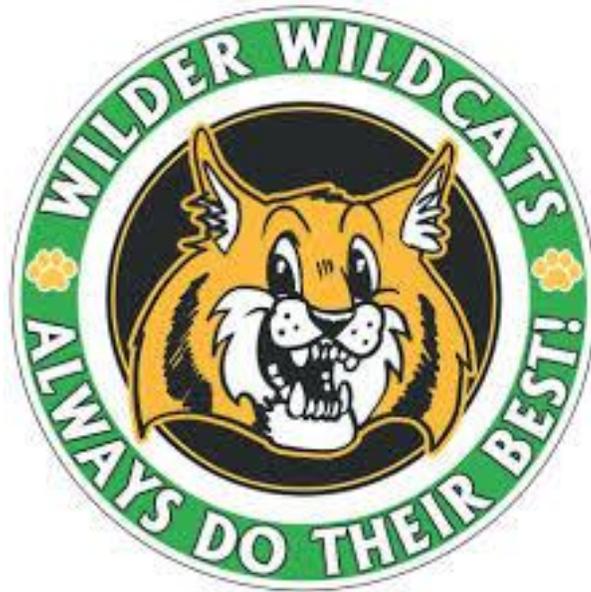


# Wilder Elementary

*It's a Family Tradition!*



## Parent & Student Handbook 2021-2022



Equal Opportunity/Affirmative Action Employer Offering Equal Educational Opportunities

*Ninde S. Wilder Elementary School*

1913 Herr Lane  
Louisville, KY 40222  
(502) 485-8350

August 11, 2021

Dear Parent and Student:

Welcome to Wilder Elementary! We are pleased to have you as a part of the Wilder Community and look forward to another exciting year of learning!

This handbook is intended to familiarize you with the policies and procedures at Wilder. Please take some time to become acquainted with this information. Your cooperation is necessary for the staff to ensure that all Wilder students have a safe, pleasant, and productive school year.

If you have any questions regarding the information in this handbook, please feel free to contact the school office at **485-8350**. Your continued support and cooperation are appreciated.

Sincerely yours,



Principal  
Bill Perkins

## Wilder Mission Statement

It is our mission to:

- lay a solid foundation for our 21<sup>st</sup> Century learners, ensuring they are prepared to lead in an ever-changing society;
- empower our students to reach their full potential by providing quality instruction that is inspiring, relevant and comprehensive; and
- teach responsibility and challenge students to be their best.

## Wilder Vision Statement

Students will be prepared to reach their full potential and be lifelong contributors to society.

## Wilder Motto

Wilder Wildcats always do their best!

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## Wilder Dress Code Policy

Students are expected to dress appropriately for school. Head coverings are not to be worn except for religious reasons. Coats are not to be worn in the classroom. Shorts and dresses must be worn below mid-thigh. Pants must be worn at the waist. No undergarments are to be exposed. Pant legs must not touch the ground. Shirts and blouses must have sleeves and may not expose the midriff in any way. No inappropriate messages or images are to be displayed on any clothing.

Because daily physical activity is a state requirement, students must wear shoes with closed toe and backs. No platform shoes or heels over 1 Inch. No shoes with wheels, flip flops, sandals, clogs, jellies, or any shoes that would be unsafe for vigorous play are to be worn during the school day.

Jewelry and makeup are discouraged for students. If jewelry/makeup is worn, an administrator will ask the student to remove it if it is deemed unsafe or interferes with classroom instruction.

Administration has the final ruling if anything is questionable as to appropriateness or being unsafe.

### Dress Code Violation Consequences

1st Occurrence: Teacher/Staff discusses violation with student, notification is sent home and parent is required to sign notification

2nd Occurrence: Notification is sent home, parent signs, and administrator calls parent

3rd Occurrence: Parent/guardian is called to bring a change of clothing. Conference is held with parent/guardian and Administrator to address the problem.



## Ninde S. Wilder Elementary School

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Louisville, KY 40222  
(502) 485-8350

<http://www.jefferson.kyschools.us/Schools/Elementary/Wilder/index.html>

### School Office Hours

The school office is open Monday through Friday from 8 AM until 4:30 PM. The school secretary, bookkeeper, and attendance/health clerk are available during these hours. The principal, assistant principal, and counselor are available to meet with parents/guardians at times other than the normal office hours. We ask that you call the office for an appointment if you would like to schedule a conference with the counselor, principal, or assistant principal. Parents also may call the office to schedule a conference with a teacher or other staff member. The teachers' official workday is 8:55 AM to 3:55 PM. Students and parents who may need to return after school to retrieve a forgotten item must report to the Welcome Center before 4:30. Hallways and classrooms are off-limits after 4:30 except for approved after-school activities. Students must be supervised at all times.

