



Richard G. Wilson  
Elementary School

School Handbook

## GOALS OF WILSON ELEMENTARY SCHOOL

Highest Student Achievement – All students will meet or exceed challenging standards in academic content so that they are prepared for continuous learning and productive citizenship.

Performance-Driven, Efficient Management Systems – Wilson School will use a performance-driven management system that operates in a timely, efficient, and equitable manner; and facilitates a safe environment conducive to optimum student achievement.

Motivated, High Performing, Diverse Workforce – The Wilson School workforce will be motivated, diverse, and committed to continuous professional growth and development resulting in exemplary performance and optimum student achievement.

Network of Partnerships Promoting Achievement – Every level of Wilson School will develop, promote, and maintain a network of partnerships to enhance optimum student achievement.

Vision – Wilson Elementary School's Vision is to serve the needs of Our Military's Children so that they will excel in learning and life.

Mission –The mission of Wilson Elementary School is to serve the special and unique needs of military children in a challenging and supportive learning environment, preparing each student academically, socially, and personally to become a successful, self-disciplined, life-long learner in an ever-changing global environment.



# Wilson Elementary School

Named in Honor of  
PFC Richard G. Wilson, INF

Posthumously Awarded the  
**CONGRESSIONAL MEDAL OF HONOR FOR HEROISM**  
Opari, Korea



Richard G. Wilson was born in Marion, Illinois, August 19, 1931. PFC Wilson was a member of the 187th Airborne Infantry Regiment. On October 21, 1951, in Opari, Korea, PFC Wilson distinguished himself as a Medical Aid-man. PFC Wilson accompanied a unit on a reconnaissance mission through hilly country. The company suffered a large number of casualties. As the unit fought its way out of the area, PFC Wilson moved among the wounded administering aid oblivious to the danger to himself. After the Company Commander ordered the unit to withdraw, PFC Wilson returned to the scene because he learned that a comrade previously thought dead was seen moving and attempting to crawl to safety. Later PFC Wilson was found mortally wounded, his wounds inflicted as he attempted to shield the man he had come back to help.

PFC Wilson's superb personal bravery, consummate courage, and willing self-sacrifice for his comrades reflect untold glory upon him and uphold the esteemed traditions of the military service.

It was for this action that he was awarded the Medal of Honor.

## Guiding Principles

- Student achievement...a shared responsibility.**
- Trust and respect for other's rights.**
- Unlimited opportunities to reach high expectations.**
- Dedication to lifelong learning.**
- Equal access to quality education based on standards.**
- New and motivating challenges to inspire excellence.**
- Total accountability with teamwork.**
- Success for all... students first!**

## Principal's Message

Welcome to Wilson Elementary School! The faculty and staff at Wilson are committed to giving your children an excellent educational experience in a caring, safe environment. The goal is to meet the needs of our military children, recognizing that they may face unique challenges and experiences.

In order to maximize your children's educational experience, we need your help. As good as our teachers are, they are only a part of the educational equation for your children to be successful. Parent support and involvement are critical to student learning in the early grades. Working with your children at home to reinforce and practice new skills will help ensure a positive school year. We also hope that you will become an active member of the Wilson PTO, whose sole purpose is to provide enrichment opportunities for the students at Wilson. I look forward to working with you to provide a quality educational experience for your children.

Dr. Renee' Mallory  
Principal



## School Hours

<u>Grade</u>	<u>Regular Hours</u>	<u>**Tuesday Hours**</u>
PreK – AM Session	8:45 a.m. – 11:15 a.m.	8:45 a.m. – 10:30 a.m.
PreK – PM Session	1:00 a.m. – 3:30 p.m.	12:30 a.m. – 2:15 p.m.
Kdg. – 5 <sup>th</sup>	8:45 a.m. – 3:30 p.m.	8:45 a.m. – 2:15 p.m.

**\*\* Please note that our dismissal hours are earlier on Tuesdays.\*\***

**Arrival** - Supervision for students arriving for breakfast starts at 8:15 a.m. Students arriving at school earlier than 8:15 a.m. will be sent home to return at the appropriate time. Students will not be allowed in the building before 8:30 (except for inclement weather). All students must enter the building through the front doors with the exception of PreK students who will enter through the back door. Parents must enter through the front doors only.

**Dismissal** – Please wait for your child at the designated area. If you must go to the classroom, come by the office for a visitor’s pass and stand outside the classroom to wait for your child. Parents picking up students from the classroom must exit the building through the front doors per security policies.

**If your child rides either the regular school bus or the SAS bus please remember to send a signed note to the school if there is a change in their normal schedule. In the event of an emergency or unforeseen event, please call the school before 2:00 so that we have time to notify the appropriate school personnel.**

### **Release Of Students To Parents, Guardians or Emergency Contacts**

The safety and security of Wilson students is extremely important for us. Students will only be released to parents, guardians or emergency contacts. The emergency contact need to be someone in the local area or with immediate access on post. Make sure the emergency contact knows before you list his/her name and phone number. When coming to pick up a child, person needs to show a picture ID, if there is a custody dispute, please inform the school as soon as possible of any restraining orders and provide documentation.

