Woodrow Wilson Positive Patriots Family Handbook 2023-2024



Mr. Daniel Miller – Principal

Ms. Laura Ansbro – Assistant Principal

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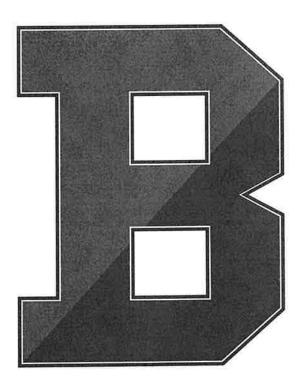
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Dear Student,

This handbook was made to help you understand what it takes for you to become the best learner at Woodrow Wilson School. It contains our vision; how we see Woodrow Wilson School as a place to help you learn, and how we expect you to approach each day at school.

Please read this handbook of information and guidelines with your parent(s) or guardian(s) and keep it handy throughout the school year.

We are here to encourage and guide you to be the best that you can be!



Woodrow Wilson Elementary School

Mission Statement:

At Woodrow Wilson Elementary School our mission is to ensure all students learn at grade level or higher.

Vision:

At Woodrow Wilson Elementary School, our vision is accomplished by focusing our efforts on building students of good character and by engaging every student in meaningful, exciting academic programs. We are dedicated to helping each individual reach his/her potential.

Woodrow Wilson is a school where meaningful values, attitudes, and respect for self and others are fostered. It provides an educational environment where learning is appreciated and students value themselves as responsible, life-long independent learners.



Superintendent of Schools: Dr. Tonia Thompson Principal: Daniel Miller Assistant Principal: Laura Ansbro Administrative Assistant: Jaime McMurray Attendance Clerk: Kim Clifford School Telephone Number: 763-8440 Health Office: Betsy Underwood 763-8445 School Social Worker Grades 3 - 5: Brittany Hawkins 763-8444 School Social Worker Grades K-2: Tara Johnson 763-8475 School Psychologist/CSE Chair: Christie O'Donnell 763-8428 Jennifer Ewanow 763-8446 Speech Therapists: Amy Wasser PTA President: Laura Ansbro Teacher's Name

Room Number



WOODROW WILSON PTA

Our PTA is always looking for volunteers and new members. Membership is \$ 5 for the year and you can join at any time!

We need volunteers for our school activities! Some examples are: Harvest dinner, Cultural Night, and Book Fairs.

To sign up please go to:

woodrowwilsonpta.memberhub.store or

from the PTA Facebook page Woodrow Wilson Patriots PTA.

Thank you for your support!

PBIS at Woodrow Wilson

PBIS stands for Positive Behavioral Intervention Support. Its purpose is to create and maintain a positive learning culture for students, faculty, and staff. PBIS works to identify and nurture positive behaviors and academic habits that will lead to success for all students. The emphasis is on teachers, staff, students and parents working together to build a positive, caring school community.

PBIS is a framework of strategies for defining, teaching, and supporting appropriate student behaviors in order to create a positive school environment.

Our targeted areas at Woodrow Wilson are classrooms, the hallways, the cafeteria, the playground and the bus. Specific behaviors are indicated on the matrix in this handbook and on signs throughout the school. These expectations will be taught and emphasized throughout the school year. We are Positive PATRIOTS at Wilson!

When a teacher or staff member observes a student demonstrating specific positive behaviors/expectations, they may reward a student with a "Positive PATRIOTS" ticket. (see explanation on the next page)

With everyone working together, our students will have a wonderful school year!



POSITIVE PATRIOT TICKETS

POSITIVE PATRIOT
Believe ● Belong ● Become
Name:
Teacher:
Comments:
At Woodrow Wilson

This year we will be using POSITIVE PATRIOTS tickets to promote and reward positive behavior. We will be encouraging all students to be BELIEVE, BELONG & BECOME successful. The tickets will be in duplicate: one copy of the ticket will go to the student, and the other will be for school use. Tickets will go into a bin in the main office and tickets will be pulled at various times and students will be recognized for being Positive PATRIOTS. The POSITIVE PATRIOTS tickets are an important part of our school wide plan to encourage and promote positive behavior.