### School Hours/Arrival Procedures

Students attend school from 9:05 AM until 3:45 PM. Students should arrive at school no earlier than **8:40 AM**. The building is open at 7 AM to accommodate the YMCA Childcare Enrichment Program (CEP). **Parents who need to bring their child to school prior to 8:40 AM should make childcare arrangements with the YMCA CEP.** The cafeteria serves breakfast between 8:40 AM and 9:00 AM. Car riders who choose to eat breakfast should arrive by 8:50 AM.

#### Car riders –

**Students may not be dropped off in the bus circle or parking lot.** Car riders must be dropped off at the library door behind the school. The front entrance is for bus riders only. Car riders may only enter through the front entrance if carpool is closed or if a student arrives late to school. At that time, the parent should park in the front parking lot and walk their child to the front door. Students must walk on the sidewalk. No left turn onto Herr Lane from the carpool entrance is allowed during drop off times.

#### Walkers-

Student walkers should enter through the library door. Students who live in the neighborhoods in front of the school should follow the sidewalk from the crosswalk through the staff parking lot next to the building and continue on the sidewalk around the back of the building to the library. Students who live in the neighborhoods behind the school should follow the sidewalk from Lynn Way to the library. Late arrivals must be signed in by the parent or transporting adult at the front entrance.

### YMCA Childcare Enrichment Program

For a nominal fee, the YMCA CEP offers childcare beginning at 7 AM for parents who need to drop off their child prior to 8:40 AM. After-school childcare also is available until 6 PM. All CEP sites have minimum and maximum enrollment numbers. Enrollment is on a first-come, first-served basis. Please call the Northeast YMCA at **425-1271** for more information.

### School Dismissal Procedures

Students are dismissed from the classrooms by PA system to the following locations:

**Car riders** - Car riders exit through the library outside door and are called promptly at dismissal. Parents who pick up their child are assigned a carpool number and issued a car tag that should be displayed in the vehicle window. Students are dismissed from the library by carpool number. No left turn onto Herr Lane between 3:45 PM and 4:10 PM is permitted. For safety reasons, students whose parents are late (after 4:10 PM) are escorted to the Welcome Center/Office to await pick-up. Parents must report to the Welcome Center/Office to pick up their child. The late parent should park in the front parking lot and come to the front entrance of the building to sign out the student. Identification may be requested. If parents are consistently late, they should consider enrolling their child/children in CEP or find an alternate transportation plan.

**Walkers** - Only students who live within one geographic mile radius of school may be considered walkers unless approved by the principal. Due to weather or other circumstances, parents whose children are usually walkers, and who wish to drive to pick up their child, should use the car pool unless otherwise approved by the principal. If approved, parents should park in the front parking lot and walk around the school building through the staff parking lot to pick up their child at the walker exit. The exit is located at the primary hall exit doors. Parking on Lynn Way behind the school is discouraged for the safety of our student walkers and in consideration of our neighbors. Parents should provide written permission if their child is allowed to walk home without parent escort. Student walkers who live in the neighborhood behind Wilder should use the path from the walker exit doors to Lynn Way behind the school. Student walkers who live in the neighborhood in front of Wilder should also exit through the walker doors, follow the path next to the staff parking lot, and walk to the crossing guard at Herr Lane in front of the school.

**Bus Riders** - Bus riders exit through the front door in the lobby or through the cafeteria doors when their buses are called.

### **Early Pickup**

Occasionally, due to circumstances beyond their control, parents may need to pick up their child prior to dismissal. Parents should park in the front parking lot, walk to the entrance of the school and ring the bell for assistance. A staff member will bring the student to the front door to be signed out. **Students who need to be picked up early should be signed out by 3:20.** The student must be signed out by the parent/guardian or approved designee. To reduce classroom disruption and student tardiness, frequent 3:20 sign outs are not permitted. If a student is signed out before the end of the day for a doctor or other medical appointment, the parent should provide a doctor note if possible, or a written note from the parent, when the student returns to school.

### **Front Circle**

The circle in front of the school is reserved for school bus loading and unloading. For the safety of all students and to ensure that parents do not receive a citation for parking in the fire lane, parents **must comply** with the **BUSES ONLY-DO NOT ENTER** sign.

### **Transportation/Dismissal Change**

Office personnel must be notified of any change in the dismissal or transportation of a student. Please notify the office or the teacher in writing before 3:00 if there is to be a change in the usual routine (e.g., a student must be a car rider when he or she usually rides a bus). If a student is going home with another student as a car rider or walker, the other student must also bring a permission note from his/her parent. Students may not ride a bus home with another student if they are not already assigned to that bus.