### **Up-to-Date Phone Numbers**

It is imperative that you notify the school of any changes in home phone number, sponsor’s unit phone number, spouse’s work phone number, and emergency contact numbers. We must be able to reach you in case of an emergency.

## Quality Family Time

It is important to spend quality time with your child. There are many activities that are enjoyable and can be of benefit to both you and your child. The following are some examples of activities to be shared with a child:

Read books to your child  
Watch and discuss a T.V. program with your child  
Visit the library and choose books together  
Plan a picnic outing  
Take a short family vacation  
Take time to talk

Have your child read to you  
Play a game together  
Visit a museum  
See a ballgame together  
Share a hobby together  
Go for a walk with your child

There are endless activities to share with a child. It is important to take advantage of quality time with your child. Take time out to enjoy your family.

## Army Values

Army values encompass the military way of life. They are principles that describe how soldiers relate to one another every day. The seven Army Values are **loyalty, duty, respect, selfless service, honor, integrity, and personal courage**. Without citizen's actions that reflect these beliefs, our democracy would be in jeopardy. Now, more than ever before, Americans are focused on preserving our freedom and doing what is right.

Our future moral strength as a nation depends upon our children's development of positive character traits that Army Values signify. We know that an education without goodness is useless. Students need to perform well academically, but even more importantly, also have values that distinguish right from wrong. The Fort Benning Schools are working to help instill character does not arise spontaneously; it takes parents working together in partnership with schools to make it happen.

Parents can help by setting a good example. They can start by the way they treat others and by keeping their commitments. Parents can talk a common language with their children about Army Values by discussing the meaning of each one and giving every day examples of good character. Families can learn about successful people in the past or present that exemplify these qualities. They can encourage good citizenship through volunteering or working on community projects. Parents can develop monthly themes in their homes starting with loyalty, community, and country. We can make a difference by working together to help our students develop the tools and strategies to make the right moral choices. We need to nurture our future General Dwight Eisenhower's, Martin Luther King's or Mother Theresa's by teaching our youth these Army Values. Our hope for society depends on our partnerships in the commitment that "character does count."



## I. **“SAFE SCHOOLS” in the GA/AL DISTRICT**

School security is a national concern. Throughout the United States, youth crime and violence threaten to undermine the safety of our students' learning environment. Since the Domestic Dependents Elementary and Secondary Schools (DDESS) represents a cross-section of Americana, all partners in our community education process must understand and support the principles underlying a safe and secure learning environment as applied to creating a safe school. The underlying principles all relate to student rights to a safe and secure learning environment free from the threat or fear of physical violence; free from drugs, alcohol, weapons and other prohibited items; free from hazing, bullying or intimidation; and free from gang or criminal activity .

The Department of Defense Education Activity (DoDEA) follows guidance for the Department of Defense and also issues instructions and policies concerning our schools. DoDEA Regulation 2051.1, Disciplinary Rules and Procedures (August 16, 1996) outlines student conduct expectations and disciplinary consequences that may be invoked when the conduct of a student poses an immediate threat to his/her safety or the safety of others in the school. This regulation is supplemented with interim guidance which updates and standardizes the policy and procedures for disciplinary action for all students enrolled in schools under the Department of Defense Domestic Dependent Elementary and Secondary Schools issued June 28, 2005. These student conduct expectations apply to student conduct that is related to a school activity while on school property; while en route between school and home, to include school buses; during lunch period; during or while going to or coming from all school-sponsored events/activities that affect the missions or operations of the school or district including field trips, sporting events, stadium assemblies, and evening school-related activities.

Violence, threats of violence, prohibited items, gang or criminal behavior, and bullying or intimidation will not be tolerated. Perpetrating a bomb threat or complicity in the act is grounds for expulsion. Additionally, local military regulations and laws may authorize criminal prosecution for such actions. Therefore, it is incumbent upon all community education partners – students, parents, military leaders, administrators, faculty and staff – to understand the serious nature of actions violating the principle student freedoms and the scope of authority over infractions as outlined in DDESS Interim Guidance for Student Discipline. The administration at each school is responsible for the management of student behavior. If you are interested in obtaining a copy of the **Department of Defense Domestic Dependent Elementary and Secondary Schools Interim Guidance for Student Behavior**, please contact your local school for a copy.



## **School-Wide Rules:**

- We walk, not run, in the halls and sidewalks around campus.
- We use an appropriate voice level at all times and walk quietly in the hall.
- We keep our hands and feet to ourselves.
- We use our time wisely.
- When walking in a group, we walk in a single file line, to the right side of the hall or walkway.
- We do not chew gum anywhere at school.
- RESPECT with a capital letter is a keyword at Wilson, we respect one another, all school system personnel and school property.
- We do not fight, curse, use obscene gestures, cheat, or steal.
- We use school property responsibly.
- We do not bite.

## **Playground Rules:**



- We keep our school clean by not littering.
- Approved playground areas will be identified by the teacher.
- We leave radios, tape players, electronic games or toys at home. If brought to school they will be given to the principal and parents will need to come to the school to pick them up.
- While on the playground, we play safe games. We do not throw objects (such as rocks, dirt, sticks, pine cones, etc.) or wrestle, tackle, or pick up children or roughhouse with them.
- We respect others so we do not tease, cheat, fight, curse or use obscene gestures.
- We use school issued equipment appropriately.



