Wilson **TEAM** Handbook  
Together Everyone Achieves More

  
  
  
  
  
  
  
  
  
Wilson Elementary School  
920 Higgins Avenue  
(920) 751-6995  
ALL STUDENTS LEARNING, GROWING, ACHIEVING, AND SUCCEEDING!

**Table of Contents**

Letter from the Principal……………………………………………………………………………..3  
   
Parent and Family Involvement Policy…………………………………………………………..4-5  
   
Volunteer Policy………………………………………………………………….…………………..6  
   
Homework Policy………………………………………………………….……….……………....7-8  
   
Attendance Policy………………………………………………………………………..............9-10  
   
PBIS Groups ………………………………………………………………………………………..11  
   
PTO information………………………………………………………………………………...12-13  
   
School Wide Programs…………………………………………………………………………14-17

Wilson Compact

Wilson School Expectations Contract  
 Paws and Missed Expectations  
 Behavior Matrix

**Welcome to Wilson!**

Dear Parent/Guardian,

On behalf of the entire staff, we take great pride in welcoming you to Wilson Elementary School. We encourage your active involvement in your child’s education. A strong partnership between home and school can greatly benefit your child as he/she grows and matures.

Please note that within this handbook are new policies and procedures. We strongly encourage you to familiarize yourself with these new policies, and if you have any questions or concerns, please let us know.

This handbook is specific to Wilson. Please note that there is also a Neenah Joint School District Handbook, which includes more information regarding information on attendance, school hours, and other policies. The NJSD handbook can be found on its website: www.neenah.k12.wi.us, or you can request a paper copy from the office. Our Wilson staff and student directory will be available in October on Schoology.

It is a pleasure to have you as a member of the Wilson family. We are looking forward to working with each and every one of you as we embrace the new school year, continue to build on a tradition of academic excellence and provide a positive learning experience.

Best wishes for a successful school year!

Sincerely,  
Ryan Hammerschmidt  
Principal

**Parent and Family Involvement Policy**  
   
Wilson Elementary School understands that engaging parents in the education process is essential to improve academic success for students. It further recognizes that a child's education is a responsibility shared by the school and the family during the entire time a child attends school. Therefore, Wilson Elementary School shall foster and support active parent involvement so that schools and parents work together as knowledgeable partners in educating children.

Although parents may be diverse in culture, language, and needs, they share the school's commitment to the educational success of their children. This policy shall establish programs and practices that reflect the specific needs of Wilson Elementary School's students and their families.  
  
Wilson supports the development, implementation, and regular evaluation of a parent involvement program which includes parents at all grade levels in a variety of roles. Parent involvement programs will be comprehension and coordinated in nature.

During the first month that school is in session, Wilson holds its annual Open House for all parents and families of participating children. Parents are notified of the meeting through notices sent home by students, newsletter announcements, text messages, our PTO Facebook page, and Schoology. Information will be presented in regards to your child’s specific classroom, along with information about Wilson’s Student Success, PTO, and other various school-related groups.

**Open House**

Parents will have the opportunity to meet their child’s teacher. Parents will be given a copy of the parent handbook at that time, and learn of any opportunities for parents in their child’s classroom(s). Families are then invited outside on our playground where food trucks will be present, and will be able to visit the various school-related groups in the gym to receive more information if they so choose.

Communication between home and school is regular, two-way, and meaningful. Wilson Elementary School recognizes the need for a regular exchange of information with families. Teachers communicate with parents through varied means (classroom newsletters, phone calls, emails, weekly folders, and monthly school calendars). Communication is further encouraged through parent/teacher conferences. School policies are provided in this handbook and distributed to all students at the beginning of the school year.

Parents will be given a copy of the School-Parent Compact at the beginning of the school year. The compact will be explained to the parents, and they will be asked to sign the compacts signifying their commitment to working in partnership with the school and their child in ensuring that their children are successful in school. The compacts will be discussed with teachers at the first faculty meeting of the school year. Each teacher will be given the responsibility to explain the compact to the students and obtain the students' signatures. The teachers will sign the compact and house them in his/her classroom for use during parent-teacher conferences.

Responsible parenting is promoted and supported. Wilson Elementary School fosters the value of parents as a child's first and most important teacher. To promote the importance of positive relationships and participating in your child’s learning, information and helpful tips (some examples: math and reading strategies, tips for testing) are provided in our Student Success Newsletters and within our Wilson school website:

<http://www.neenah.k12.wi.us/schools/wilson/index.cfm>.