**If no written notification is received, the student will follow his or her regular means of getting home. Phone calls are only accepted when there is an emergency or no written notification is possible. Emails are accepted. You may email [charlotte.frederick@jefferson.kyschools.us](mailto:charlotte.frederick@jefferson.kyschools.us) regarding any transportation questions.** Late notifications of transportation changes should only be made for reasons of necessity or emergency. To keep classroom interruptions to a minimum, and to give teacher and student ample time to prepare for the change, afternoon transportation changes should be made by 3:00. Frequent changes are not allowed.

## **Attendance**

Regular attendance is essential to producing successful schoolwork. Students should be encouraged to attend school unless they are ill. A full school day consists of 400 minutes. A student is considered ½ day absent if he or she misses 200 minutes of the school day. A student is considered tardy if he or she misses 1 to 199 minutes of the school day. **Late arrivals or early departures are calculated in attendance as tardy and can affect perfect attendance.**

## **Tardiness**

Being on time is important. Parents are required to sign in their child on an Entry Log if he or she is not in class at the 9:05 AM bell. Students must receive a tardy note if they are late. They must be signed out of school on an Exit Log if they leave the building during any part of the instructional day. Students who need to be signed out early due to illness are not allowed to return after school to participate in after-school programs or activities. Kentucky law requires elementary students to be signed out by a parent, legal guardian, or others as designated in writing by the parent.

## **Absences**

We understand the need for a student to miss school in the event of an illness. Visits to a doctor or dentist, a death in the immediate family, and religious holidays also constitute excused absences when the school office receives a written explanation or doctor's note. Parents are asked to call the school office at 485-8350, or email

[robin.lewis2@jefferson.kyschools.us](mailto:robin.lewis2@jefferson.kyschools.us) or [charlotte.frederick@jefferson.kyschools.us](mailto:charlotte.frederick@jefferson.kyschools.us) when their child is absent.

Families may request an Educational Enhancement Leave of Absence of up to ten days. Students are counted present for days absent from school if the trip has educational value and principal approval. Request forms may be obtained in the school office and must be submitted for approval by the principal one week before the requested leave.

A student may be excused for one day for a parent/guardian being deployed in the military and one for a parent/guardian returning from military deployment.

## **Illness**

Students should never be sent to school in the morning when they are ill or have a fever. The likelihood of a student feeling better after arriving at school is slim. School personnel are not allowed to treat a student by dispensing aspirin, Tylenol, or other over-the-counter medications without proper documentation. Students who become ill at school are sent to the Health Room until parents arrive to take them home. It is extremely important that parents provide the school with the name and telephone number of another contact if the parent cannot be reached.

## **Medications**

**Medication should be given at home when possible.**

For school personnel to administer any type of medication to your child, we must have a signed medication authorization form on file giving your permission for us to do so.

Please help us by observing the following guidelines:

- Complete all requested information on the medication authorization form. The Authorization to Give Prescription Medication Form must be signed by the parent/guardian. The Authorization to Give Over the Counter Medication Form must be signed by the student's health care provider as well as the parent/guardian. School personnel will administer medication only according to written directions. If the physician changes the dosage, you must sign and have notarized a new medical authorization form.
- We request that medication not be sent to school or returned home with students. If you must send it with your child, put the medication container in a sealed envelope.
- By law (KRS 218A.210), medication must be in its original container with the prescription label attached. It may be necessary to request two prescription containers from your pharmacy.
- Please send an adequate supply of medication to avoid having it sent back and forth. For example, if the medication is to be administered all year, send at least a one-month supply; if the medication is only to be administered temporarily (e.g., an antibiotic), send all the medication the student will need through the last date that it is to be taken.
- Please notify us regarding medicine that needs refrigeration.
- All medication is administered in the Health Room at the time stated on the student's authorization form.
- Never advise your child to keep medication in a locker or book bag for the day. Medication must be stored in the school office for the safety of all students. This includes cough drops and throat lozenges.

## **Head Lice**

A student found to have live head lice must be excluded from school. The parent will be contacted to pick up the student from school and be provided with an *Exclusion from School for Head Lice* letter, a *Head Lice Advice Packet*, and a *JCPS Healthcare Provider's Statement of Examination and Release to Return to School Head Lice Free*. For the student to return to school, the parent can do one of two things:

- Have a healthcare provider complete the Examination and Release Statement and present this release to office staff upon the student's return to school. Trained office staff will recheck the student's hair in five days only if nits were identified by the healthcare provider. At that time, his or her hair must be completely lice-free.
- After treating the student's hair, the parent must accompany the student to the office to be checked by trained office staff. The student's hair must be completely free of live lice for him or her to be readmitted to the classroom. The student is excluded if any live lice are present.