## **Cafeteria Rules:**

- Enter and exit quietly.
- Use LOW conversational voices, this shows respect for others.
- Remain seated.
- Eat your food and remember that we do not play with food or utensils.
- Respect the monitors and the rights of others.
- Clean up (your space) before leaving.
- Food will not be exchanged for sanitary reasons.
- Carbonated drinks or energy drinks should not be part of lunch brought from home.
- NO FAST FOOD OR ENERGY DRINKS SHOULD BE BROUGHT FOR STUDENTS TO CONSUME IN THE CAFETERIA.

## **Cell Phone Usage:**

Often parents supply their child with a cell phone. We ask that parents assist in communicating to our students our expectation that cell phones will be off for the entire instructional day. If a student needs access to a telephone, he/she will make the call with adult supervision, using one of our school extensions.

## STUDENT CONDUCT

The Department of Defense Domestic Dependent Elementary and Secondary Schools (DDESS) has developed guidance for updating and standardizing the policy and procedures for disciplinary action for all students enrolled in DDESS (June 28, 2005). The following excerpt lists the grounds for discipline including suspension and expulsion. The document in its entirety is 45 pages and is available in the school office for anyone wishing to review it.

E2.1. General. This enclosure describes student conduct that might be subject to a disciplinary action or consequence and provides a degree of guidance as to the seriousness of offenses. However, this Guidance does not list every offense nor does it dictate the seriousness of any particular offense. Instead, it describes categories of conduct with sufficient specificity to inform the student of the type of conduct which may result in disciplinary consequence and is intended to alert Principals to their flexibility in assessing the seriousness of offenses for purposes of determining the appropriate consequence. The student conduct subject to disciplinary sanction concerns student conduct:

E2.1.1. While on school property,

E2.1.2. While enroute between school and home, including when on school owned or operated or chartered buses,

E2.1.3. During lunch period whether on or off campus,

E2.1.4. During or while going to or from all school-sponsored or school-supervised events/activities that affect the missions or operations of the school or district including field trips, sporting events, stadium assemblies, and after school related activities to include evening school-related activities.

E2.2. School Bus Discipline. Additional rules of student behavior and disciplinary procedures applicable to students en route by bus between home and school and/or school-sponsored events and activities are contained in the Student School Bus Behavior Management Policy (Enclosure 7). The existence of a separate list of school bus disciplinary rules does not mean that infractions of school bus discipline are excluded from the list of infractions contained in this section, or that actions must be assigned separately from other school disciplinary concerns. However, the school has the discretion to assign disciplinary actions for school bus infractions solely within the context of school bus transportation, or as a part of school discipline generally, except when school bus discipline would interfere with the free appropriate public education of a child with disabilities. When disciplinary action might affect a student's special education program, the procedures described in Enclosure 5 concerning the disciplinary procedures for students with disabilities must be followed.

E2.3. Additional Guidance at the School/District Level. In addition to this guidance, individual schools, school districts or directorates may promulgate student manuals that implement the procedures of this Guidance.

E2.4. Discipline for Minor or First Offenses. A student may be disciplined for relatively minor or first offenses, through the use of written or oral reprimands or notice to parents, in-school suspensions, alternate in-school temporary placements (formerly referred to as “time out”), teacher/student/parent conferences, suspension of school or extracurricular privileges, and by any other teacher intervention deemed by the teacher or school administrator to be appropriate. Grade reduction is typically not an appropriate means of discipline, but may be used to the extent that the student refuses to or fails to participate in the classroom. These minor offenses include any conduct that is not conducive to the good order and discipline of the school. Examples of conduct for which minor discipline may be appropriate include, but are not limited to: tardiness, unexcused absence, chewing gum or eating food in class, being unprepared for class, running or horseplay in the halls or classrooms, cheating or lying, possessing items in violation of school rules, use of offensive or vulgar language, minor failing to follow instructions, disrupting the class by talking, laughing, or wandering about when the teacher determines that such conduct is inappropriate to the classroom activity, and engaging in inappropriate behavior on the school bus. Nothing in this paragraph precludes the imposition of more serious disciplinary actions, such as suspension or expulsion, when a student engages in repeated or multiple acts of misconduct which individually might not warrant suspension or expulsion, and/or when the teacher or Principal determined that the nature of the offense, in the context of all circumstances, warrants a more severe consequence than contemplated by this paragraph. Also, the disciplinary authority must decide whether conduct described in this paragraph, which may also be described below, should be punished under the succeeding paragraphs.

E2.5. Grounds for Suspension or Expulsion. A student may be suspended or expelled from school, if the Principal or, in the case of suspension over 10 days or expulsion, the disciplinary committee determines that the student has:

E2.5.1. Caused, attempted to cause, or threatened to cause physical injury to another person, or has threatened to use or has used physical force against any person.

E2.5.2. Possessed, sold, brandished, used without clear school supervision and authority, or otherwise furnished to another any firearm, knife, explosive, or other dangerous object.

E2.5.3. Engaged in substance abuse, including, possessing, using, selling, dispensing or being under the influence of any illegal/controlled substance. A mandatory expulsion recommendation is required for a second offense.

