

**Woodrow Wilson Elementary School
Information Bulletin 2019-2020 School Year
District Web Site: www.cnusd.k12.ca.us
School Web Site: www.cnusd.k12.ca.us/wies**

****PLEASE NOTE: WEDNESDAYS ARE EARLY RELEASE DAYS****

1 st -6 th Grades	A.M. Kindergarten	P.M. Kindergarten
Mon, Tues, Thurs. & Fri. 8:45 - 2:57	Mon. Tues. Thurs. & Fri. 8:45 - 12:32	Mon. Tues. Thurs. & Fri. 11:10-2:57
<u>WEDNESDAY</u> 8:45 - 1:57	<u>WEDNESDAY</u> 8:45 - 11:32	<u>WEDNESDAY</u> 11:10 - 1:57

Lunch:

Please send your child to school with funds to cover lunch or breakfast.

Parents can open an account at www.k12PaymentCenter.com and deposit funds in their student's meal account anytime. Allow 24 hours to process.

Breakfast \$1.50 Lunch \$3.00 Bottled water \$.50

Parents if you bring in a lunch for a student please let your child know before school. If necessary, the office will try to contact the student but is **not responsible** if the student does not pick-up the lunch.

Students who qualified for free or reduced lunch last school year need to **complete a new application for this school year.** If an application is not completed and approved, parents will be responsible for the cost of lunch and/or breakfast. Applications are available at the school office or Child Nutrition Services on Buena Vista Ave.

Medication:

Do not send medication to school with your child. State law requires that any medication given at school must be accompanied by a doctor's prescription and signed authorization by physician and parent. You may pick these medication forms up in the school office. **This includes any over the counter medications** including cough drops.

Arrival Procedures:

Students may arrive at school no earlier than 8:30 a.m.; those needing to purchase breakfast may arrive at 8:15. am. No supervision is provided prior to 8:15 a.m. Parents are responsible for their children prior to this time.

Please remember that the front drive-through area is for pickup and drop off **only**. **Please pull all the way forward to the top of the circle. Please drop off in the yellow zone only. Please do not drop off in the red or blue areas.** There is **no parking** in that area. Please do not drop off students in the BUS Zone. This is a vehicle violation. Please do not leave cars unattended at any time.

Dismissal Procedures:

Students need to be picked up **promptly** after school dismisses, no later than 3:05p.m. Students can be dismissed from the front or back gates. It is crucial that you make arrangements with your child/teacher regarding which gate you choose. Additionally, please try to be consistent to avoid confusion. The Parks & Recreation Department offers "**After School Kids Club**" here at Wilson. You may contact them at (951) 736-2241 to enroll your child. After School Kids Club is available for 1st thru 6th grade and Kindergarten in **P.M. only!**

We are limited in our ability to get messages to students since we are unable to interrupt classrooms. Please confirm pickup instructions with your child prior to bringing your child to school. The office staff can handle *emergency* messages only.

Please make every effort to have all dismissal plans, etc. completed and communicated **before** your child comes to school. The office and the classrooms are very busy places and it may be difficult to relay a message to your child. During those rare occasions when it is unavoidable, parent messages are given to the classroom teacher **30** minutes prior to dismissal.

Kindergarten Parents:

Kindergarten students will enter and be dismissed from the gate next to the multi-purpose room. **PLEASE DO NOT** Park in the circular driveways. Please park in the designated parking lot only and walk your child to the gate. Your attention to this matter is appreciated.

Notice to Daycare Providers:

Licensed Daycare Vehicles should park in the front bus loop. All licensed daycares wishing to use this area must have a placard of at least 1'x2' on the passenger's side indicating the name of the daycare and phone number. If you do not have one, a parking permit can be issued to you in the front office by administration. The daycare must be licensed with the state of California to use this area. Please be mindful that busses also use this area so you must pull all the way forward.

Bicycles and Skateboards:

California law requires children to wear a bicycle helmet when riding a bicycle. This law may be enforced by school personnel for students riding a bike to and from school. Our procedure is to detain the child and have them call their parent for a helmet. If no helmet is brought, the child may be required to walk home. Parent would then pick up the bicycle later in the day, or the child could bring a helmet the next day.

District policy and City of Corona ordinances prohibit students from riding rollerblades or skateboards to school.

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Emergency Cards/ Releasing Students to Adults: Use Parent Connect

When filling out emergency cards, make sure you include all contact numbers (Home, Work and Cell #'s). Please make sure you include on the emergency cards names and phone numbers of at least three (3) authorized adults (18 and over) to pick up your student. **Only persons listed on emergency card will be permitted to pick up children in the event of an emergency.** They must have a photo ID. **For early release during the school day, if a parent has not given us prior notification to release their child, the child will not be released to any adult.**

Visitors:

All visitors must check-in at the office and show a valid I.D. to obtain permission and a visitors' badge **before** going to any classroom or campus area. All visitors visiting classrooms must have prior authorization from site principal and teacher. To minimize classroom disruptions, please schedule your child's appointments (doctor, dental, etc.) before or after school. **Visitors coming to work in a classroom must have prescheduled their volunteer time with the teacher at least one day in advance of visit and have a volunteer application on file in the front office.**

Forgotten Items:

If a parent brings in items forgotten by the student (lunch, homework, sweater, etc.), it is kept in the office for the student to retrieve during their recess/lunch break. **Classroom instruction is not interrupted. Parents are not permitted to take items back to classrooms.** We will also, if available have student runners take items back to classrooms. This also applies to projects and store items. Plan and have lunches, homework, backpacks and projects ready to go to school the night before. The office staff is not responsible for items.

Cell Phones:

Students may bring cell phones to school, but they are to be TURNED OFF during school hours. The students may not make phone calls or send text messages during class time. If a phone call needs to be made, the student should come to the office. **Students may use their cell phones before and after school only.** If these rules are not followed, cell phones may be taken away and parents will have to pick them up from the principal. They may possibly lose the privilege to carry the phone for the remainder of the school year. Please be aware that our teaching staff may collect phones, at their discretion, during the instructional day.

Classroom Parties:

In harmony with the state and district guidelines, we encourage students to eat snacks with lower sugar and fat content. Please review the Corona Norco website for guidelines regarding healthy snacks. We would like to remind parents that birthday parties are not held during instructional time. We must protect our valuable instructional minutes. Three PTA sponsored parties can be planned, with the teacher, each year. No siblings are allowed to attend class parties.

Attendance Procedures:

School begins promptly at 8:45 a.m. If your child is going to be absent, please **call the school office** at 739-5820 and notify attendance. Absences need to be cleared in a timely manner or it could result in your child being marked truant. Keep in mind daily attendance is crucial to the academic success of your child. Please make every effort to schedule doctor and dental appointments outside of the school day.

Students going out of town or on vacation are to be marked as truant under the "No Child Left Behind" (NCLB) federal law. *Parents are strongly encouraged to request and have their child do the assignments given under an Independent Study.* (Independent Studies are only available from periods of 5 to 10 days.) *Requests for an Independent Study must be made at least ten (10) school days prior to the child leaving.* Approval will be considered only if the student is in good academic standing (performing at least at a "C" or "S" level) and has good attendance (does not have excessive absences or tardies). Credit for the missed school days is only permissible after assigned work has been turned in by the deadline. A truant indicates a violation of the laws requiring children be at school everyday their track is in session.

Our school district is required under NCLB to monitor student attendance, notify parents of excessive absences, tardies, early outs, and truants, and to follow prescribed procedures (School Attendance Review Team, School Attendance Review Board, referral to Riverside District Attorney's office) regarding attendance. Our school is mandated to send letters at threshold points regarding absences and tardies.

Perfect Attendance: Perfect attendance means no absences, no tardies, and no early outs.

Student Sign-Out Procedures:

Students will not be called to the office prior to parent or individual's arrival. Please make arrangements to arrive early enough for the sign-out process and still be able to make your appointment. Keep in mind, that depending on the time of day, students may need to be found on the playground, if it is their recess or lunchtime. **Students cannot be signed out the last 15 minutes of the school day. This period, at the end of the day, is critical to teachers as it permits them to recap the day, answer final questions students may have about homework items or materials needed for the next day. If the child needs to be released the last 15 minutes, of the day, due to an emergency, it will require an administrator be summoned to get the child from class.**

Dress Code:

It is expected that all Wilson Elementary Students maintain their person and clothing in a clean and neat manner consistent with the Corona-Norco Unified School District Dress Code. Please see the CNUSD Parent-Student Handbook for specifics regarding dress code.

Field Trips:

All students participating on school field trips must have a complete, signed field trip permission slip. Students going on a school field trip must remain with the class or classes attending from the time they leave school until their return. Students are required to ride on district/school provided transportation to and from the field trip location to be considered part of the field trip. Any child not present for the taking of attendance or who is signed out from school is the responsibility of their parent. Students not present for attendance or signed out from school are not part of a school field trip but are members of the public if they should arrive at the same location as the field trip students. Parent chaperones are not permitted to bring other persons (preschool children, off-track students, older children on vacation or out of school) because the parent chaperone has the responsibility of monitoring students of the class participating on the field trip.

Lost and Found:

All personal items should be marked with the child's first and last name. Items not claimed at issuance of quarterly report cards will be given to charity.