lunches will not be served on credit, so please mark the days on your calendar and watch for the notices stating that money is due. If your child eats hot lunch regularly, he/she will bring home a lunch payment envelope when the student's account runs out of funds. Please pay the amount shown. You may call the secretary if you have questions.

Lunchroom Behavior

Courteous lunchroom behavior is mandatory at Wiley School for the safety and well being of all students. Misbehavior in the lunchroom will not be tolerated. Should several attempts to encourage proper conduct be necessary without improvement, the student may eat in isolation or the student's lunchroom privileges will be revoked for a period of time. Parents will be notified before the student's lunchroom privileges are withdrawn.

The lunchroom rules are: Use good manners. Keep hands, feet, and objects to self. Please do not give away food, and eat only your own food. Obey the lunchroom supervisors.

Moving In or Out

If during the school year you must move your child, please let us know as soon as you can. If you are moving to another school within USD 308, letting us know early helps staff to work together and ease the transition between schools. If you are moving out of district, it allows us to get your student records to your new school on a timely basis. Should you move or change your telephone number and stay at our school, please let us know that information as well. That will keep important communication lines open between you and the school.

Parent Involvement

Parents are encouraged to become involved in the education of their children and you are welcome to visit. We ask that you sign in at the main office when you arrive. If you have questions or concerns, please contact the principal or your child's teacher. The staff is dedicated to the academic success and well being of all students. You may be active in the PTO, Parent Volunteer groups, art projects, and classroom projects. Just let the school know of your interest in helping. If you plan to volunteer in the school on a regular basis, we encourage you to become a Youth Friend.

Parking and Passenger Loading Zones

Traffic flow and student safety is enhanced if the following guidelines are followed.

1. The pull-through driveway is designed for a **drop off and pick up** for the students and not parking. The lane closest to the school is for this purpose. The outside lane is not for picking up students, but for exiting the area.
2. Handicapped parking is marked on 21st Avenue. Please do not use this spot as a delivery spot for your child. Traffic violations may be written if this spot is not honored. There is handicapped parking in front of the school and by the media center on the north side of the building.
3. There is parking on the street across from the school. **If you chose to park in these areas, encourage your child to use the cross walks at the corner.** The Safety Patrol will help insure that your child crosses the street safely.
4. Bus – The parking lot will be designed for buses to drop off and pick up students.

Birthday Parties

Instead of individual parties where parents bring cupcakes/treats for their student(s), every month all students with a birthday that month will receive a special celebration at lunch that includes a special treat that day. Parents are also invited to eat lunch with their student that particular month. Students who have June birthdays will celebrate in May. Students who have July birthdays will celebrate in August. By celebrating birthdays during a special luncheon, instruction time during the day will not be interrupted by individual birthdays celebrated in the classroom, and our school will be practicing habits in line with our wellness policy. This practice replaces the practice of bringing treats to the school for birthday parties. This will begin on the 3rd Tuesday of August and take place on the 3rd Tuesday of the month after that.

Playground Information

Good sportsmanship is expected.

1. All students should stay on assigned playground.
2. Keep body and play equipment away from building; you must have permission to go into building.
3. The swings and play equipment are to be used safely.
4. Ice sliding and snowball throwing are **NOT** permitted. **NO EXCEPTIONS!**
5. Stay on hard surface when the field is muddy.
6. Coats need to be worn when the weather is forecast to be below 50 degrees.
7. **It is an expectation that students will arrive at school daily with the proper outerwear for recess.**
8. Food, gum, and candy are not allowed at recess.

*** If student fails to follow rules, the consequences given will most likely be the loss of recess time ***

Procedure for Determining Inside or Outside Recess

Staff will use www.accuweather.com to determine outdoor conditions.

- If the temperature or wind-chill (RealFeel) is BELOW 25 degrees – we will **NOT** have outdoor recess
- If the temperature is such that an Excessive Heat Warning/Advisory is issued – we will **NOT** have outdoor recess
- If it is raining, lightning, or snowing – we will **NOT** have outdoor recess
- If the playground is ice covered – we will **NOT** have outdoor recess
- If the playground has accumulated snow that has not been removed – we will **NOT** have outdoor recess
- If the playground is wet – we **WILL** have outdoor recess

General Playground Rules

No snowballing

No playing on or near the bike racks

No kicking of balls on the black top area direction

No wrestling or tackling

At no time are students allowed on top of the building

No throwing of rocks

Appropriate games and activities for primary students

Playing on equipment

Soccer

Jogging

Basketball

Kickball

Racing

Leap frog

Four square

Jump Rope

Appropriate games and activities for intermediate students

Basketball	Four Square	*Frisbee®
Tetherball	Scatter ball	*Jogging kickball
Mother, May I?	Mum Ball	Visit with Friends
Simon says	Kick and Catch	*Races
*Soccer	Red Light, Green Light	Stuck in the Mud
*Shadow Tag	Rope Jumping	*Touch Tag
Play on Equipment	*Touch Football	Wide, Wide River

*Appropriate for field only

Report all injuries to the playground supervisor.