E2.5.4. Unlawfully possessed, or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia as defined in 21 USC 863.

E2.5.5. Committed or attempted to commit robbery or extortion.

E2.5.6. Damaged or attempted to damage personal or real property. This includes property owned, leased or used by the school or that is encountered in connection with school activities including property that belongs to or is owned or used by the school, government, vendor, contractor, or any private person.

E2.5.7. Stolen or wrongfully appropriated, or attempted to steal or wrongfully appropriate, and/or knowingly receive the stolen property of another, whether the property is owned by the school, the government, a vendor, a contractor, or is the private property of an individual.

E2.5.8. Possessed or used tobacco, or any product containing tobacco or nicotine products or any herb, including, but not limited to, cigarettes, cigars, miniature cigars, smokeless tobacco, including snuff, chew packets, and betel nut.

E2.5.9. Committed any lewd, indecent or obscene act or engaged in habitual profanity or vulgarity.

E2.5.10. Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties. This provision includes not only horseplay and other disorderly conduct, but also includes lying to and/or making false statements to school personnel, violation of school honor codes or other rules and guidance established for an orderly educational atmosphere.

E2.5.11. Gambled in any form.

E2.5.12. Engaged in conduct, including fighting, that endangers the well-being of self or others.

E2.5.13. Presented him or her self without authorization in the school, on the school grounds, or on school buses or failed to leave promptly after being told to do so by the Principal or staff member in charge.

E2.5.14. Engaged in the unauthorized use of portable communications devices (including beepers and cell phones), electronic games, portable radio and/or compact disc players, Ipods, personal computers or other electronic devices during classes, unless specifically authorized by the Principal or DDESS educator. Such equipment and devices are subject to confiscation by school authorities.

E2.5.15. Used cell phones during class, except in emergency situations that threaten the safety of personnel in the school or when specifically authorized by the DDESS educator or Principal.

E2.5.16. Cursed, gestured, or verbally abused any person, including but not limited to conduct involving abuse or harassment based on that person's race, religion, gender, creed, national origin, personal or physical attributes, disability, intellectual ability, or sexual orientation.

E2.5.17. Engaged in vandalism, arson, or any threat to bomb, burn, or destroy in any manner a school building or school property.

E2.5.18. Forged school documents, cheated on school projects or tests, or plagiarized the work of another.

E2.5.19. Used or possessed fireworks, or any other explosive device.

E2.5.20. Violated attendance rules.

E2.5.21. Violated the terms and conditions of the DDESS student Computer and Internet Access Agreement, or used or gained access without proper authority to computers, software telecommunications, and related technologies; and engaged in any willful act that causes physical or financial damage, or otherwise disrupts information technology; or used of a computer to communicate threatening, harassing, or indecent messages, or to download obscene materials.

E2.5.22. Violated of any law, rule or regulation of the military installation or school.

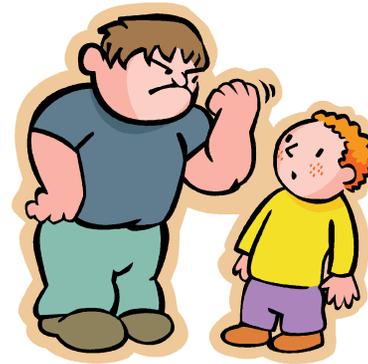
E2.5.23. Been complicit in the violation of any rule described above. In addition to the specific grounds for imposing discipline that are described above, students who have knowledge of, or who participate in, the misconduct of others may also be disciplined as deemed appropriate. Students have an affirmative duty to report and must promptly report to their teacher or Principal knowledge of offenses that violate law, rule or regulation, or that threaten the safety or personal security of any student or other person on school grounds or engaged in school activities. Failure to do so may be grounds for discipline.

## **BULLY PREVENTION**

In the wake of school violence throughout the world, it is important to analyze the causes of violence and implement preventive measures to assure that every student and adult will feel secure in the school environment. Fort Benning Schools does implement a system-wide **BULLY PREVENTION** program as a part of the Safe Schools and Character Education program.

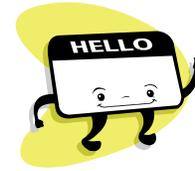
**Bullying has been defined as a means to have power over another and it takes many forms: physical, verbal, and indirect such as gossip and isolation.** Bullying leaves long-lasting scars for its victims. Bullies have a higher incidence of antisocial behavior, domestic violence and crime as adults. Society pays a heavy toll for tolerating bullying behavior and bullies.

In the Fort Benning Schools and community, bullying will not go unchallenged and will not be tolerated. All students, staff members, parents and the community play vital roles to insure our children are not bullied, do not act as bullies, and will not allow others to bully. Fort Benning Schools have a moral obligation to provide our students and the school community with the proper information, prevention strategies, and defenses to create a safe, accepting and caring environment for all.



## **General Information**

**School-Age Visitors:** We do not interrupt the educational process by having school age relatives or friends visiting our school during the academic day.



**Sign-In Policy for Visitors:** In order to provide the safest possible environment for our children and the fewest interruptions in the instructional day, it is imperative that:

- You leave your picture ID in the office upon entering the building.
- You sign in and pick up a visitor's badge.