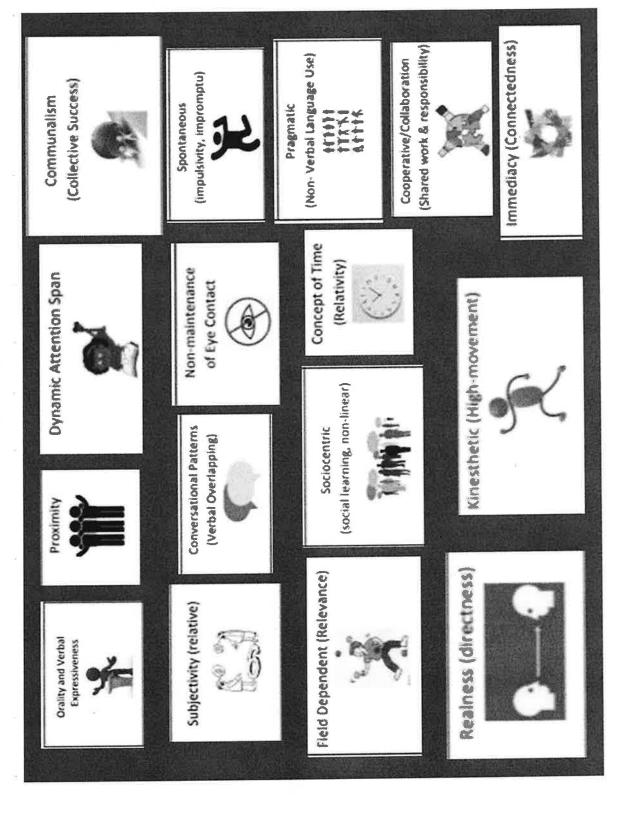
ELEMENTARY PBIS MATRIX BFING A PATRIOT HONKS LIKE

	805	 Keeping hands, feet, and body to myself Using an inside voice 	 Staying Seated 	 Listening and following the directions of the monitor and bus driver Using kind, appropriate, and friendly language Reporting any unsafe behavior to the driver or monitor
	BATHROOM	Keeping hands, feet, and body to myself	 Flushing the toilet Washing my hands with soap Throwing away garbage 	Giving people privacy PATTEMOTIS
IKE	RECESS	Keeping hands, feet, and body to myself	 Sharing and using the equipment in a safe way Being kind and including others 	 Following adult directions Reporting big problems to the nearest adult
BEING A PATRIOT LOOKS LIKE.	CAFETERIA	 Keeping hands, feet, and body to myself Keeping my voice at a quiet level 	 Including others Keeping my area clean 	• Following adult directions
		 Keeping hands, feet, and body to myself Being safe, facing forward, and talking quietly 	<u>M</u>	• Following adult directions
	CLASSROOM	 Keeping hands, feet, and body to myself Staying in my personal space Working to the best of my ability 	 Accepting others even if they are different than me Being accountable for my actions and words 	 Watching, listening, and following adult directions Treating everyone with kindness Following classroom routines Trying to solve small problems on my own
		9.ELIEVE	BELONG	BECOME

ALWAYS BE MINDFUL OF CULTURALLY AND LINGUISTICALLY RESPONSIVE BEHAVIORS...

ELEMENTARY PBIS MATRIX

BEING A PATRIOT LOOKS LIKE...



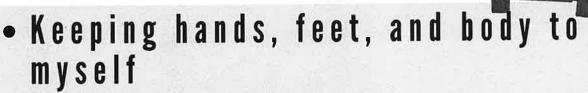
BUS EXPECTATIONS PAPER





BEING A PATRIOT ON THE BUS LOOKS LIKE...

- Using kind, appropriate, and friendly language
- Using an inside voice



- Staying seated
- Listening and following the directions of the monitor and bus driver
- Reporting any unsafe behavior to the driver or monitor

CLASSROOM EXPECTATIONS





BEING A PATRIOT IN THE **CLASSROOM LOOKS LIKE...**

- Accepting others even if they are different than me
- Watching, listening, and following adult directions
- Keeping hands, feet, and body to myself
- Staying in my personal space
- Being accountable for my actions and words
- Following classroom routines



- Treating everyone with kindness
 Trying to solve small problems on my own
- Working to the best of my ability

CAFETERIA EXPECTATIONS





BEING A PATRIOT IN THE CAFETERIA LOOKS LIKE...