School Hours

7:15 to 7:35	Student eating breakfast at school may enter the building for breakfast and go directly to the breakfast line. Breakfast serving will end at 7:45 so students can get to class on time.
7:25 to 7:50	Students who are not eating breakfast at school may enter the building and go directly to the gym for morning gathering.
7:50 to 11:10	Morning session. Students who are not present at 7:55 a.m. will be considered tardy.
Kdg.	11:00 -11:20 Lunch
	11:20 – 11:40 Recess
1	10:55 – 11:10 Recess
	11:10- 11:35 Lunch
2	11:00 – 11:15 Recess
	11:15 – 11:40 Lunch
3	11:05 – 11:20 Recess
	11:20 – 11:45 Lunch
4	11:20 – 11:35 Recess
	11:35 – 12:00 Lunch
5	11:30 – 11:45 Recess
	11:45 – 12:10 Lunch
6	11:35 – 11:50 Recess
	11:50 – 12:15 Lunch
12:00 to 3:10	Afternoon session. Students who are not present at 12:00 will be considered tardy.

Students are expected to be in the classroom promptly at 7:45 and 12:00; failure to do so may result in disciplinary actions, tardy slips, and loss of perfect attendance awards. There is not student supervision after 3:20, so please make sure you pick up your student(s) before that time.

Security for Students and Staff

Unfortunately, we are all too often reading about tragic and violent incidents in public buildings. In an attempt to provide a safe environment for your child and the staff, access to the building will be limited during the school day. You will need to come to the entrance on 21st Avenue during the day when you wish to enter the building.

Student Conduct

The students at Wiley Elementary have good behavior and demonstrate cooperative and caring attitudes that contribute to the school's positive learning environment. The staff believes the children respond well to praise and recognition of their efforts and acts of kindness. As our children are human and learning to make choices, the students act occasionally before considering the consequences of their behavior.

- ❖ Students learn best in a safe, orderly environment.
- ❖ All adults will help children be in control
 - o In control means respecting others' rights by speaking kindly, playing fairly, and listening to other students
 - o In control means allowing others to learn by moving with care, keeping noise and talking appropriate for the time and place, and waiting your turn
 - o In control means supervising you by knowing what to do and doing it
 - o In control means respecting the property of the school, other children, and the community by allowing others to have their possessions, picking up after you, and taking good care of school property

If a student chooses not to be in control, consequences will be given.

Consequences may include:

- ❖ Conference, which may include the principal, student, teacher, parent, and other appropriate people
- ❖ Detention, during or after school
- ❖ Loss of privileges
- ❖ Quiet time away from other students
- ❖ Restitution for damages
- ❖ Suspension, in-school or out-of-school
- ❖ Alternative Learning Placement
- ❖ Expulsion

Detentions

Teachers may withhold privileges or use a student's recess time to complete work. Students may be detained after school for disciplinary reasons or to complete assignments. If a student is kept longer than 10 minutes, the parents will be contacted by telephone. If the parents cannot be contacted, the child may be detained at the end of the next school day.

Students' Awareness of Expectations

Wiley students are aware of the expectations for their behavior and the school rules. The rules are discussed on the first day of classes by the principal and the teachers; the staff reviews the rules with students as the need arises. New families to Wiley during the year are encouraged to discuss the behavior expectations with their children. Each classroom teacher will send parents a copy of her/her class rules and consequences for breaking the rules. Each teacher will post the rules in the classroom. Additionally, at dismissal time the children are expected to leave the playground area promptly and report home or to their caretaker. Parents may accompany children after school to the playground. The school does not provide playground supervision before 8:00 a.m. nor after 3:10 p.m.

Students who play on the Wiley playground on the weekends or evenings with a parent's permission should not attempt to climb on the roof to retrieve balls. This practice is dangerous and all students are forbidden to be on the roof. Students may ask the custodian to retrieve the ball on the next school day. Students will be disciplined for being on the roof at any time.

Telephone

Children and teachers will not be called from class to speak on the telephone. The school secretary can pass a message to the student or teacher. Teachers may return your call when they are not instructing children or after school. The phone number is: 615-5250. Students will not be allowed to use the telephone to call out unless it is very important. The school lines must be kept open. Teachers will permit students to come to the office to use the phone if he/she deems the reason a necessity.

Valentine's Day or Birthday Gifts/Flowers

When parents send gifts or flowers to the school for their child, the gift will be kept in the office until 3:00 p.m. The classroom teacher may send the student to the office to receive the gift at 3:00 p.m. This practice has been adopted because of the number of gifts arriving at school for the secretary to deliver to the classrooms and sensitivity for students who do not receive gifts from their parents.

Vandalism

The board shall seek restitution according to law for loss and damage sustained by the district. When a juvenile is involved in vandalism to district property, the superintendent shall contact the parents and explain their legal responsibility. The parents shall be notified in writing of the dollar amount of loss or damage. Juveniles or their parents shall make restitution payments to the business office, and accounts shall be kept. If necessary, provisions may be made for installment payments. Accounts not paid in full within the specified time may be processed for legal action.

Visitation

Please refer to the District Handbook for information on visitors to our schools.