Parents are welcomed in the school and their support and assistance are sought. Wilson Elementary School supports the parent's right to have access to the school, their children's records and the classroom. Parents may assist the teacher by volunteering in the classroom, on field trips and special school activities, if it is needed in that specific classroom.

Community resources are made available to strengthen school programs, family practices, and student learning. Wilson is committed to working with community agencies that provide services to children and families. The Jump Rope for Heart Program, Student Council programs, and various free family events sponsored by both the PTO and the school, foster student participation in community services. The monthly school newsletter (sent home), PTO Facebook page, Schoology, texts from the principal, and the school website are avenues by which parents are informed of the dates of these activities.

Wilson Elementary School values the support and effort provided by parent committee members. The design of the Parent/Family Involvement Policy has been made successfully through the dedication of parent volunteers, informed decisions, and time. The culture of our school has been strengthened by the strong voice and convictions of our parents.

Wilson ensures that parents will participate in an evaluation of the content and effect of this policy on student success. The evaluation will be used to improve and/or create practices to enhance parent involvement. The Parent/Family Involvement Policy will be reviewed annually and revised to meet the needs of parents and students as needed.

**Volunteer Policy**

The Wilson staff and PTO extend a warm welcome to our parents and families who have volunteered to join us and participate in our program. We hope that you will find your experience as a Wilson School volunteer both exciting and rewarding.

The Wilson Volunteer Program has been planned and organized to benefit our students. We hope that our volunteers will help in the following ways:

-Support teacher/student activities.  
-Provide academic assistance as per the classroom teacher’s discretion.   
-Provide feedback on volunteer program.  
-Provide a safe and secure environment following and respecting school wide procedures.  
   
Wilson’s volunteer expectations are as follows:   
-Sign in and out in the main office.  
-Wear a visitor identification tag.  
-Be prompt and reliable.  
-Remember that you are a role model to students.  
-Be confidential. Do not gossip.  
-Be sure to communicate with your teacher. Volunteers may not take students from a designated area without checking with the teacher in charge.  
-You are considered a professional volunteer. Act accordingly. Appropriate dress is required.  
-Discipline is the classroom teacher's responsibility. Report discipline concerns to the staff member in charge.  
-Volunteer use varies from teacher to teacher depending on the needs of the students in their individual classrooms.   
-Volunteers who may spend time one-on-one with students will be subject to a background check.  
   
If you are interested in volunteering at Wilson, opportunities to sign-up are available either through your child’s teacher, or with the Wilson Parent Teacher Organization. PTO opportunities are listed through their newsletter, information provided at registration and Open House, or you may contact the officers directly at wilsonwildcatspto@gmail.com.  
   
I understand and support the expectations for volunteering at Wilson Elementary (return to your child’s teacher or the main office.)

Your signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Your child’s name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Homework Policy**

Homework Philosophy

Homework contributes toward building responsibility, self-discipline and lifelong learning habits. It is the intention of Wilson Elementary School teachers to assign relevant, challenging, and meaningful homework assignments in order to reinforce classroom learning.

Homework is meant to provide students with the opportunity to apply information they have learned, complete unfinished class assignments, and develop independence.

Homework assignments can include but are not limited to: practice exercises to follow classroom instruction, preview assignments to prepare for subsequent lessons, and creative assignments/projects to integrate learning/thinking skills.

Student’s Responsibilities  
-Place and/or write down all assignments in a homework folder, log, or notebook  
-Take home all books and materials needed to complete homework

-Complete assignments accurately and neatly

-Put homework in a special place and take it back to school the next day

-**READ** every night to complete required reading minutes

Parent’s Responsibilities  
-Provide a quiet time and place for your child to do his/her homework  
-Expect your child to have homework assigned each weeknight  
-Check to see that all assignments are complete and sign homework folder/log daily (if required by teacher)  
-Encourage independent work by giving only necessary assistance

-Review all papers that have been checked and returned by the teacher

Teacher’s Responsibilities  
-Assign relevant and meaningful homework that will extend/reinforce classroom learning  
-Write assignments on the board and allow students time to copy onto their homework folder, log, or notebook  
-Make sure that the homework assignment is understood by the students  
-Correct and return homework assignments promptly  
-Inform parents when a student repeatedly fails to do his/her assignments

Suggested Homework Time

Kindergarten: 10-15 minutes  
Grades 1 and 2: 20-30 minutes  
Grades 3 through 5: 60 minutes or less

Actual time required to complete assignments will vary with each student’s study habits and academic skills. If you feel your child is spending too much time doing homework or there are extenuating circumstances, we encourage you to discuss this with your child’s teacher. The suggested time may or may not include required reading time.