Tell your friends and your school when you find lice so that others won't get them too!

For more information, contact the Louisville Metro Department of Public Health and Wellness at 574-6520.

## **School Cancellation**

In planning ahead for severe weather, the Jefferson County Public School (JCPS) District has standardized the following procedures for school interruptions and emergency closures due to severe weather. Jefferson County Public Schools

have adopted the School Messenger system allowing all members of the Wilder community to be instantly notified via text message, e-mail and/or voice message of real-time situations as they are developing. The system will be used for emergency, weather, and reminder messages. Because your child/children attend Wilder, you are automatically a part of both the JCPS and the Wilder notification systems. When JCPS or Wilder sends alerts you will be contacted via the email addresses and telephone numbers you have on file in Infinite Campus. Therefore, it is very important that you verify your information for accuracy. If there are changes that need to be made, you may contact the school to have that information corrected.

Whenever possible, a decision whether to close school is made by 11 PM on the previous evening. However, to ensure that the latest and most accurate weather/road condition information is considered, most decisions are not made until 4 AM. Please monitor your radio and/or television for information regarding closings.

Severe weather may make it necessary to dismiss school early. In such an instance, the media are notified as soon as the decision is made. Parents should monitor radio and/or television for information regarding early dismissals. When school is to be dismissed early, parents are notified by text/phone/e-mail of early dismissal through School Messenger. Buses will transport elementary students as usual, although the commute could be longer due to road conditions. Working parents should make provisions to ensure that their child has a place to go if there is an early dismissal. Please notify the school in advance of early dismissal arrangements you have made for your child.

## **Parent Portal**

Parent Portal is a secure website that can be used to track your child's progress in school. Parents can view attendance, grades, report cards, and more. If you do not have an account you will need to navigate to [www.Jcpsky.net](http://www.Jcpsky.net), then click on **Parents** at the top of the page, select **Parent Portal** and click on "Set up your account here". Submit the completed form and your Portal log on information will be emailed to you. Each parent needs to complete the request. You only need one account for all your children.

## **Bus Regulations**

The school bus ride is an extension of the school day and therefore the behavior expectations are the same. All students are expected to obey the JCPS bus rules and regulations that are distributed early in the school year.

Due to the increasing number of students riding buses to and from school and the possibility of overcrowding, students are not permitted to change buses for a day or so unless there are extenuating circumstances and the principal or principal's designee approves the change. Requests to ride a different bus because of sleepovers, parties, or other social activities may not be approved due to the possibility of overcrowding.

Wilder follows the *JCBE Student Support and Behavior Intervention Handbook* regarding disciplining students who choose not to follow the bus rules and regulations. Following verbal warnings from the driver, a written bus referral is submitted to the principal or principal's designee. Parents are notified of the referral. Following three attempts from the school taking in-school measures, the student may be suspended from riding the bus. Students suspended from the bus must still attend school. With each additional referral, the suspension could be increased by one day. Students may be suspended from the bus immediately for infractions involving weapons, fighting, and/or the safety of other students or staff.

## **Communication**

The school's primary means of communication with families is through the School Messenger System. It is very important that you notify the school of any change in your phone number or email address. You may also access the Wilder website at <http://www.jefferson.kyschools.us/Schools/Elementary/Wilder/index.html> to read our Twitter and Facebook posts, as well as other important information.

## **Address Changes/Withdrawals**

The school should be notified in writing of any address and/or telephone number changes that occur during the school year. Parents must provide proof of address documentation for address changes. Students who move out of Wilder's attendance area may complete the school year at Wilder, **if there are no attendance or behavior problems and that transportation is furnished by the parent.**

A parent of a student who moves during the school year and whose child will attend a different school should notify the office.

## **Student Conduct**

Wilder is a PBIS and a Restorative Practices school. All staff members endeavor to help Wilder students develop self-discipline and respect for the rights of others. Children should be taught at an early age to make smart choices and to

realize that there are better ways to resolve problems than by resorting to violence or name-calling. Disrespecting other students or any staff member by means of words and/or actions is not tolerated. Students are taught to show consideration for others by passing through the hallways quietly and carefully. Wilder promotes the ROAR principles. ROAR stands for respect for myself and others, ownership of my actions, achievement to reach my goals, and responsibility for my actions. Students are also taught the "Give Me Five" hand signal that is used by staff members and other adults to ask students to give their attention to the adult speaker.