- Keeping my area clean
- Keeping my voice at a quiet level
- Keeping hands, feet, and body to myself
- Staying in my personal space
- Following adult directions
- Including others





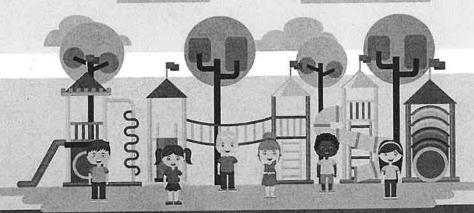
RECESS EXPECTATIONS PARTIES





BEING A PATRIOT AT RECESS LOOKS LIKE...

- Reporting big problems to the nearest adult
- Following adult directions
- Keeping hands, feet, and body to myself
- Being kind and including others
- Sharing and using the equipment in a safe way



Treat Every Day As a New Day!

HALLWAY EXPECTATIONS





BEING A PATRIOT IN THE HALLWAY LOOKS LIKE...

 Being safe, facing forward, and talking quietly

 Keeping hands, feet, and body to myself

Following adult directions



Treat Every Day As a New Day!

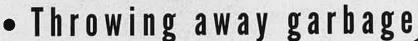
BATHROOM EXPECTATIONS





BEING A PATRIOT IN THE BATHROOM LOOKS LIKE...

- Keeping hands, feet, and body to myself
- Giving people privacy
- Flushing the toilet
- Washing my hand, with soap





Fire/Emergency Drill Procedures

- Drills will be practiced throughout the school year and may be announced and/or unannounced.
- In the case of a fire drill or other emergency, the students should follow classroom procedures that are given to them at the beginning of the school year by classroom teachers, consultant teachers, and special area teachers.
- Teachers must have attendance record/register with them during the fire drill for student accountability.
- Students should follow designated exit instructions that are posted on signs in each room. These procedures should be reviewed consistently throughout the school year.

Student Dress Code:

Individual students and their parents or guardians bear the responsibility for student dress and general appearance. Students are required to attend school in appropriate dress, grooming, and appearance that meet health and safety standards, and that do not interfere with the educational process. Personal appearance is one of the most visible indicators of youth culture. Looking at how young people dress themselves is a powerful indicator of the current state of youth culture and self identification. The dress code is designed to help students and their parents recognize choices regarding attire that would be situationally appropriate in their future workplace as well as in an educational setting.

Students may be required to wear appropriate protective gear in certain classes, e.g., technology, family and consumer science, physical education.

Clothing, attire, notebooks, or personal property, which has an expression (e.g.,phrase, word or words) or insignia (e.g., picture, symbol, patch, or pin) which contains the following will not be permitted: Alcohol, tobacco, and/or other drug references; libelous statements, unfounded charges or accusations; obscenity, defamation of persons, discriminatory or false statements, or plagiarism; vulgarity, subject matter advocating racial or religious prejudice, hatred, or violence; the breaking of laws and school policies and regulations; subject matter promoting sexual or other harassment, or which, itself, may reasonably lead to disruption of the educational process or that is not consistent with the basic educational mission of the schools.

This includes, but is not limited to, apparel, jewelry, accessories, or any manner of display which, by virtue of its color, arrangement, trademark, or other attribute, is reasonably perceived, or intended, to intimidate, threaten, incite violence, reflect gang affiliation, or membership in a group that advocates drug use or other illegal or violent activity.

The wearing of headgear that obscures the eyes and face, as well as coats or other outerwear, except for religious or medical reasons, is prohibited in school buildings during the school day.