Homework Projects

Major projects such as research reports, projects, etc.,may take up more time than usual. Parents/guardians will be informed by their teachers of any major projects through written communication sent home with students or electronically. This communication will typically ask for acknowledgement of your awareness.

Late/Incomplete/Missing Homework Assignments

Students are expected to turn work in on time. Students who fail to turn in assignments on time may receive partial or no credit, a missed expectation, teacher communication with parent/guardian, and/or award-reward “Strikes.”

Absences

Students who miss homework due to an absence will receive appropriate time to make up missed work. Students will be responsible to turn in work missed due to illness or absence, and teachers will ensure students receive all relevant instruction and support.

**Attendance Policy**

Wisconsin School Law requires that students attend school regularly and punctually unless there is illness or other legitimate reasons. Any absence must be considered important by parents, teachers, and administrators. To maximize learning, absences must be kept to a minimum.

Absences: An absence is defined as not being present for 10 or more minutes, regardless of when in the school day it occurs. At the elementary (preK-5) level, an absence is defined as not being present for 10 or more minutes of instructional time, regardless of when in the school day it occurs. Parents must call the school ofice at extension 25000 to inform staff of your child’s absence.

Excused Absences: A student shall be coded with an excused absence from school for the following reasons when prior notice is provided to the school’s Attendance Office:

1. **Children can be excused by their parent/guardian, for any reason, for up to ten days a year.** Students are required to make up any work missed during the absence [118.15(3)(c)]. Excused absences include but are not limited to the following:

a. Student illness

b. Appointments that cannot be scheduled outside of the school day

c. A court appearance or other legal procedure that requires the student's presence

d. A death in the immediate family or funerals for relatives or close friends

e. Religious instruction or holidays

f. Attendance at special events of educational value such as college visits, job fairs, etc.

2. Evidence that the student is temporarily not in proper physical or mental condition to attend school. When such an absence is expected to be for several days, the parent is expected to obtain a written statement from a physician, dentist, chiropractor, optometrist, or psychologist, or Christian Science practitioner residing in the state and listed in the Christian Science Journal as proof of the physical or mental condition of the student.

Tardies: In the Neenah Joint School District, a tardy is defined as being late to school or class (for any period) any amount of time less than 10 minutes.

1. Guidelines and criteria previously described for determining if an absence is excused or unexcused, apply to students who are tardy. A determination as to the classification of a tardy is the responsibility of the school attendance officer or designee.

2. A pattern of tardiness on the part of any student shall be brought to the attention of the student's parent/guardian. If it appears that the student is negligent with being at school/class on time, appropriate disciplinary action shall be taken.

3. Depending upon the frequency and amount of school missed, tardiness may be classified as an unexcused absence and therefore reportable as truancy or habitual truancy.

Truancy (Unexcused Absence): A truant is a student who is absent from school without notification of an acceptable excuse to the Attendance Officer or designated office personnel for any part or all of any day on which school is held during a semester.

1. In the Neenah Joint School District, “part of a day” is defined as:

a. 10 or more minutes per period during the district-defined school day for grades 6-12; and

b. 10 or more minutes of instructional time per school day at the elementary level.

2. A habitual truant is a student who is absent from school without an acceptable excuse for part or all of five or more days on which school is held during a semester. Habitual truancy may result in a referral to Winnebago County District Attorney’s Office for review.

Illness: Keep your child home when he/she shows any signs of rash, vomitting, live lice, or fever over 100 degrees.. **Children should be kept home until their temperature has returned to normal and remains normal for at least 24 hours without fever reducing medication.**

Homebound instruction may be provided to a child who will be out of school for 30 or more calendar days, either consecutively or intermittently, as verified by a physician’s statement. IF you suspect that your child will be out of school for an extended amount of time, plesae notify your child’s building principal immediately.

**PBIS**  
   
What is PBIS?

PBIS (Positive Behaviors Interventions and Supports) is a proactive and interactive approach to establish a social culture in a school that supports social, emotional, and academic success. It uses data-based decision making to align curriculum and behavioral supports for students and staff. It is aimed at supporting safe and effective school environments while preventing behavior problems with students.