### **Procedures for Parent Questions and Concerns**

Parents who have questions and/or concerns are requested to resolve it at the most appropriate and immediate level. For typical classroom matters, the following procedures should apply in order as needed:

**Step 1.** The parent discusses the matter with the teacher concerned.

**Step 2.** The parent and teacher meet with the principal if the matter is not resolved in step 1.

**Step 3.** Those matters which cannot be resolved at the school level, are referred to the Director of Student Services at the Superintendent's Office.

These procedures follow the line of authority from teacher to principal to superintendent and focus on resolution at the lowest level.

### **Visiting Classrooms**

- You are always welcome in your child's classroom, but in order to maximize instructional time, we ask that you not interrupt the teacher during instruction.
- If you wish to visit your child's classroom for a special project or activity, volunteer to help in the classroom, or wish to talk to the teacher, please schedule a time with the teacher.
- If you wish to observe in your child's classroom, please contact the principal to schedule a time.
- On the day of your visit, present your picture ID to the office, sign in on the office roster, and get a visitor's badge.
- When observing in your child's classroom or volunteering in the school, we ask that you make child care arrangements for younger brothers and sisters. This helps to minimize classroom interruptions, which take away from instructional time.

Teachers' duty hours are 8:15 a.m. to 3:45 p.m. If you need to phone a teacher, please call in the morning before classes start (8:15 - 8:345 a.m.) or in the afternoon after classes have ended (3:30 - 3:45 p.m.).

**In the interest of all students, we ask that you help protect instructional time by not interrupting the teacher during the day.** Such interruptions take the teacher's attention away from your child and the rest of the class. If you need to talk with a staff member, we ask that you send a note by your child requesting an appointment, or call the office and leave a message for the teacher. Your child's teacher will either call or send a note to schedule a conference.

Wilson School encourages parents to volunteer in the school. If you are interested in volunteering, please stop by the office to sign up!

### III. Faculty

The Wilson School Faculty is qualified and certified in accordance with DoDEA Standards. The faculty includes a media specialist, an educational technology specialist, an art teacher, a music teacher, a Spanish teacher and a physical education teacher. The special services offered are speech/language therapy, guidance and counseling, clinic staff, and behavior/learning/communication disabilities resource classes. Teacher duty hours are from 8:15-3:45.

### IV. Instructional Program

The school curriculum is designed to provide the children with a variety of broad, flexible experiences that will enable them to become democratic, socially responsible and self-directed members of society.

The following is a brief outline of the program of instruction:

- A. Language Arts, which includes reading, writing, listening, speaking, spelling and literature.
- B. Social Studies, which includes history, geography, and citizenship.
- C. Mathematics, which includes computation and problem solving.
- D. Science/Health, which includes everyday living, introduction to the scientific world and sex education.
- E. Physical Education, Art, Music, Technology/Media and Guidance. We are currently piloting a Spanish language program.



**Parent -Teacher Conferences** - These conferences are scheduled before the first report card as an orientation meeting of parents with their child's teacher. These meetings describe and interpret the kinds of learning activities and experiences parents may expect their children to have in the classroom. Report cards, progress reports, attendance, and discipline are also discussed. Conferences are scheduled when needed to provide an opportunity for personal and direct two-way communication between the home and the school. A conference can be arranged at any time desired by a parent or teacher.

When the teacher requests a conference with you, please consider the following points:

- Answer as quickly as possible the teacher's note requesting the conference.
- Since the teacher usually has several conferences scheduled, it is important that each parent be punctual for their conference and abide by the time set. If more time is needed, arrange for another conference.
- Avoid canceling the conference. Please notify the teacher as soon as possible if the conference must be canceled. Send a note to the teacher or telephone the office.
- Come to the meeting without small children.
- Avoid discussion about other parents, students, or teachers.



**Testing Procedures** - Achievement tests and cognitive abilities tests will be given to all students at designated grade levels during the spring of each year. Testing information is provided to the parents via the school newsletter, or parents may call the school office.

**Report Cards** - Report cards are issued four times during the year. Teachers will use notes and conferences as supplements to the report cards each quarter. Starting with the second marking period, teachers may send home progress reports with students whose grades are slipping drastically or appear to be in danger of failing that grading period unless adjustments are made.



## V. Attendance



### Absences and Tardiness

All absentees must have a written excuse from a parent.

Excessive absences (3 consecutive days, or 4 days over a 15-day period) will be questioned by the principal, as will excessive tardiness.

Any student coming late to school MUST check in at the office and obtain a late slip before being admitted to class.

Any parent desiring to take a child out of school MUST sign that child out in the office. The student will then be called to the office from the classroom. If the student is returning to school after completing the appointment, the parent MUST sign the student in at the office before the child may return to class.

Classes begin promptly at the scheduled times and children who are chronically late miss much valuable class time. Excessive tardiness may require staying after school to make up time missed.

Once a child arrives at school that child will not be allowed to go back home for any reason, unless a parent comes to the school to sign the child out.

### Withdrawing From School

The office should be notified at least five (5) days in advance of a student's withdrawal from school so that his/her transfer papers may be prepared.