The administration is authorized to take action in instances where individual dress does not meet the stated requirements. If the administrator determines that a student is found wearing impermissible attire, the student may be required to change, cover-up, or return home, after parent/guardian contact, and change clothes prior to returning to class. The student will be responsible for any work missed as a result of leaving and returning to school. All discipline measures provided in the Student Conduct and Discipline Policy align with the behavior violation of: Failure to Respond to School Directives

Cell Phones/Electronics

- Cell phones/Electronics are not to be visible or heard in the school building during the instructional day (including lunch/recess). These devices are to be kept in the backpack and turned off. Please note there is a risk that if such items are brought to school they may be broken, lost or stolen.
- Violation will result in the confiscation of the item for the remainder of the school day, and parent or guardian will be notified.
- Students are encouraged to ask permission to use the phone in the main office to call home.

Toys and Valuables

Toys and valuables should be left home. If brought to school, there is a risk that they may be broken, lost or stolen. If such items are brought to school, with the permission of the teacher, they should be labeled with the child's name.

Student Behavior

If you are displaying unsafe behavior, being disrespectful or being irresponsible as a member of our school community, you may expect a response from a teacher, aide, or staff person.

The following are some possible consequences:

- Request that you stop the behavior.
- Change your seat or location.
- Request that you develop a written plan to change your behavior.
- Restrict your privileges.
- Enforce time out from the activity.
- Send you to a "Buddy" classroom for a time-out.
- Make a phone call to your parent(s).
- Request that your parent(s) come to school for a conference.

In cases of repetitive acts of misbehavior or those judged to be serious in nature, teachers will consult with the principal and/ or your parents. The possibility of more serious consequences will be considered including lunch detention, a longer time-out, Alternative Learning Center, where the student will formulate a plan for changing his or her behavior before re-entering the classroom. Additionally, out of building suspension may be considered.

Attendance Policy

- Regular attendance and school success go hand-in- hand. New York State Law requires that all children be in school unless they are sick. Failure to send healthy students to school is considered to be educational neglect and may result in a report to the New York State Child Abuse Hotline. We ask that you help by contacting us if your child is absent so that we don't have to call you or come to your house. Binghamton City School District states that we must attempt to locate your child when he or she is not in school.
- Please use the following link to report your child's absence or navigate to <u>www.binghamtonschools.org</u>,
 Parents, Attendance, SafeArrival Attendance.

SafeArrival Attendance - Binghamton City School District (binghamtonschools.org)

• If SafeArrival is not utilized to report an absence, students returning from an absence **must have a** written excuse or the absence will be considered illegal. The excuse can be very simple.

Student's Name_______
Teacher's Name______
Date(s) Absent ______
Reason______
Parent's Signature ______

Sample Excuse:

September 14, 2023

Mrs./ Mr. _____,
Alex Smith was absent on September 14, 2023, because he had a sore throat.

Mrs. Susan Smith
(Parent's signature)

If a student arrives late he/she needs to be accompanied by an adult. The student needs to go to the Greeter's Desk for a tardy pass. If the Greeter is not at her desk, go to the Main Office for a pass.

The school day begins at 7:50 A.M. All children should be in their classrooms by 7:50 each morning.

Remember: Arriving late can interrupt the education of your child and possibly others. Remember every minute of your child's education counts!

Please help us by getting your child to school every day and on time. Our goal is to give your child a great education. Let's work together to make this possible.

17

Ouch! Out of the state of the s

Health Office

Wilson's health office is staffed by our school nurse, Mrs. Underwood from 7:50 A.M. until 1:00 P.M. and from 2:00 P.M. to 3:00 P.M. on most days. This office can be reached at 763-8445. Our fax line is 763-8448.

Students with Medication: According to New York State law, the school nurse must have a written request on file from the child's physician with dosage and frequency for each prescribed medication. The nurse also needs a written request to administer the medicine from each parent. Parents or other designated adults must bring the medicine to school in the original container. Students must not bring medicine to school. It is the student's responsibility to go to the nurse for medication.