The Wilson PBIS committees are always looking for volunteers, suggestions, ideas and support. Please consider helping any one of these committees. If you are interested, please contact any of the group members listed below.  
   
Constellation Committee  
-Promoting emotional growth through multi-age groups.  
-This group is looking to build on the Constellation program by providing more support and expanding their topics.  
-They are looking for volunteers to help to plan lessons, help during activities and get materials ready.  
   
Staff leaders:  
Cindy Collar ccollar@neenah.k12.wi.us  
Jamie White jwhite@neenah.k12.wi.us  
   
Community/Communication Committee  
-Bridging the gap between our school and the community.

-This group would plan events along with the PTO and build a relationship within Neenah, and also promote relationships within Wilson so families feel welcome and included.  
-They are looking for people interested in mentoring incoming families and ways to promote growth and public awareness of Wilson’s successes.  
   
Staff leaders:Kris Martin [kmartin@neenah.k12.wi.us](mailto:kmartin@neenah.k12.wi.us)

Adam Potratz apotratz@[neenah.k12.wi.us](mailto:kmartin@neenah.k12.wi.us)

Celebrations and Acknowledgements Committee

-Acknowledgement practices for staff and students; including verbal acknowledgement.  
-Create celebrations, acknowledgement venues, and communications systems to praise staff and students.

Staff leader:

Jordan Dykstra jdykstra@neenah.k12.wi.us

**Parent Teacher Organization**  
   
PTO is a great vehicle for parental involvement. Because of our amazing families and staff, our PTO volunteers come together to accomplish great things. We need volunteers to help with family activities, as well as activities in the classroom. By coming to our monthly PTO meetings, you will get monthly updates from our principal, get information on district-wide issues and join in discussions that directly impact Wilson. If you have ideas for new initiatives or improvements we can make, we’d love to hear from you. As a family member of a Wilson student, you are automatically a member of our PTO so come and have your voice heard.  
   
PTO meetings will be held the second Tuesday of the month at 6:00 pm in the school library.  
   
President: Shelley Krocka-Jourdan   
Vice-President: Michelle Moderson  
Secretary: Tina Schroeder   
Treasurer: Amy Gunderson

You can reach the PTO at: [wilsonwildcatspto@gmail.com](mailto:wilsonwildcatspto@gmail.com).

The Wilson PTO provides many opportunities to get involved in your child’s education. Parental involvement really does influence student motivation and achievement. In addition, the PTO is a forum to voice your opinion, connect with other Wilson families, and support our teachers. PTO committees are described below. Considering your interests and talents, please let us know which committees you would be interested in. We would love your help and support!  
   
**COMMITTEE DESCRIPTIONS**  
  
BOOK FAIR – The Wilson PTO sponsors a fall and spring Scholastic Book Fair which provides an opportunity for families to buy reasonably priced, age-appropriate books for their children as well as providing books for our teachers’ classrooms and the school Guided Reading Room. Working a small shift at the Book Fair is easy…just let us know if you’re willing to sign up!  
  
FALL FESTIVAL DANCE – The fall festival dance, held the last Friday in October, is a Wilson tradition! As a family activity, parents and kids are encouraged to dress up and dance the night away. Concessions are also available for sale. This annual event is a great way for working parents to get involved as all planning and work can be done outside of school day hours.  
  
FIELD DAY – Each summer, just before school lets out, the PTO sponsors a day of wet & wild fun. This committee will need lots of volunteers to make the day a success.  
  
NOMINATING COMMITTEE – Research potential candidates for PTO Executive Board positions.  
   
POPCORN – Most Fridays during the school year, we sell popcorn to the students for a snack. Volunteers can make and bag popcorn or collect orders from the classrooms. Time commitment is only about an hour after school starts and you can help as often as weekly or as infrequently as monthly.  
   
ROOM PARENTS- Each classroom needs a room parent to plan each of the three classroom parties: Fall Harvest, Winter, and Valentine’s Day. If you are interested, please contact your child’s teacher.

The PTO also does the following:  
  
FUNDRAISING – Help our school by collecting Box Tops, Milk Moola (Kwik Trip caps ONLY)! Money received from these programs help make our enrichment programs possible.  
   
BIRTHDAY BOOKS- Your child has the opportunity to pick out a book on their birthday, courtesy of the PTO. Birthdays are announced by the Student Council each morning, and students are then welcome to come to the office to pick out their book. Summer birthdays are included also.  
   