When the sponsor of a student is under orders for permanent change of station (PCS) which necessitates withdrawal of a student before the end of the school year, the principal may authorize an accelerated withdrawal (of 20 or fewer instructional days) prior to the end of the school year. Sponsors must present verification of the date required for the student to depart from school (i.e., Permanent Change of Station orders). An accelerated withdrawal is not intended to apply to, or be extended for, the convenience of family travel, visits, or other discretionary reasons. It is only for permanent change of station moves.

### Students Moving to Columbus, Georgia

For those students moving from Fort Benning to Columbus, the Central Registration Office is on the first floor of the Public Education Center, 2960 Macon Road, Columbus, Georgia, 31906 handles registration for all Muscogee County Schools. The student's social security card and proof of parent's address will be needed to complete the assignment process. For additional information call 706-748-3217.



## Overcrowding

On occasion, our classes may grow in student population beyond an expected or desirable student-teacher ratio. In such cases, an additional class may be formed with a new teacher. Students from the overcrowded classes may be moved to the new class to ensure the most desirable, appropriate placement for all.

## Dismissal Policy

When students are released at the end of the school day they will be released at the following locations:

- PreK and Kdg. will dismiss through the back door on the Kdg. hallway
- 1<sup>st</sup> and 2<sup>nd</sup> Grade will dismiss through the front door of the building.
- 3<sup>rd</sup> Grade will dismiss through the back door on the 3<sup>rd</sup> grade hallway.
- 4<sup>th</sup> and 5<sup>th</sup> Grade will dismiss through the side door located beside the Media Center.

## VI Services to Children

### Health Clinic

- Screenings for visual, hearing, dental, nutritional, and other physical problems with appropriate referral and follow-up.
- Maintenance of appropriate, current, and cumulative health record of each child's health status.
- Facilities, personnel, and other provisions for first aid, rest, emergency care and recuperation, when minor injuries or illnesses occur.
- Policies for the prevention and control of communicable disease (Students must be cleared by clinic staff after having a communicable disease before re-entering school.)



Please see the school nurse about any student who is required to take medicine of any kind during school hours. A form must be completed giving permission for medication to be administered at school. Upon arrival at school, the medicine should be taken to the clinic. Please send the medicine in the original container. If the medication is not in the original container, we cannot give the medication to the child. A form must be completed by the doctor before medication can be administered by the school. Parents are urged to aid clinic staff whenever possible by administering medicines just before a student comes to school and as soon as he/she returns home after school.



Per school policy: Only prescription medications can be given at school. No over-the-counter meds such as Tylenol or cough syrup can be given.

Children are not allowed to remain in class if they have vomited or if their temperature is 100 degrees or more. **If your child is sent home from school with a temperature of 100 degrees or more they need to remain at home for one complete school day and fever free for 24 hours.**

Please keep the clinic and the office informed of new phone numbers (home and work). If the person you have listed as the emergency contact on your child's health record should change, please let the clinic staff know immediately.

- All students must comply with the Fort Benning Schools immunization regulation
- All students entering fort Benning Schools for the first time must have a Georgia Certificate of Immunization

### **Requirements for Registration**

To enter pre-kindergarten, a child must attain the age of four (4) years on or before September 1st of the current year. To enter kindergarten, a child must attain the age of five (5) years on or before September 1st of the current year. A child must attain the age of six (6) years on or before September 1st of the current year to enter first grade or have successfully completed either an approved public school kindergarten or a state/regionally accredited private school kindergarten program.

The following are required at registration:

- Sponsor signature on form 600 – If sponsor is deployed please bring the deployment orders and Power of Attorney
- Sponsor's Military ID Card
- Certified copy of birth certificate, copy will be maintained
- Lease from housing.

### **Emergency Procedures**

There are well-established and understood policies and procedures for coping with emergencies at school. All students are briefed as to what to do in case of fire, storm, and bomb threat as well as other emergencies.

- Fire - a fire drill is conducted once a month.
- Lockdown/Intruder drills are conducted periodically.
- Storm - periodic tornado drills are held in the school. In the event of severe weather warnings, children will be kept at school until notification is received from the Superintendent's office. **DO NOT CALL THE SCHOOL OFFICE SINCE TELEPHONE LINES MUST BE KEPT OPEN.**
- Winter Weather - If you suspect that school will be cancelled due to inclement weather, please listen to the radio or television for these announcements. **PLEASE DO NOT CALL THE SCHOOL OFFICE SINCE TELEPHONE LINES MUST BE KEPT OPEN.**

As winter approaches please establish a plan with your child so that he/she will know where to go and what to do in the event that school must be canceled during the day.



## **Special Services**

**Speech/Language and Hearing** - Children with speech/ language or hearing disabilities are served by a speech/language pathologist. Children with possible problems are identified through teacher and/or parent referral.

**Learning Disabilities/Behavior Disorders** - A qualified interrelated special education teacher serves Wilson School. Children with learning disabilities/behavior disorders come at scheduled times for individual help with specific problems.

**Gifted Education** - The gifted education program is designed to serve students in grades 1-5 who meet the criteria.

**READ 180** - READ 180 is an intensive reading intervention program for grades 3<sup>rd</sup> thru 5<sup>th</sup> designed to meet the needs of students reading below the proficient level. The program directly addresses individual needs through adaptive software, high-interest literature, and direct instruction in reading skills. The READ 180 classroom will be an inviting center in which your child will work in a small group of students for ninety minutes each school day.

**Instructional Support** - The instructional support program is designed to serve students in grades 1-5 who have been identified as needing additional help in reading and math.

**FLES (Foreign Language for Elementary Schools)** – Spanish is offered to all Kindergarten through 3rd grade classes. This is a pilot program.

**Counseling** - The Counseling Department at Wilson School is proud to serve children in a variety of ways. One way children are served is through whole class guidance. Whole class guidance involves meeting with each class one day a week for 45 minute sessions. A variety of topics are covered such as Conflict Resolution, Drug Prevention, Study Skills, Friendship Skills, Empathy Training, and more. The Counseling Program also strives to help children individually as well as in a small group setting. Individual and Small Group services are available for children who are facing challenges due to a variety of factors. Individual needs are addressed and sessions can cover anything from anger management, to addressing problems with low self worth. Another facet of the department is providing services to those children who have a deployed parent. Deployment Support Groups are available on an ongoing basis. If at any time a parent has a concern and would like their child to receive services, please feel free to contact the school counselor.

## Fort Benning Schools Special Education

Fort Benning Schools are proud of their special education programs in the areas of learning disabilities, emotional/behavior disorders, physical disabilities, intellectual disabilities, and speech/language disorders. Occupational and physical therapy are also available as part of special educational programming. A Case Study Committee consisting of classroom teachers, special education teachers, administrators, counselors, nurses, parents, etc., meets regularly to plan and implement educational strategies for students experiencing difficulty in any part of their school program.

Parents with concerns about their school-age child's academic, social, or emotional progress should contact their child's teacher. Special education and regular education teachers work together to assist students experiencing difficulties in school by planning and implementing strategies for success in the regular classroom.

Special educational services are also available to preschoolers. Preschool children ages three and four with developmental delays, physical disabilities, significant learning problems, or speech language disorders may be eligible for special education services. If you are concerned about your preschoolers, you may call the Special Education Office at 545-5520 for information regarding the preschool program. Services are available for infants and toddlers ages 0-2 through Early Intervention Services (Martin Army Hospital) at 545-3835.

**Child Find:** Special education services are also available to preschoolers. Preschool children, ages three and four with developmental delays, physical disabilities, significant learning problems, or speech language disorders may be eligible for special education services. If you are concerned about your preschooler, you may call the Special Education Office at 545-5520 for information regarding the preschool program. Services are also available for infants and toddlers ages 0–2 years through Early Intervention Services (Martin Army Hospital) at 545–3835.

## Cafeteria

Parents/Sponsors of students who eat in the lunchroom are required to pre-pay lunchroom accounts. These payments can be made to the cashier of the school between the hours of 9:00 am and 11:00 am, or you may send it with your student. We can accept cash or checks. We cannot accept credit cards. Any dishonored check that is returned to our bank will be presented a second time if it is dishonored for any reason. If it fails to clear the second time, we will assess a \$25.00 returned check fee in addition to the amount of the check. We require the following information from those who write checks: Name, Physical Address (No P.O. Box) Home Phone#, Work Phone #, and Driver's License #. If cash is sent, please include the name of the student and their lunchroom code with payment. Should students incur charges, every attempt will be made to collect it from the parent/sponsor. If we are unsuccessful, the following procedure is in place:

- A charge slip will be sent home with the child.
- If the charge balance reaches \$3.00, we will attempt to contact the sponsor by telephone. If the sponsor cannot be contacted after three attempts, the matter will be referred to the Child Nutrition and/or Superintendent's Office.
- A letter will be mailed from the superintendent requesting that the outstanding charges(s) be paid.
- If the balance is not paid within 10 days, the sponsor's commanding officer will be contacted to request assistance.
- If the balance remains unpaid at the end of 30 days, the matter will be referred to the Garrison Commander's office.

Breakfast (student)	\$.085 full price	\$0.30 reduced
Breakfast (adult)	\$1.25	
Lunch (student)	\$2.00 full price	\$0.40 reduced
Lunch (adult visitor)	\$3.50	
Milk (extra milk)	\$0.50	

If there are unusual circumstances that prevent pre-payment, please contact the cashier or manager in the cafeteria of the school, every attempt will be made to work with you.

**According to policy, Burger King, McDonalds, Coke and other commercial fast foods and sodas are NOT allowed in the lunch room.**

If you have any questions, please contact the Child Nutrition Office at, (706) 545-8266.

**Field Trips**—Field trips are a part of the regular school curriculum. All children participate unless the office has a written objection from the parents on file. Teachers generally send notices home announcing any field trips. *Appropriate bus behavior is expected.*



**Book Fairs**—Several times during the year, the school PTO will sponsor book fairs. Children usually bring home flyers advertising some of the books that will be made available at the fair. The child's class will visit the book fair together on a specific day. You may send in money for your child to purchase items. There are usually posters, pencils, erasers, and bookmarks, as well as books. If you wish, you may accompany your child during the class visit. The proceeds benefit PTO sponsored projects. Many parent volunteers are needed for each book fair. Please contact the school if you are interested in helping.

**Yearbook**—Yearbooks are ready in the spring. Orders are usually taken in late winter. An attempt is made to include pictures of all children during day-to-day and special activities in the yearbook. If you wish to volunteer to work on any part of the yearbook, please call the school.

**After School Clubs**—We offer several after school clubs for grades 1<sup>st</sup> through 5<sup>th</sup>. The clubs meet one day a week, from 3:30 – 4:15. Students will be given the opportunity to join two clubs. If a student will not be able to attend club a note must be sent by the parent. A student will be allowed to drop a club and join another at the end of a grading period if we have written permission from the parent. Please watch for flyers announcing the clubs that will be offered this school year.

**Holidays and Parties**—The school observes all national holidays, which are observed by the military. Classroom parties are limited and should be held only as a necessary part of a culminating activity, at the end of a major class unit or project, and/or at the end of the day before major holidays such as Thanksgiving, Christmas, etc.

**Birthday Celebrations**—To protect instructional time, no birthday parties are to be held at school. Children may bring birthday invitations to school only if there is an invitation for each child in the class. Teachers will determine an appropriate time for distribution. Simple birthday treats may be brought in for sharing at assigned lunchtime. Cupcakes, cookies, or brownies are suggested. Ice cream cakes or cakes that need to be cut should not be brought. Please contact your child's teacher if you wish to send a birthday treat. Please do not send or bring flowers, balloons, or gifts to school for your child.

**Lunch Guests**—Parents are invited and encouraged to have lunch with their children in the cafeteria during their assigned lunchtime. However, you must call the cafeteria before 9:00 a.m. to order an adult tray. (706-545-7338) If you visit the school for lunch, please remember to report to the office with a picture ID, sign the visitor's book and receive a visitor's badge. *(No fast food items or sodas are allowed.)*

**Dress Code**—Students are encouraged to dress according to the weather conditions and in good taste. Clothing **MUST FIT** and be worn properly. Any student wearing attire that is disruptive to the learning environment will be **required by the principal** to call home for a change of clothing.

**Lost and Found**—We keep a lost and found box in the cafeteria. Name tags should be placed on all clothing and other items that are brought to school (boots, umbrellas, lunch boxes, etc.). At the end of the school year, clothing left in the lost and found will be donated to the local clothing bank.



**PTO—** Wilson Elementary is home to one of the hardest working PTO groups on post. We are very proud of the officers and the parent volunteers who spend long hours working to make this school what it is for our boys and girls. Fundraising activities are scheduled throughout the year. New officers are selected throughout the year. New officers are selected during the last meeting of the school year (normally in May).

**Executive Officers for the 2010-2011 school year are:**

- President—Crystal Salter**
- Vice President—Jennifer Harris**
- Secretary—Vacant**
- Treasurer—Stacey Polojac**
- Volunteer Coordinator—Vacant**
- Teacher Liaison—Tammy Kleiber**



**Partners –in-Education:**

- HHC 197th Infantry**
- 2/11th Infantry**

**School Phone Numbers:**

- |                                |                     |                             |
|--------------------------------|---------------------|-----------------------------|
| <b>Office</b>                  | <b>706-545-5723</b> |                             |
| <b>Fax</b>                     | <b>706-545-9505</b> |                             |
| <b>Nurse</b>                   | <b>706-545-3634</b> | <b>Mrs. Connie Drummond</b> |
| <b>Cafeteria</b>               | <b>706-545-7338</b> |                             |
| <b>Student services</b>        | <b>706-545-5520</b> | <b>Ms. Tommie Woods</b>     |
| <b>Superintendent’s Office</b> | <b>706-545-7276</b> | <b>Dr. Fordyce Stone</b>    |

**School website: <http://am.dodea.edu/Benning/Wilson>**

## **Animals**

**USAIC Reg 40-905: Animals will not interfere with official reviews, ceremonies, or parades. Animals will be kept from golf courses, school yards, playgrounds, athletic fields, swimming pool enclosures, food handling establishments, Post Exchange facilities, and medical treatment facilities.**

Animals may be used for instructional purposes at the following grade levels: Grades Kindergarten through fifth Grades—frogs, tadpoles, fish, and gerbils. The use of animals other than those listed is explicitly prohibited. Teachers will notify parents when animals are to be used.

### **Required Annual Notification of Parents, Teachers, and Employees Regarding the Availability of Management Plans**

The management Plan for asbestos—containing building materials (ACBM) required by the Federal Asbestos Hazard Emergency Response ACT (AHERA) has been performed for this facility. The management plan is on file in each school office and is available for public inspection upon reasonable notice. If desired, a copy of the plan may be obtained.

Parents:

This is to acknowledge that your family has received the Wilson Handbook. The handbook contains important and useful information for you and your child. We think it will answer many of the questions you have about Wilson Elementary. Please keep it handy during the school year to use as a reference from time to time.

Please go over the contents of the handbook with your child. Then both of you should sign and date the form on the bottom half of this page. Your child should return the signed form to his or her classroom teacher.

Return this page signed to the classroom teacher



The signatures below indicate that parents and child have reviewed the contents of this handbook for Wilson Elementary School for school year 2010-2011.

Parent's Signature \_\_\_\_\_ Date \_\_\_\_\_

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

Teacher \_\_\_\_\_