Communicable Diseases: The school nurse works closely with parents, teachers, and children around the control of communicable health conditions. Please let the school nurse know if your child is diagnosed with Covid, Chicken Pox, Conjunctivitis (pink eye), Head Lice, Impetigo, Strep Throat (scarlet fever), Ringworm or Scabies. The school nurse will distribute the exposure notification form to classmates prior to dismissal. Please read carefully if one of these notices comes home. The school health office strives to maintain confidentiality while alerting school community members of possible exposure to contagious health conditions. Children identified at school with symptoms indicating the possibility of one of the above listed conditions will be sent home from school until the contagious condition is resolved. In some cases, a note from the family MD will be required to return to school.

Special Notes:

*Keep the health office informed of any health changes with your child. Do not hesitate to contact the school health office with any questions or concerns.

*The state requires that children in grades K, 2, and 4 have a physical. If you do not want your child to have a school physical you need to inform the health office and bring in documentation of your child's physical from your personal physician.

Drop Off, Pick Up and Parking

Your Child's Safety Comes First

Drop off and pick up times result in crowded traffic conditions at Wilson School. Please drive slowly, be patient, and courteous to others.

Drop Off

- The school opens at 7:15 am for breakfast and school starts at 7:50 am.
- Please drop off students on Prospect Street in front of the school. When dropping off your child in front of school please drop your child off on the school side of the street. If you need to turn around prior to the drop off, you can do so by driving slowly through the lot across the street.
- If you drop off your child in the front of the building, please leave as soon as your child enters the building. This will allow for other parents to drop off their children and keep the area from becoming congested.
- The parking lots on the side of the school and across the street are reserved for staff. Please do not park in these spaces
- If you have business at the school after 8:00 A.M., there are five spaces available for short term parking in the side lot (West lot) closest to the street and the building.
- Please do not pull in or turn around in the East parking lot. In the past, doing so has created a safety concern for our students. Backing out of this lot has caused traffic jams and accidents.

Pick Up

• At dismissal time (2:40 PM), the only place to pick up children is on Prospect Street. Please drive very slowly and do not park in the side lots. It's best to park on a side street and walk to school to pick up your child.

Early Dismissal/Closings

Several times during the school year, we have "early dismissal". Please refer to your school calendar for specific dates. The school will also send home notices informing parents of the upcoming early dismissals. There may be times when we close early due to weather or other emergencies.

- Parent/Teacher Conference Days
 - > Students will be dismissed at 10:50 am
- Emergency Closings
 - ➤ Please listen to local TV and radio stations or check our District website
 - > We will send out a robocall



Change of Address/Phone Number

- Please keep the school informed of changes in your address/phone numbers for home, place of employment, cell phone number, e-mail address and your emergency contact.
- It is very important that we have update information that we can use to contact you in case of emergency.
- In the event you do not have a phone, please list a relative or nearby neighbor that can be reached.

A form has been provided on the following page for any address or phone changes. This form can also be accessed on the district website at www.binghamtonschools.org. Click on 'For Parents' and then on 'Registration'. This form should be brought to:

Attendance and Pupil Services
98 Oak St. Binghamton, N.Y. 13905
Meg McGarry, Director
Carol Majka, Registrar
(607) 762-8114



BINGHAMTON CITY SCHOOL DISTRICT

Please note: Two forms of identification are required for address change.

Office of Attendance & Pupil Services

CHANGE OF ADDRESS / PHONE FORM

Student i	Name	Date of Birth	Curren	t School	Grade	New School (If applicable)
Parent/Guardian:			Rela	tionship to Stu	udent:	
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Parent or Guardian Sig		**				Date:
Parent or Guardian Na						
OFFICE USE ONLY:						
Proof of Address (Che	ck One)					
·	ent Receipt	☐ Utility Bill ☐ SS	I/DSS Statement		Other	
	Yes		ite Transportation C	ontacted:		
Start Date at New Sch		12		_		