TEACHER APPRECIATION – We love our Wilson teachers and staff! To show our appreciation, food is coordinated by the PTO during both fall and spring conferences, and Teacher Appreciation Week in May. Communication on how you can help or donate will be sent home.

**School Programs**   
Wilson Compact

At Wilson Elementary, we believe that engaging our Wilson families, students, and staff in our school’s planning and programming is essential to student success (academically, behaviorally, socially, and emotionally).

We believe the education of our children is a shared responsibility between our school and our families. We work to foster and support active parent involvement between our schools and families.

We believe in working as a team to ensure that all our students are learning, growing, achieving and succeeding.

We invite you to be an active member of our Wilson team.

Wilson School Expectations & Actions Contract  
   
Expectations: Be Respectful, Be Responsible, Be Safe, and Be A Problem Solver

*As a student, I will:*   
Always work hard on everything I do, to the best of my ability.  
Display consideration, kindness and courtesy.  
Show respect for myself, my school, and other people.  
Do what is right because it is the right thing to do -- I will obey class, school, and bus rules.  
Be truthful -- I will never lie, cheat or steal.  
Take personal ownership for my decisions and actions.  
Talk with my parents every day about my school activities.  
Read at least 20 minutes a night, at least 5 nights a week.  
Exemplify our Wilson school expectations.  
   
*As a parent/guardian, I will:*   
Show respect and support for my child, the teachers, and the school.  
Provide a quiet, place for my child to study and supervise the completion of my child’s homework.  
Communicate any questions, concerns or comments about my child and/or school with my child’s teacher(s).  
Monitor my child's in-school and after school activities.  
Read with my child for at least 20 minutes a night at least 5 nights a week.  
Exemplify our Wilson school expectations.  
   
*As a teacher, I will:*   
Show respect for each child and for his or her family.  
Provide a safe and comfortable environment that is conducive to learning.  
Help each child grow to his or her fullest potential.  
Provide meaningful and appropriate homework activities.  
Provide necessary assistance to parents so they can help with assignments.  
Enforce school and classroom rules fairly and consistently.  
Supply students and parents with clear evaluations of progress and achievement.  
Demonstrate professional behavior and a positive attitude.  
   
*As a principal I will:*   
Engage the members of our Wilson Elementary School family, with kindness and respect, in a positive manner.  
Take responsibility for the safety, and well-being of our students and school, and for the maintenance of a positive and productive learning climate.  
Exemplify our Wilson school expectations.  
   
We commit ourselves, in common interest, and for the common good of our children & their  
education, to the statements above.

**Paws/Mixed Expectations**  
   
Paws:  
   
This program rewards positive behavior and teaches character development. There are four areas of character emphasis:  
1. Be Respectful

2. Be Responsible

3. Be Safe  
4. Be A Problem Solver

When children are observed displaying any of the above positive traits, they may be awarded a “Paw.” These small affirmation slips are a token reward that the children can accumulate and redeem at a special school store. The redemption process will take place during the school day and will be scheduled and handled by the teacher. Paws must be earned; they cannot be given away or shared by students. Once a child has earned a Paw, it cannot be taken away.

Missed Expectations:  
   
If a student has difficulty following our school expectations, a “Missed Expectation Report” may be completed by a staff member. A copy of this report will be sent home to parents to be signed, discussed, and returned to school. If your child receives a missed expectation, the back of the form has suggestions for you to process what went wrong, while simultaneously reinforcing the tenets of good character and self-discipline.  
   
We make sure our students are learning from their mistakes as well as their successes. When our students make mistakes we hope you will join us in re-teaching positive expectations, and  
instilling elements of self-awareness, good character, and self-discipline.  
   
Punishment is the least effective way for us to teach long term self-discipline and good character. Instead please try to sit down to reteach what you expect, and discuss how your child can avoid similar problems in the future. Consequences may be part of that discussion, but we need to be sure that giving consequences is only one small part of what we are doing to ensure our children make the same mistakes less, and less often.  
   
Whatever we decide, we must be sure to follow through with the consequence, and then follow up with support. Praising positive behavior to reinforce what we WANT to see is much more powerful than punishing behavior we don’t!  
   
These behavior expectations will be used to promote a healthy and positive attitude towards good behaviors. The goal is to guide children to follow directions and rules and help them to have a wonderful learning experience in school. The positive expectations also promote and encourage self-control skills, which will help the children as they grow and progress through the grade level.