All discipline matters are handled in accordance with the JCBE *Student Support and Behavior Intervention Handbook* and the *Student Bill of Rights*, which are distributed early in the school year. Parents should review these documents with their child (as is developmentally appropriate) to ensure that their child knows the school's expectations concerning behavior. Wilder's administrators use a fair but firm approach to disciplining students who choose to ignore school and/or classroom rules. After the classroom teacher has exhausted intervention strategies (e.g., verbal reprimands, behavior contracts, referral to the counselor or Family Resource Center [FRC] coordinator, conferences with the parent), he or she submits a written Disciplinary Referral to the principal or principal's designee.

Students who are part of a school athletic team may be removed from an event or for the season by Administration for a behavior referral or for failing grades. **Make smart choices and practice the Golden Rule!**

## **School Property**

Wilder's staff and students take pride in keeping our school building and grounds clean and attractive. Students should not mark on walls, desks and lunch tables, or put their feet on walls or doors.

Students must properly care for library books, textbooks, and all other school property. Students and their parents are responsible for the cost of replacing lost or damaged school property.

## **Personal Property**

Students should not bring their personal toys, games, iPads, cell phones to school unless they are needed for a lesson and have been approved by the teacher. Lockers that do not lock will be assigned to students. Purses are not permitted. Personal water bottles are not allowed in the classroom unless teacher approved. The contents must be visible. Fidget Spinners should not be brought to school. Personal property brought to school that could prove to be a safety hazard or that could prove to be disruptive to the instructional program will be confiscated and the parent will be asked to pick up the item. Students are responsible for their personal property. **Lost, broken, or stolen items are not replaced or repaired with school funds. Wilder will not be responsible for personal items that are non-school related. We will not waste valuable time and resources to investigate a search for them if they are lost or taken at school.**

## **Student Searches**

Students have the protection, as do all citizens, against unreasonable search and seizure of their property. School administration has the right to search students or their property if the administrators have reasonable suspicion that the student may be in possession of something that violates school rules or that endangers others. Searches are employed when other techniques to remedy the situation have been exhausted or when there is an immediate danger to life or safety.

## **Lost and Found**

Parents are asked to **label all items**, such as coats, boots, hats, and any other belongings that a child can misplace or lose. Please encourage your child to inquire about lost items. Valuable lost-and-found items, such as eyeglasses, jewelry, and wallets, are kept in the school office or at the Welcome Center. Other lost items, such as clothing, lunch boxes, and backpacks, are kept in the green plastic bin in the cafeteria.

## **Animals and Pets**

When animals are a related part of a lesson and permission to bring an animal to class is given by the teacher, pets may be brought to school by the parent and taken home on the same day after the lesson. All animals should have had rabies shots and should be gentle in nature for student safety. Animals may not be transported on the school bus.

## **Textbooks**

All state textbooks are issued without charge to students for their use during the school year. Students who lose or damage textbooks and/or library books are charged a replacement or repair fee. If the lost item is found within the same school year, the payment will be reimbursed. Reimbursements will NOT be made after the last day of the school year.

## **School Supplies**

Wilder's supply list will be made available to parents in the summer on the Wilder website in July. It will correspond with the supply list made available through JCPS that applies to all JCPS elementary schools. The classroom teachers will notify the parent/student when other materials are needed.

## **Homework**

Homework is a part of the total educational process and should serve one of four purposes: practice, preparation, extension, or review. Homework is also given to assist in the establishment of independent work habits, personal responsibilities and time management skills. Wilder recognizes the importance of a strong home and school relationship. Parents can help in this partnership by providing a quiet place for their child to do homework and establishing a consistent daily schedule for homework. Encourage your child to do homework, but don't do it for them, then look over and discuss their homework when finished. If a child consistently has difficulty completing homework, notify the teacher.

Teachers will provide homework assignments that support classroom learning and are meaningful and differentiated. Students should be able to complete their homework with little to no assistance. Teachers will review, discuss and return homework to students in a reasonable time frame. Teachers should communicate with families the homework expectations, including an estimate of how much time should be spent on a nightly average.

Student responsibilities should be to complete the required homework to the best of their abilities and to return homework to the teacher on the day it is due.

## **Make-Up Work**

Students have one day for every day of an excused absence to complete make-up work. Parents who wish to secure make-up work for their child who has been absent for more than one day should email the teacher or contact the school office to request assignments at least 24 hours in advance of the intended pickup time.

## **Reporting Pupil Progress**

JCPS elementary schools promote the philosophy of continuous progress. This means students can move through the curriculum in a continuous-progress mode with instructional placement being adjusted as needed. Parents are encouraged to keep in close contact with their child's teacher. Official conferences are incorporated into the JCPS calendar. Conferences may be scheduled before or after school by calling the school office or by sending a note to the student's teacher.

Report cards are issued at the end of every nine-week period. Academic progress reflects what students know and can do. The required documentation of academic grades/progress is based on student performance and may include class assignments, projects, portfolios, group work, quizzes/tests, homework, student self-evaluation, teacher observation, participation, and/or attendance.

Concerns about student progress first should be directed to the student's teacher and then, if necessary, to the counselor and/or principal.

## **Backpack of Skills**

In addition to grades and coursework, students will be required to defend their learning around five Backpack Skills at the end of their experience at Wilder during 5<sup>th</sup> grade and be able to show evidence of mastery. Skills most essential for the success of our students:

- Prepared and Resilient Learner
- Globally and Culturally Competent Citizen
- Emerging Innovator
- Effective Communicator
- Productive Collaborator

## **Parent-Teacher Conferences**

Parent/Teacher communication is an important part of a student's elementary school program. Parents are encouraged to schedule a minimum of one conference a year with the student's teacher(s). Official conference days have been incorporated into the JCPS calendar. Conferences are usually held in October and March. There will be no school on Parent-Teacher Conference Days. Other conferences may be scheduled before or after school by calling the school office or sending a note to the student's teacher. Teachers are not permitted to schedule conferences during the school

day unless they take place during their planning time. Please contact the school office or your child's teacher if you are unable to attend a scheduled conference.

## **Lunch and Breakfast Program**

A Grade A Lunch, which includes a half pint of milk, is served daily. Meals include a choice of an entrée plus a combination of three fruit or vegetable sides. The cafeteria serves breakfast for students between 8:40 and 8:55 AM. Students who are car riders and wish to eat breakfast at school must arrive by 8:50 to have enough time to finish their meal and be in class by 9:05.

Each student has an account in the lunchroom, however Wilder meets the qualifications for a Community Eligible School so that there is no charge to students for a breakfast or lunch meal. Students who bring their lunch to school may purchase a half pint of milk for 50 cents.

If a student is allergic to any food product, an authorized medical form provided by a doctor must be on file in the office. If a child is allergic to milk, he/she will be given juice in its place for breakfast and lunch.

Sodas and other carbonated beverages are not permitted during student lunches. If your child brings a lunch to school, please limit candy and other sweets. Food from outside sources such as "fast-food" restaurants is not allowed. Contents of personal water bottles must be visible. Students are not allowed to fill water bottles in the cafeteria. Beverages must be kept in sealable containers during lunch and breakfast in the cafeteria. For the safety of students, please do not send food items in glass containers. **Students may not chew gum in school.**

. Per JCPS policy, classroom treats from non-school sources may not be served to students until 30 minutes after the last lunch period.

## **School Spirit**

Wilder's school colors are green and gold. Students and staff are encouraged to wear the school colors on Fridays to show school spirit. Wilder's mascot is a happy wildcat named Whiskers who makes appearances at various Wilder functions.

## **School Activities/Parties \***

During the school year, Wilder's Student Council, which is made up of representatives from the homerooms, sponsors student-centered activities. In the event school is canceled on the date of a school activity, that activity is canceled and might not be rescheduled.

Individual classroom activities during the day, which include seasonal parties, are coordinated by the classroom teacher.

\* Parents may be asked to assist by sending in requested items but will not be allowed to visit the classroom unless approved by the principal or until visitor restrictions are lifted.

Individual student birthday parties are not permitted. Sending balloons, or anything else that could disrupt the instructional day is not allowed. With the permission of the classroom teacher, students may bring an individually wrapped treat purchased from a store to share with their classmates on their special day. It is per each teacher's discretion whether or not a student may give out birthday party invitations to their classmates.

## **Field Trips \***

\*Field trips will not be allowed until Covid-19 guidelines are revised by JCPS. Visitors will not be allowed until visitor restrictions are lifted. New for the 2021-22 school year, visitors will need to be approved by the principal in advance through email requests.

Field trips taken during the instructional day are considered an extension of the students' regular instructional program, so all students are expected to participate.

A signed permission slip must be on file in the office for any student who participates in a field trip **before the day of the trip**. Verbal permissions or parent notes are not acceptable. No student is denied the opportunity to participate due to an inability to pay. (Field-trip fees are waived for students whose parents have signed a Fee Waiver.) Due to certain fixed expenses, some field-trip fees may not be refunded to students who become ill or for some other reason cannot participate.

If parents are invited to participate in student field trips as chaperones to help supervise students, participating parents must be cleared through a Volunteer Records Check. (See School Visitors) It is the homeroom teacher's responsibility to determine the number of chaperones needed for the trip and to select the parents who will participate. Students who may need to leave early from the field trip due to illness or doctor appointments, and whose parents are chaperoning

may sign out their child with their teacher. If transportation to a field trip is provided by bus, **students are expected to ride the bus to and from the field trip.** Chaperones must supervise the students assigned to them at all times.

## **Family Resource Center**

Wilder's FRC is a valuable part of the school team. The FRC coordinator is dedicated to seeing each student has the resources they need for academic success. This is accomplished through providing direct service, as well as making referrals to community agencies. The FRC coordinator is assigned to two elementary schools—Wilder and Norton Elementary. Our FRC coordinator is available to assist parents with attendance and transportation issues, to secure clothing, and to coordinate physical and mental health services, among other things. Parents may call the Wilder FRC coordinator at 313-4556 or 861-6449.

## **Guidance Program**

All schools in the district are fortunate to have the services of a full-time, certified guidance counselor. Wilder's counselor works with the students to help them develop academically, emotionally, and socially through classroom activities, through individual and group conferences, and through consultation with parents. Appointments with the counselor may be scheduled through the school office.

## **Library/Media Center**

Wilder's students also are fortunate to have a large, attractive, and well-equipped media center that houses an extensive collection of books and computers for research. Wilder's librarian is responsible for checked-out materials. All classes have regularly scheduled library times. Instruction and book checkout will occur during those times.

**Accelerated Reader (AR):** Wilder utilizes the Accelerated Reader Program which is a computerized program that encourages children to read and helps them with their reading comprehension. Students read books on their reading level, then take an AR test on the computers at school. Each book is worth a certain number of points based on the reading level. As the student passes the tests, he/she earns points which are then used to earn prizes.

## **Parent and Guardian Involvement**

Parents and guardians are expected to participate in their child's education. These expectations include, but are not limited to:

- Attend Parent/Teacher conferences, workshops and/or school meetings
- Check the school calendar for important dates
- Ensure your child attends school regularly and on time
- Read your child's agenda, class and school newsletters
- Listen and remain informed about problems in school involving your child, and the solutions in place
- Support the policies of Wilder Elementary
- Monitor your child's homework, and ask your child about notes from teachers
- Sign and return all items sent home by teachers for your signature
- Share any questions/information you might have with your child's teacher through their agenda, note or email

We also recommend going to the library or finding other resources to support your child's learning, or, **when Covid guidelines are revised by JCPS and visitor restrictions are lifted**, volunteering for school events and encouraging your child to be involved in extracurricular activities.

## **Parent Teacher Association**

Wilder's PTA is a dynamic group of individuals that lends its support to the school in a variety of ways. Parents interested in volunteering their help on PTA projects may contact the school office. The latest PTA news can be followed via Twitter, Facebook, or PTA page of the school website. The Twitter account name is @wilder\_pta. The Facebook account can be located at [www.facebook.com/wilderelementarypta](http://www.facebook.com/wilderelementarypta). The website link to the PTA page is [www.jefferson.ky12.ky.us/schools/elementary/wilder/pta.html](http://www.jefferson.ky12.ky.us/schools/elementary/wilder/pta.html).

General PTA meetings are scheduled at the beginning of the school year. The PTA Executive Board meets monthly. In addition to these meetings, the PTA sponsors other activities, such as a Walk-a-Thon and Fall Festival as well as individual and class pictures, and the school yearbook. Money earned from these fundraisers is used to provide additional instructional materials and equipment for students. Participation in fundraisers is strictly voluntary. No Wilder students or parents are required to participate, although their support is appreciated. Notices regarding PTA events are sent home regularly.

## School-Based Decision-Making Council

SBDM Councils were established by the Kentucky Education Reform Act (KERA) to be the governing body of a school. Wilder's SBDM Council is made up of three teachers (elected by the certified teaching staff); two parents (elected by the parents of Wilder students); and the school principal, who serves as chairperson. Beginning May 2013, all elected teacher and parent representatives will serve a two-year alternating, overlapping term. Terms run from June 1<sup>st</sup> through May 31<sup>st</sup>. SBDM Council elections will be held during the last two (2) weeks of April or no later than May 14 of each year. Each member is eligible for reelection; however, no Council member may serve two (2) consecutive terms.

Wilder's SBDM Council has the responsibility to set school policies that provide a learning environment that enhances student achievement and enables the school to meet its educational goals. The council meets monthly during the school year. Questions, suggestions, or concerns regarding the daily operation of the school should be directed to the school principal.

## School Visitors/Volunteers \*

**\*Visitors other than JCPS personnel, approved outside agencies or principal approved guests will not be allowed in the building. New for the 2021-22 school year, visitors will need to be approved by the principal in advance through email requests at [bill.perkins@jefferson.kyschools.us](mailto:bill.perkins@jefferson.kyschools.us).** District policy requires that every visitor entering a school building sign in upon entering the building and sign out upon leaving.

Occasionally it is necessary for a parent to come to school to bring a forgotten item, medication, deliver a message, etc. The parent should come to the front door of the building and ring the bell for assistance. A staff member will see that the student receives the items. Parents and/or other visitors who wish to meet with an administrator are requested to schedule an appointment by calling the school at 485-8350.

Should visitor restrictions be adjusted to allow volunteers, those who volunteer on a regularly scheduled and/or continuing basis or who will have supervisory responsibility for children at a school site or on a school-sponsored trip will need to complete a Volunteer Records Check form. The Jefferson County Board of Education requires volunteers to submit to a background check every five years. Volunteers who submitted a Records Check and were cleared after July 1, 2017 will not need to re-submit a records check for the 2021-2022 year. Parents may complete the Records Check form by using this secure online link: <https://apps.jefferson.kyschools.us/Volunteer/>.

## Student Bill of Rights/Internet Permissions

Included in the JCBE *Student Support and Behavior Intervention Handbook and Student Bill of Rights* that will be issued to students at the beginning of the school year is the form to be signed by the parent stating that they have read and discussed the Bill of Rights with their child. In signing this form the parent also grants permission for their child to access the Internet through the JCPS Network.

## Tobacco-Free Policy

To ensure a healthy environment, the members of the Jefferson County Board of Education voted unanimously on November 26, 2012 to approve new tobacco-free policy for the entire Jefferson County Public School District.

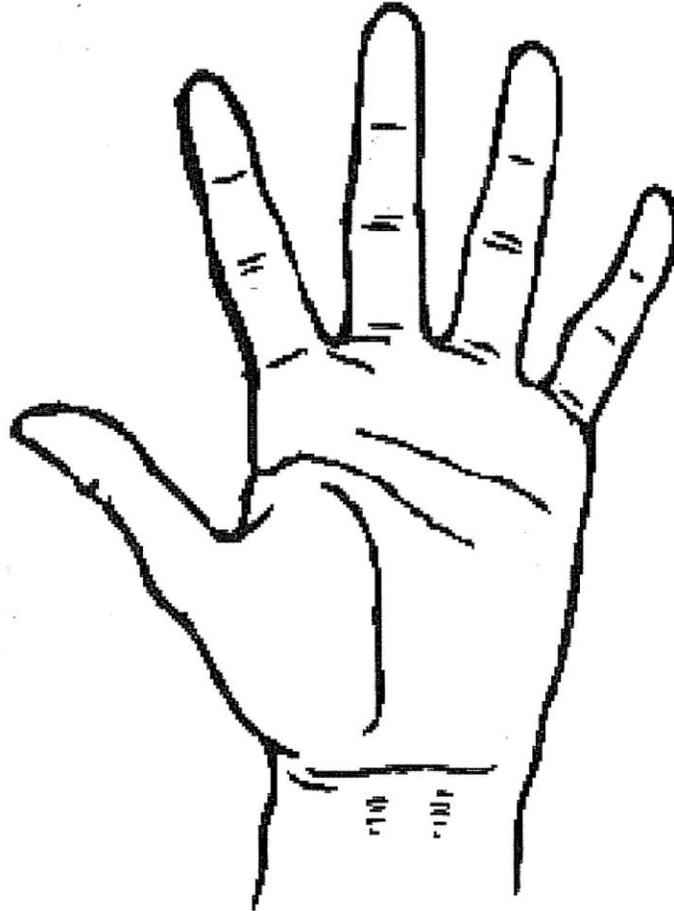
The new policy which went into effect on July 1, 2013, will apply to everyone, including JCPS employees and parents. No one will be allowed to smoke cigarettes or use any other tobacco products on JCPS property or in district vehicles. The policy is in effect 24 hours a day, 7 days a week.

## Video Recording/Photographing Students/Photo Permissions

Students are **not** permitted to be video recorded or photographed without permission from the principal. If a parent does **not** wish to have their child's photo or information released to the District or to a Social Media platform, a **Directory Opt-Out Form** must be completed by the parent. The form is included in the JCBE *Student Support and Behavior Intervention Handbook and Student Bill of Rights*. **This form replaces the former Photo Release Form.**

# Give Me Five

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1. Eyes on the Speaker.
2. Quiet.
3. Be Still.
4. Hands Free (Put Things Down).
5. Listen.