Support Staff 2023 - 2024

Mrs. Baez

Mrs. Flower

Ms. Kemberling

Ms. Vaughn

Ms. Weakland

Ms. Hayes

Ms. Baumbach

Ms. Mohammed

Mr. Torres

Mrs. Kauchis

Ms. Barrett

Mr. Weir

Woodrow Wilson Elementary School Staff List 2023-2024

	122	T 1	Nama
Level	Name	Level	Name
TK	Mrs. Miller	Fourth Grade	Ms. Jahelka
			Mrs. Sica
Kindergarten	Mrs. Harding		Mrs. Spence
8	Mr. Zabadal	4 & 5	Mrs. Skinner
	Mrs. Thompson		
	Mrs. Peak		
	211101 2 0001		
12:1:1	Ms. Hull	Fifth Grade	Mr. Manning
12.1.1	1415. 11411	THE GIAGO	Mrs. Palleschi
First Grade	Mrs. Beers		Ms. Fitzgerald
riist Grauc	Ms. Innarella		
	Mrs. Mapstone		
	Ms. Carr	15:1:1	Ms. Goodrich
K & 1	Ms. Comfort	10:1:1	1.10. 000411411
N & I	1vis. Comment	Challenge	Mrs. D. Miller
		Literacy	Ms. Edwards
Second Grade	Mrs. Isaacs	Litteracy	Mrs. Scanlon
Second Grade	Mrs. Horton	 	Mrs. McKeon
		ESL	Mrs. Perrin K-3
	Mrs. McDonald	ESL	Mrs. Viglucci 4-5
	Mrs. Korba	GI	Mrs. Ewanow
2 & 3	Ms. McClain	Speech	Mrs. Wasser
		-	Mirs. wasser
Third Grade	Mrs. Ward	Library/Media	Mrs. Evans
Tilliu Graue	Ms. Davis	Art	Mr. McLean
	Ms. Mapstone	ANI	TVII. TVICESCALI
	IVIS. IVIAPSIONE		
Math Interventions	Mrs. Smith	Music/Chorus	Mrs. Ingerson
Math Interventions		Orchestra	Ms. Fisher
	Mr. Stayton	Band	Ms. Hoerbelt
NT.	Mr. The dominand	P.E.	Mrs. Stenta
Nurse	Ms. Underwood	r.E.	Mrs. Bartlow
Social Worker	Ms. Hawkins 3-5		Wils. Dartiow
Social Worker	Mrs. Johnson K-2	ОТ	Mr. Kumiega
Psychologist	Mrs. O'Donnell	OT	WII. Kunnega
m 1. 1) () ()	DT	Ms. Miller
Teaching Assistants	Mrs. Montgomery	PT	Mrs. Lerner
	Mrs. Guiles	Food Sarvice	
	Mrs. Jackson	Food Service	Mrs. T. Smith
			Ms. Brown
Main Office			Mrs. S. Smith
Principal	Mr. Miller	Custodians	Mr. Resavy
Assistant Principal	Ms. Ansbro		Mr. Sheiman
Secretary	Ms. McMurray		
Attendance Clerk	Mrs. Clifford		
Safety Monitor	Ms. McNeill		

2023-2024 School Calendar Binghamton City School District

186 Total

Approvals: ACSA 1/18/2023; BT BOCES BOE 1/18/2023; BCSD BOE 2/28/2023

*early dismissal drill 10/5

SEPTEMBER (17)+2									
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SCHOOL DAYS

183

3

Student

Conference

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School	not	in	session.

JUNE (17)							
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2/16, 5/24, 4/5

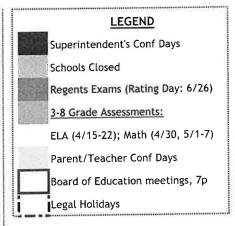
Labor Day: 9/4 Supt Conf Days: 9/5-6 Columbus Day: 10/9 Veterans Day: 11/10 Thanksgiving Break: 11/22-24

Winter Recess: 12/22-1/2

Martin Luther King Jr Day: 1/15 President's Day: 2/16-19 Supt Conf Day: 3/14 School Not in session: 3/15 Spring Recess: 3/29-4/5

Memorial Day: 5/24-27 Juneteenth: 6/19

*to certify the vote (starts at 8 pm)



Board of Education Policies

Representatives for

Woodrow Wilson Elementary School

Korin Beck (term expires 2024)

Email: kirkk@binghamtonschools.org

Paul White (term expires 2024)

Email: whitep@binghamtonschools.org

The following QR code can be used to access the Board Policies for the 2023-2024 School Year:

