

# Wilkinson Elementary School



**Working Together, Building Children's Futures**

## **Parent Handbook 2021-2022**

Wilkinson Elementary School  
3400 Wilkinson Road  
Sarasota, FL 34231  
(941) 361-6477  
FAX (941) 316-1877

<http://www.sarasotacountyschools.net/schools/wilkinson>

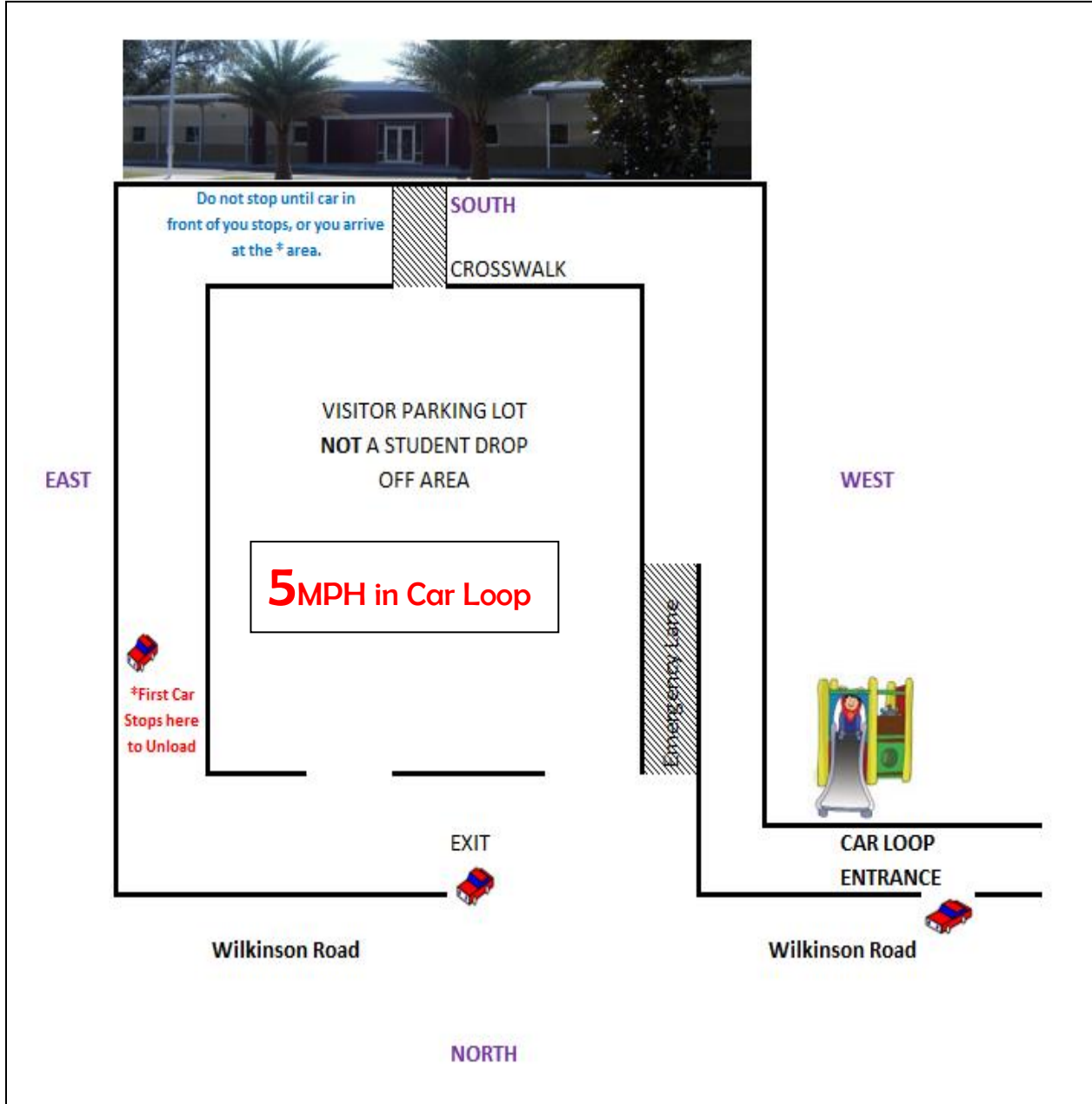
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# Wilkinson Car Loop – Drop Off/Pick Up Area

**NO CELL Phone use in Car Loop**



## AFTERSCHOOL CHILD CARE PROGRAM—Wildcat TIME

Wilkinson offers the Wildcat TIME Afterschool Child Care Program for working parents of students registered at Wilkinson. The program is available every day that school is in session from dismissal time at 3:00 P.M. to 5:30 P.M. The Afterschool Care Program includes a nutritious daily snack, homework assistance, and activity choices such as arts and crafts, sports, and quiet games. (Note: Before School Care is also available beginning at 7:00 A.M.) For more information, please contact the After-School Child Care Program at 941-587-7765



### ANIMALS IN THE CLASSROOM

Sarasota County School Board Guidelines require that the Principal must receive written information when exposure to animals will occur in the school or classroom. The Principal has the option to limit or reject the housing or visit of an animal in a classroom or the school. Parents have the option to limit their child's participation and inform the teacher. The "Guidelines for Visiting/Resident Animals in the Classroom" is available upon request.



### ARRIVAL PROCEDURES

We are committed to helping parents/guardians drop off and pick up their children in a safe and orderly manner. The safety of our children, staff, and families are our primary concern. We need your support, patience, and cooperation in maintaining a safe environment for our school community.

**\*\*The first week of school ONLY, parent/guardians will be permitted to walk their child to class—however ALL visitors MUST enter through the front doors show their ID and receive a sticker allowing them entry. Visitors MUST exit the building by the 8:15 bell.**

**\*\*Starting the second week, parents/guardians should drop all K-5 students off in the car line or at the Walkers Gate ONLY. Students will wait in the cafeteria and be escorted by an adult and/or a Safety Patrol to their classroom.**

**\*\*Parents will not be permitted in the cafeteria in the morning with students.**

**\*\*Parents of Pre-K children will be met in the car loop (after week 1) and an aide will escort them to the PK waiting area.**

### BEFORE SCHOOL CARE

The cafeteria is opened at 7:00am for before school care. The fee is \$4/day and payable at the time of service. Students can be dropped off at the Cafeteria Gate.

## **ARRIVAL PROCEDURES AFTER WEEK 1**

Student supervision begins at 7:45am. Between 7:45 and 8:05, students must enter through the Main Office, the Walkers Gate or the Car Loop where they will be allowed entry by a staff member. Students will then go to the cafeteria or Media Center and remain there until the 8:05 bell. Students who eat breakfast at school will be able to go to breakfast carts at 8:00 and take their breakfast to the classroom. **During the pandemic, no adults are permitted to walk students on campus after week one.** For safety of all students and staff, students should be dropped off in the car line or at the Walker's Gate only.

## **WALKERS/BIKE RIDERS**

Bike riders should walk their bikes to the bike rack. PLEASE ensure your child brings a bike lock as the school is *not* responsible for stolen, damaged, or missing items. State law requires all students riding a bike to wear a helmet. Students who arrive between 7:45 and 8:05 must enter the school through the cafeteria gate and wait in the cafeteria. At 8:05 students will go directly to classrooms.

## **BUS RIDERS**

All bus riders arriving before 8:05 will go directly to the cafeteria or Media Center. Students will then walk with grade levels to their classrooms after the 8:05 bell.

## **CAR RIDERS**

Students who are car riders will go to the cafeteria or Media Center between 7:45 and 8:05. At 8:05 students may begin going to their own classrooms. Students arriving after 8:15 will enter through the front office.

**Any student who arrives at school after 8:15 a.m. is tardy and must be escorted to the office by a parent or guardian.**

**PreK teachers or aides will meet students in the car loop and escort them to the waiting area.**

## **ATTENDANCE - CRITERIA**

**In order to be considered present for the day, a student must be in attendance minimally for half of the school day (200 minutes).**

**Students have a RESPONSIBILITY to:**

- Attend classes daily and be on time.
- Provide notification from a parent/guardian when absent.
- Abide by school bus rules and regulations.
- Request make-up assignments from teachers upon their return to school after an absence and to complete this work within a reasonable length of time, as specified in school and district attendance procedures and the Student Progression Plan.

In compliance with the state compulsory attendance law, absences will be categorized as either excused or unexcused as follows:

### **SCSB Policy 200.1 — Excused Absences**

- Student illness (if documented by parent/guardian or medical doctor)
- Observance of a religious holiday or service that is recognized as such by members of the student's faith
- Medical appointment with documentation
- Death in the family
- Subpoena by law enforcement agency or mandatory court appearance
- Other individual student absences beyond the control of the parent or student, as determined and approved by the principal or principal's designee
- Therapeutic services appointment (i.e. speech, occupational, physical, behavioral therapy)

## **SCSB Policy 200.2 — Absence Reports**

- Absences should be reported in accordance with school policy and documented by a written note.
- The report must come from a parent/guardian or a physician and give the date(s) of the absence and the reason for it.
- These absence reports must be submitted within three days following the absences, although school principals may make exceptions in cases of need.
- **Parents may be asked to provide written medical documentation when excused absences for illness are excessive. Over nine absences for illness per semester or eighteen for illness in a school year is considered excessive.**

### **201.1 — Unexcused Absences**

- A student who has 15 unexcused absences within 90 calendar days is a habitual truant under state law. The student may be dealt with as a child in need of services under §984, F.S. In addition, the parent/guardian may be subject to criminal prosecution under §1003.24, F.S.
- Students will be afforded an opportunity to make up work for an unexcused absence. There may be some academic penalty in accordance with attendance policies and procedures.

When students are late to school or leave school early without an adequate excuse, the tardy or early dismissal will be unexcused.

Students have the right to: Make up all work missed during an out-of-school suspension or an unexcused absence, including tests and quizzes. In the case of unexcused absence, a teacher may deduct up to 30 percent from the earned grade for the work made up.

### **201.2 — Family Vacations**

- Family vacations are not automatically excused absences and are at the discretion of the principal or designee. Parents are encouraged to contact the school prior to family vacations.



## 201.3 — Arrival and Departure

Tardiness is disruptive to the learning environment and has a negative impact on student achievement. Tardiness and early departures without a reasonable excuse will be documented in the attendance record. Students arriving after the 8:15 a.m. bell will be marked “tardy”. The student must report to the office with an adult so a **tardy slip** can be issued. **Tardies and Early Dismissals will not be documented in the attendance record when a valid a doctor’s note is received.**

- For student safety, parents should ensure that their children do not arrive at school until appropriate supervision is available on campus. Supervision at Wilkinson begins at 7:45am.
- Unless involved in a supervised activity, students must leave school grounds immediately upon dismissal.
- Check with the school office to see if before-school or after-school child care is available.
- Parent/Guardian with whom the student resides must inform the school in writing if an early dismissal is to occur.

### TARDY/EARLY DISMISSAL

- Any student leaving campus prior to 2:30 p.m. must bring a note indicating early dismissal. The student will remain in the classroom until the parent arrives at school



***There will be no early dismissals permitted after 2:30 P.M., unless there is an emergency. In an emergency, parents/guardians will be required to see an Administrator prior to the student being dismissed.***

## ATTENDANCE MONITORING

Regular attendance is necessary to ensure that each student receives the highest quality of education. When attendance and/or tardy problems occur, parents will be contacted by school staff to aid in solving the problem.

1. When a student returns to school after any absence, a note from the parent or physician must be given to the teacher explaining the reason for the absence. **It is the responsibility of the parent to document their child’s absence from school within 3 days of the absence.**
2. The Home School Liaison or Guidance Counselor may request a conference with parents who children have accumulated 5 tardies or unexcused absences.
3. The Home School Liaison or Guidance Counselor will determine if a pattern of non-attendance is developing, whether the absences are excused or not, and a meeting will be scheduled with the parent/guardian to identify potential remedies.



4. A school social worker or appropriate agency may be contacted to conduct a home visit for any child who accumulates 9 or more unexcused absences.
5. Any child who is absent 20 or more times (excused or unexcused) in the course of a school year falls into a “state-reported” category of excessive absences.



## **BICYCLES/SKATEBOARDS**

Students riding a bike or skateboard to school must wear a helmet, as required by law. Students without a helmet will not be allowed to leave school. Parents will be contacted if a child arrives at school without a helmet. The parent may bring the helmet to school or they will have to pick up their student at dismissal.

For safety reasons, bicycles are never to be ridden on school grounds. Bikes must be parked in the enclosed bike area on the north side of the school. This area is open in the morning before school and locked during the school day between 8:15 A.M. - 3:00 P.M. Please be sure your child comes with a lock for his/her bike. The School District will not be responsible for lost or stolen bikes. Skateboards and roller blades are not permitted on campus.



## **BOOKS AND SUPPLIES**

At the beginning of each school year, textbooks, workbooks and instructional materials are loaned to each student. Books and materials are the responsibility of the student and should be handled with care and respect. Students should not write in books, tear out pages, or lose them. Any book that is lost or damaged must be paid for before another can be issued.

## **BULLYING AND HARASSMENT (Students)**

**Unwanted, aggressive behavior that involves a real or perceived power imbalance. The behavior is repeated over time.** Bullying includes actions such as threats, spreading rumors, physical or verbal attack and excluding someone from the group. Anyone can report bullying or harassment by talking to an Administrator or completing a Bullying and Harassment Report and returning it to the Assistant Principal or Principal. This form can also be submitted anonymously by placing it in the school/department designated drop-off spot for anonymous reporting.

Incidents of bullying or harassment shall be reported to the school’s administration as per School Board Policies 2.70, 2.71, 2.71a. The principal or designee will investigate all reports of bullying that have been deemed a violation of the policy pursuant to the steps outlined in School Board Policy 2.70, 2.71, 2.71a. More information can be found at the school board website: <https://www.sarasotacountyschools.net/Page/2566>



## **BUS TRANSPORTATION**

Transportation is provided for students in grades K – 5 if they live more than two miles from school. If you have questions regarding bus transportation, please call the **Sarasota County School Board Transportation Department at 486-2141**. You may use the district's website to find your child's bus route: <http://www.sarasotacountyschools.net/departments/transportation/>

**School bus transportation is a privilege not a right. Students who misbehave on the school bus will be denied transportation privileges.**

Students cannot ride a bus on which they are not registered to ride (example: to a friend's house). All request specific to routing changes should be submitted to transportation directly.

### **Bus Rules:**

- Students will conduct themselves in an orderly manner, before and after school at the bus stop.
- Arrive at assigned stop at least five minutes before pick up time, stand away from the road, board bus when it is stopped and the doors have opened. The bus will not wait for students who are tardy.
- Students must obey the bus driver's instructions as he/she is in full charge of the bus.
- Ride assigned bus and not board or depart the bus at any stop other than the assigned stop, unless authorized by an Administrator.
- The driver will assign student seats. Seats may be reassigned if necessary to promote safety and appropriate behavior.
- Students must stay in their seat facing forward at all times while the bus is moving. Keep all portions of the body inside the bus.
- Remain absolutely quiet at railroad crossings, for the safety of all on the bus.
- Use inside voices while riding on the bus.
- Unnecessary conversation with the driver is dangerous.
- No eating, drinking or chewing gum is allowed on the bus.
- Profane or obscene language or gestures are prohibited.
- No radios, cd players or electronic equipment is allowed.
- Large objects, including band instruments, that cannot be held in the student's lap or that interfere with seating safety of others, will not be permitted.
- Animals, snakes, frogs, etc... (dead or alive), glass containers, sharp objects, balls, bats, cutting instruments, fireworks, and any similar items are not allowed on the bus.
- No objects may block the aisles or emergency exits.
- Students must not throw any items from the windows of the bus. Littering or throwing objects inside or at the bus is not allowed and may be subject to criminal charges.

Be aware that parents/guardians/students will be held responsible for all vandalism to the bus by students.

All students must follow safety policies established by the Transportation Department. Disruptive students on a school bus can cause a very unsafe situation, which could be tragic.

When a student cannot follow the rules on the bus, the Principal may suspend him/her from riding the bus. At that time, it will then become the parent's responsibility to provide transportation for their child to and from school. The following action will be taken for misbehavior on the bus, depending on the severity of the behavior.

### Bus Misconduct Report

- Warning by Administrator
- Parent will be notified

### 1st Referral

- Warning by Administrator, and/or
- Conference with parent
- Loss of bus riding privilege for 3 days

### 2nd Referral

- Conference with parent/guardian, and/or
- Loss of bus riding privilege for 3-10 days

### 3rd Referral

- Recommendation of expulsion from bus transportation for the remainder of the semester.



## **CAFETERIA – FOOD SERVICES**

Eating healthy, nutritious meals is critical to a student's ability to learn. Wilkinson Elementary serves breakfast and lunch daily. Parents must prepay for meals before the start of the school day. A check or money order can be sent in an envelope with your child's name, teacher's name, and amount enclosed written on the outside of the envelope. Checks are made payable to Wilkinson Elementary School and payments may be made daily, weekly, or monthly. You can also make payments online at <http://www.myschoolbucks.com>

We encourage qualified families to participate in the free or reduced breakfast/lunch program. **A new application form must be submitted online each year.** As your life situation changes, you may apply throughout the school year. Lunch applications are available on-line at <http://www.sarasotacountyschools.net/departments/fns/>

If a student forgets money, he/she will be provided with a meal, which will be charged to his/her account. A student may not have more than three charges at one time. Students with more than three charges will receive an alternate meal until the charges are paid.

Breakfast is offered to Wilkinson students and families from 7:45 A.M. to 8:10 A.M. Students having breakfast should be in line for breakfast by 8:05 A.M. Students arriving after 8:10 A.M. for breakfast will receive a bag breakfast to take with them to their classroom. Students arriving

after 8:15 A.M. will not be served unless they arrive on a late bus. Students need to arrive at school in a timely manner so they can participate in the Breakfast Program.

Students may bring a lunch from home and a parent may bring outside food to eat on campus with a child. **Please do NOT order Uber Eats/Door Dash for your child and have it delivered.** It is not the school's responsibility to deliver outside food to your child.

Parents are encouraged to join their child for lunch. **THIS BEGINS THE THIRD WEEK OF SCHOOL.** During the Pandemic, parents may sign in at the office and eat in the outside picnic area with your child. Parents will not be permitted to eat in the cafeteria at this time. Additional students may not accompany anyone to lunch. Please sign in at the office with your identification and obtain a visitor's badge if you are on campus.



## CAFETERIA RULES

Students should be respectful and use good manners during breakfast and lunch. While in the cafeteria the following rules must be followed:

- Eat your own food. No sharing.
- Keep the cafeteria clean.
- Use good table manners and use quiet voices.
- Listen to the cafeteria monitors.
- Everyone raises their hand for help.

## CARE MEETINGS

The CARE Team meetings include an Administrator, child's parent/guardian, child's teacher, School Counselor, School Social Worker, School Psychologist, ESE Liaison, and the Behavior Specialist. Parents/guardians are encouraged to participate in these meetings to learn about reports and evaluations concerning their child and to help school personnel plan for their child's educational program. **CARE meetings will resume Face to Face. Zoom options will be offered when parents cannot attend in person.**



## CELL PHONES

Cell phone use is prohibited during school hours. If a student has a cell phone on campus, **it must be turned off and not visible.** If a cell phone causes a disruption, it will be confiscated and returned to the parent.

## CHANGE OF ADDRESS OR PHONE NUMBER



It is important that we have your correct address and telephone numbers, both at home and at work. We also require emergency numbers for individuals who could respond to the school on your behalf and ask that you keep these updated. Please notify the school office immediately in writing if your telephone number(s) have changed. If your address has changed you must provide your lease, FPL bill or water bill showing the new address in the school's attendance zone.



## CHILDREN WITHOUT RIDES

Parents are expected to pick their children up by 3:15 P.M. when the school day ends. In the unlikely event that you are late picking your child up after school, all students will be taken to the Wilkinson After School Program at 3:30 P.M. where they will be safely supervised until you arrive. At the time of pick up, parents will be charged a supervision fee. Having a supervised program for students who are not picked up has given many parents peace of mind knowing their child will have a safe place to go. Students not picked up by 5:30 P.M. will be referred to the Sarasota Sheriff's Department.



## CLINIC

Our School Health Room is supervised by a trained School Health Aide. The staff relies on accurate information from the *EMERGENCY INFORMATION* you complete for your child.

Parents/guardians will be contacted if their child is ill and needs immediate attention. If a child has a temperature (100.4 degrees or higher), diarrhea, unknown rash, or eye condition, he/she will be sent home. Otherwise, children will remain in the clinic, be checked periodically, and when ready they will be sent back to the classroom. If you need to pick up your child due to illness, please do not send your child back to school until the child has been symptom free for 24 hours without fever reducing medication.

Medications can be given to students during school hours only if absolutely necessary and only after the following conditions have been met:

- A **Medication/Treatment Authorization Form** signed by the parent and doctor requesting the dispensing of medicine must accompany any medications to be given at school
- The container of prescription medication must have on it the original drug store label showing the name of the child, dosage, medication, and doctor's name.
- Over-the-counter medications must be in a new unopened container in which they were purchased, clearly labeled with the child's name and dosage required.
- Loose pills, capsules, etc. are not permitted to be given to students.
- All medicine, whether over the counter or prescribed, must be delivered directly to the health room by an **adult**, along with the signed **Medication/Treatment Authorization Form**.
- Students are not permitted to administer or keep medication in the classroom.
- All medication must be picked up by the parent/guardian at the end of the school year or it will be discarded. No medication is stored for the next school year.

## CODE OF STUDENT CONDUCT

Student conduct is a responsibility that must be shared by home and school. A good working relationship between school and home is fostered if there is a mutual understanding of what is expected with regard to student conduct. We emphasize high standards and expectations for behavior of all students.

Information about the district Code of Conduct can be found on the district website at:

<http://www.sarasotacountyschools.net/departments/dop/discipline-manual.aspx>



## COMMUNICATION FOLDERS or AGENDA BOOKS

Communication folders or Agendas are provided for all students. These tools are excellent for planning and organizational skills that help students develop good work habits. They also serve as a method of communication between home and school. Parents/guardians should check the folder daily to be informed about homework, grades, and messages from their child's teacher. These communication folders are provided to students at no initial cost. **Lost folders will be replaced at a cost of \$3. Agenda Books are \$5.**

## COMMUNICATION from School:

**Wilkinson Administration and Staff communicate with families in multiple ways:**

- **Student Agenda Books/Folders** – Teachers will communicate how homework assignments and projects will be recorded using this tool. Teachers use agendas/folders to notify parents of events, positive notes and/or to share concerns. Parents/guardians may be asked to sign agenda books to acknowledge seeing it.
- **Connect-Ed** – This messaging system is used to share weekly updates via text, phone and/or email. We will also share upcoming events, absences, food balances and more.
- **Flyers** – Please check your child's backpack for letters and other paper notifications.
- **Wilkinson's Website** - [www.sarasotacountyschools.net/schools/wilkinson](http://www.sarasotacountyschools.net/schools/wilkinson)
- **Class DoJo** – All staff will use this tool to communicate regularly with parents.
- **Social Media** – We will update Wilkinson's Facebook, Instagram and Twitter accounts regularly. Find us by searching @WilkinsonSCS. Some teachers/teams may also have accounts to share what's happening on campus.



## CONFERENCES

If you need to speak with your child's teacher, please make arrangements by note in the communication folder, telephone or email. It is best to set a time when you can sit down to discuss your child in privacy and without distractions. Conferences are usually arranged before school, after school, or on professional days. Parent Nights and Open house are times for general discussions and are not the time to ask detailed personal questions about your child. The Administrators and School Counselor are also available for conferences. We encourage you to ask for a conference when needed.

**Parent conferences MAY be held digitally when necessary.**



## CONNECT ED™

The **Connect ED™** service enables the school to keep parents/guardians informed in a timely manner of safety and educational issues through personalized telephone messages. Types of messages will include school or district emergencies, your child's absences, school news, or special events. **It is important to keep all telephone numbers (home, work and cell) up to date with the School Registrar.**

## CUSTODY ISSUES

The safety and security of our students is always a priority at Wilkinson. With regard to custody issues, we are following the School District Guidelines which specify **that the parent who registers the child will be considered the designated parent for decision-making unless specified otherwise in a court order.** School personnel will contact the District Office for guidance and direction in handling custody issues. **If both parents are listed on the contact tab of SIS, then both parents have access to their child(ren) as far as pick-up/dismissal and parent conferences.**

School personnel will not be placed in the position of negotiating parent disputes regarding the release of their children. We want school to be a safe-haven for all children. Before any request is made to restrict information and/or release a student to an authorized person, a parent must provide a copy of the custody papers which will become a part of the student's cumulative record. This will assist us in ensuring that the child(ren)'s rights are not violated.

Teachers will accommodate parent requests for duplication of information if a student splits time with parents so both parents have equal access to homework, assessment information, report cards, school-wide events, etc.

## **DISMISSAL PROCEDURES(Refer to Map on page 1 for the car loop—5mph, adhere to traffic control devices, no passing in the car line, rules of the road apply to parking lot)**

Students will be dismissed to the Bus Loop, Walker's Gate, or at the Car Loop area. Parents should stay in the car and drive through the Car Loop (See Map on page 9). Traffic flow around the Car Loop is one way and no more than 5 mph. This is the only designated student drop off and pick up area. Read the procedures for School Dismissal Manager carefully.

The specially designed Wilkinson Car Rider sign with your child's name must be visible on the passenger side dashboard or sun visor. Initially, you will be asked for identification to ensure your child's safety. **Students not picked up by 3:30 P.M. will be taken to the Wilkinson After School Care Program.** A fee will be charged for Wilkinson childcare.



***Any driver who does not have a Wilkinson Car Rider Sign will need to go to the office and show picture identification in order to pick up a student. The driver must be on the information card approved by the parent/guardian.***



### **Walking Parents Who Pick up a Child**

All children who are picked up by parents who walk will report to the Walker's Gate dismissal area near the Playground on Wilkinson Road. Parents will need to show the specially designed Wilkinson School Dismissal Code to a staff member at the locked gate. Initially, you will be asked for identification to ensure your child's safety.



### **Student Walkers and Bike Riders**

Students who ride their bikes will exit the school at the Car Rider dismissal area. Walkers will exit at Walkers Gate near the playground on Wilkinson Road. Siblings should meet each other at this dismissal gate. Parents/guardians who intend to have their child in grades 2-5 walk home must indicate this using the School Dismissal Manager Application on the computer or phone. **Students in grades K-1 will not be allowed to walk home unless they have a sibling in grades 2-5 walking with them.**



## **DISMISSAL PROCEDURE CHANGES**

School personnel must be notified of any change in a child's regular means of transportation from school via the School Dismissal Application online or on the parent/guardian phone. Students will be dismissed from school based only on this confirmation from parents/guardians. Notifications are sent to teachers at 2:16 daily.

If there is an emergency, parents need to go to the Administration Office and sign their child out following school procedures with picture identification. At that time, the child will be called to the office to meet you. There are **no early dismissals after 2:30 P.M.**



## DOJO

All teachers will use Class Dojo to communicate with parents regularly. This tool will be used for PBS, STEAM incentive bucks and communication. Dojo is a Microsoft friendly product and will easily migrate to the tools we use regularly on campus. For more information, communicate with your child's teacher.

## DRESS CODE

Promoting a positive learning environment that is safe and free from distractions is an important part of supporting the achievement of all students. All students are expected to wear clothing that is modest, tasteful and neat. ***All students will adhere to the school uniform policy. See the full uniform policy on page 24 of this guide.***

It is recommended that Wilkinson students purchase our school spirit shirts to be worn on Spirit Days (Fridays). The shirt is a dry fit shirt with the Wilkinson Logo on it. **Spirit shirts and uniform shirts may be purchased in the school office from the Bookkeeper or the Receptionist.**

### Grooming:

- Students should arrive at school physically clean, ready for learning and wearing a clean uniform.
- Hair should be worn so that vision is not blocked.

### Accessories and Footwear:

- Hats/caps or hoods from hoodies are not to be worn inside the school building. Classroom teachers may have discretion with regard to this policy.
- For student safety, closed-toe and fully enclosed shoes must be worn at all times (ex. Athletic shoes and dress shoes). Athletic shoes are required on P.E. days and are strongly preferred every day due to recess. Slides and Crocs are not acceptable due to safety concerns.

## ELECTRONIC DEVICES POLICY (For Students)

### 300.2 – Electronic Devices (Summary of School Board Policy 5.38 revised 10/16/12)

A student may possess an electronic device at school such as a cell phone, smart phone, laptop or other device that receives, sends or stores digital data, **provided that the electronic device remains powered off and concealed from view during the school day.** Students may not use electronic devices on school property or at a school-sponsored activity to access and/or view websites that are otherwise blocked to students at school. In special circumstances with permission from a supervising school district employee, a student may use an electronic device for communication.

The requirement that electronic devices must be turned off will not apply when the device is being used for an educational or instructional purpose with a teacher's permission and supervision.

Students may not possess any electronic device during testing even if the device is turned off or the student does not use it. Violation of this rule will result in the student's test being invalidated.

If an electronic device disrupts a class by ringing or vibrating, the student possessing the device will be subject to disciplinary action. Any student who uses an electronic device to threaten or intimidate another student or district staff member through email, social network posting or other electronic message also will be subject to disciplinary action as determined by school administration.

Electronic devices used in violation of school rules will be confiscated and returned to the student's parent or guardian.

## **EMERGENCY PROCEDURES**

Students practice procedures in case of a critical incident including: fire, bomb threat, tornado, or emergencies. Wilkinson conducts fire drills monthly. In addition to fire drills, the school also conducts periodic lockdown drills for weather or other critical incident. If a parent or visitor arrives on campus during a drill, they should remain inside a vehicle until an "all clear" has been given. In the event of any emergency, students will be kept at school until notification from the Superintendent's Office.

## **EVENT PROTOCOL**

All Wilkinson School events, before, during, and after school require the following:

- All students **must** be accompanied by a parent/guardian.
- **EVERY** event will require sign-in. The parent/guardian is required to remain on campus with their child.
- Only one entrance will be used for all events. This will be the only entrance and the only method for any student and adult to attend and leave any event.



## **FIELD TRIPS**

Field trips are a part of the regular school curriculum. During field trips, all school and bus rules apply regarding procedures and behavior. A permission slip is sent home describing information about the activity and participation donation. A signed permission slip must be returned to school for a student to participate in the field trip.

Misbehaving on a field trip could result in discipline consequences including time out during the trip, a parent/guardian picking the student up, and/or loss of a future field trip.

**Any parent who would like to chaperone a field trip MUST BE AN APPROVED VOLUNTEER.** Volunteer approval can sometimes take 3 to 6 weeks to clear. **PLEASE NOTE: Parents that are planning on supervising an out of county field trip that requires supervision of students away from school board appointed employees must be cleared as Level 2 Clearance, which requires a fee. Please contact the Sarasota County Schools Security department (927-9000).**



## FOOD PRODUCTS FROM HOME

The Health Department has determined that foods prepared in a private home shall not be used, sold or offered to students or staff. Any food items to be shared with students or staff must be commercially prepared and packaged with all the ingredients listed on the front label.

## FOOD PURCHASES ON CAMPUS

Please note that, due to regulations established by the National School Lunch Program and the Sarasota County School District, **the only food that may be purchased on school campus by students or parents is food that is sold in school cafeterias or other authorized locations on campuses.** Parents may bring food purchased elsewhere to school for their child only, during scheduled school meal times. Students and parents also may bring food purchased elsewhere for school-authorized events (ex. classroom celebrations).

## GUIDANCE SUPPORT SERVICES

Wilkinson has both a School Counselor and Home-School Liaison who serve the school as follows:

- Work with children in classrooms, small groups, and individually.
- Work with teachers to help children.
- Work with parents.
- Work with school resource personnel and community agencies to obtain help for children.

You are encouraged to call on the School Counselor or Home School Liaison if the need arises.

## HARASSMENT *(School Board Rule 2.120)*

Please read and review **Sarasota County's Booklet on Harassment** with your child. This booklet guides our policy against discrimination for students, explains harassment concerns (including sexual harassment), and details our complaint procedure. Extra copies of this booklet are available in the school office.

## HEAD LICE

We appreciate parents who call to let us know as soon as they detect head lice on their child. There may be head lice checks in identified classes throughout the year. The *Sarasota County Health Department* provides schools with guidelines to help us deal with head lice. In the last few years, there has been a significant rise in the incidence of *pediculosis capitis* (head lice). Head lice are not dangerous, but they require attention because they spread rapidly and can be difficult to control.

### Transmission:

- Direct contact with an infected person's head/hair.

- Placing clothing of an infected person in contact with clothing of an uninfected person.
- Indirectly by sharing such items as combs, brushes, hats, caps, scarves, wigs, pillows and bedding.

#### Symptoms:

- Most infected people have no symptoms; a few itch and scratch.

#### Prevention:

- Treat all family members with a medicated shampoo – repeat treatment seven days later. Everyone should be treated on the same day each time treatment is given.
- Remove all nits from the hair.
- Wash all bedding and clothing in hot water and clean all upholstery.

#### School Responsibilities (if head lice are identified):

- If head lice are found, the student's parent/guardian will be contacted to pick up their child for treatment. All siblings of the infected child are screened.
- All classmates are screened. The child may return to school and report to the school health clinic after treatment is completed. The student will be checked to ensure that he/she is free of head lice in order to return to class.
- Absence due to head lice is excused for one day only.

## **HEALTH EMERGENCY INFORMATION**

Updated health/emergency information must be completed during registration or re-registration for every child. It provides the school with important information that is necessary if a child is injured or becomes ill at school. It also authorizes the school to seek emergency treatment for a child if we are unable to reach those listed to call in an emergency. If there is an emergency, it is important that we have accurate phone numbers where we may contact you or the other emergency contacts listed on your child's health room information sheet. It is extremely important that all health concerns are listed and that the information is current. **Please notify the office if there are any changes in this important information. This information is accessed by our clinic for emergencies only and does not reflect the contact list from your child's registration form.**

## **HEALTH SCREENING**

Every year health screenings are conducted for students in specific grades. Vision screening shall be provided, at a minimum, to students in grades kindergarten, first and third, and students entering Florida schools for the first time in grades kindergarten through five.

Hearing screening shall be provided, at a minimum, to students in grades kindergarten and first, and students entering Florida schools for the first time in grades kindergarten through five; and optimally to students in grade three. Growth and development screening shall be provided at a minimum, to students in grades one and three. Parents will receive a copy of the results following these screenings.

## HOMEWORK

Worthwhile homework provides reinforcement, enhancement, and/or extension of classroom instruction. To help your child efficiently complete his or her homework, try to schedule a regular place and time to work. Avoid distractions, TV, radio, video games, etc. during this time. Parent/Guardian support in seeing that all homework is completed on a regular basis is requested as students are expected to complete homework assignments and projects on time. Communication folders will be used for parental communication and for students to write their homework assignments in so they are organized and completed in a timely manner. Please review nightly and sign this folder on a daily basis.

The amount of homework will differ depending on a child's grade level; however, all children will have homework on a daily basis Monday through Thursday.

- Kindergarten - 15 minutes per night
- Grades 1, 2 and 3 - 30 minutes per night
- Grades 4 and 5 - 60 minutes per night

## HONOR ROLL CRITERIA

Honor Roll Ceremonies and recognition will continue in the 2021-22 school year.

At the end of each nine-week grading period, we will host a quarterly Honor Roll Ceremony for the students and their families. These programs are held during the school day. Each student that achieves this recognition will receive an invitation prior to the ceremony date. All families and family friends are welcome to share in this special recognition event. All students in grades 2-5 (grade 1 for quarters 2 & 4) are eligible based on the following academic achievements:

### HONOR ROLL AWARDS:

- **PRINCIPAL'S LIST:** All students working **ON LEVEL** and earning a 4.0 (straight A's) during the quarter with no office referrals.
- **HONOR ROLL:** Students earning a 3.0 or higher working **ON or BELOW LEVEL** with no office referrals.
- **BUGS (Bringing Up Grades):** Students are eligible for BUGS starting in the 2<sup>nd</sup> Quarter when they improve **Reading, Math or Science** by ONE or more letter grades. **BUGS is only available for students not earning honor roll or principal's list.**
- **GET IN GEAR Award:** Students displaying excellent effort and making improvements in academics and/or behavior and not earning honor roll or principal's list are eligible for this recognition.

*\*Special Education Students are eligible for Honor Roll based on progress toward IEP goals.*

## **INSURANCE**

School insurance is available to parents through an independent company. Students have the option of purchasing accident insurance coverage for the school day only, or they may purchase coverage for 24 hours a day, 7 days a week. The cost and coverage descriptions are explained in the insurance company literature, which is available in the front office. The school is not responsible for payment of accidental injuries on campus. It is assumed that all parents/guardians of students have made provisions to meet the financial responsibility of paying medical costs incurred by their child.

Children who do not have health insurance may be eligible for coverage under the Florida KidCare Program through the Florida Department of Health Department, and at the school office. For information on Healthy Kids and KidCare (health care insurance for kids, birth through 18) access <http://www.healthykids.org>, or call 1-888-540-5437.

## **LOST AND FOUND**

A lost and found area is maintained in the Cafeteria. Names should be written on all clothing, lunch boxes, backpacks, and other items your child brings to school. Unclaimed items are donated to charity two or three times a year.



## **MEDIA CENTER**

The Media Center is open during the day for students to check out/return books, find and read a book, and use the computers for district resource sites. As a reminder, books on loan from our media center should always be returned on time so that others may enjoy them. Lost and damaged books must be paid for before additional books can be borrowed.

## **MEDIA RELEASES**

Occasionally the school district, newspapers, and television stations interview, photograph, and video our schools, teachers, and students to visually explain our schools' programs and events. Those photographs and video may be used in newspapers, on television stations, and in School Board publications and productions. On the school registration forms, parents/guardians may either give or deny permission for their child to participate in these types of media events. Parents/guardians who later wish to change their decision may do so at any time by submitting their request in writing to the School's Registrar.



## PARENT PORTAL

Sarasota County Schools has an online Parent Portal which allows parents speedy access to their student's grades, attendance record, and list of contacts. Parents can also see missing assignments and review their student's academic progress throughout each marking period. The Portal also provides convenient links to teacher names and email addresses and offers options for you to receive automated email notifications regarding your children's absences and missing assignments.

ALL KG-12<sup>th</sup> grade parents will need create an account on the Parent Portal. Please sign up here: <http://www.sarasotacountyschools.net>

- Click on the Students and Parents Link
- Click on the Students and Parent Portal in the "Popular Items" column
- Click on the underlined link: **New User Registration**
  - You must read and accept the *user terms and conditions*; click on the box "I Accept" if you would like to continue with registration to the portal
  - On the *New User Registration* page Click NO for "Are you a student?" and continue filling in the registration form
  - **As you add your students at the bottom, the Student ID number is their "N" number. If you do not have that information please ask your child or contact your child's teacher via email or agenda book.**



## PARKING ON CAMPUS

The designated teacher/staff parking is located across from the bus loop and car rider pick up loop. These parking areas are for teachers and staff only between 7:15 A.M. and 3:15 P.M. We are committed to helping you drop off and pick up your children in a safe and orderly manner. Your children's safety is our primary concern. We are asking for your patience and cooperation in maintaining a safe environment for all children.



**VISITOR PARKING LOT** The parking lot in front of the Administration Building is the parent/visitor parking lot. Parents are expected to drop off/pick up their children in the Car Rider area.

## PERSONAL PIN NUMBER

All students have a personal identification number (PIN) to be entered into the computer for quick identification. The PIN number will be used in the cafeteria and media center. Please help your child memorize their PIN number as quickly as possible so they are confident in entering their numbers in the computer for lunch and checking out books.



## **PHYSICAL EDUCATION**

Physical education is an important part of our school curriculum. Students are required to have 150 minutes of Physical Education each week and all students are expected to participate in physical education classes unless there is a specific reason for exclusion. In such cases, a note from a parent is required. For prolonged excuses, a statement from the doctor should state the reason and the period of inactivity.

## **POSITIVE BEHAVIOR SUPPORT (PBS)**

### ***What is PBS at Wilkinson?***

Wilkinson Elementary Staff want each and every student to be successful in their learning. A positive, proactive approach to behavior management is shown to be the most effective. Behavior management should be educative and supportive. Classroom and school-wide structure should be in place to prevent problem behavior. Effort should be made to accentuate the positive. When necessary and after implementing proactive classroom strategies and providing classroom consequences along the continuum, intervention plans will be developed with the school-wide support team based upon the unique needs of students.

### ***Overall Goals for Wilkinson PBS***

- Increase use of positive behavior support strategies in classrooms and school-wide
- Decrease incidences of physical aggression and classroom disruption
- Decrease out-of-school suspensions

### ***Expectations of our School Community:***

#### Students:

#### ***School-wide PBS Expectations:***

- **S**afe Actions
- **T**ake Responsibility
- **E**ager to Learn
- **A**ctive Participation
- **M**indful of Others

#### Staff:

- Model school rules
- Be on time
- Follow district and school policies/procedures
- Show professional courtesy and respect for others in the school community
- Promote a safe and orderly school environment
- Monitor, correct and compliment student behavior consistently

#### Parents, Volunteers and Visitors:

- Sign in at the main office



- Wear appropriate identification tag
- Model school rules
- Show courtesy and respect for others in the school community
- Promote a safe and orderly environment
- Follow all school procedures as specified in school handbook

## RELIGIOUS BELIEFS

It is the parents' responsibility to inform the teacher that they desire their child's religious beliefs be respected in the classroom. The teacher will notify the parent of any planned class activity that may be questionable. The parent can opt to have their child work on an independent project in the Media Center or another location designated by the teacher.

## REPORT CARDS

Report Cards are issued digitally every nine (9) weeks. A student must be in attendance at least 20 days within a grading period in order to receive grades.

1. Report cards are generally available within 2 weeks after the end of the grading period. The grading periods are scheduled as follows:

- End of 1st grading period: October 12, 2021
- End of 2nd grading period: December 22, 2021
- End of 3rd grading period: March 11, 2022
- End of 4th grading period: May 27, 2022

2. Students in grades 2-5 are evaluated using letter grades. Grades are interpreted on the report card. Should you have questions about your child's grades or performance, please contact his/her teacher to arrange a conference. While different criteria for evaluation and assessment are used for different subject areas, the following grading scale is in place. These percentage equivalents are used when assessing progress in the basic subject areas for Sarasota County students.

### Academic Grades 1-5:

A =	Outstanding Progress	90-100%
B =	Above Average Progress	80-89%
C =	Average Progress	70-79%
D =	Lowest Acceptable Progress	60-69%
F =	Failing	0-59%
- =	Not Evaluated	



### Performance Grades K and Grade 1 (In Grade 1, Quarters 2 & 4 will also have academic grades):

**4 = Exceeds Standard:** The student independently and consistently exceeds grade level concepts and skills with high quality work reflecting higher thinking skills.

**3 = Meets Standard:** The student demonstrates proficiency of grade level concepts and skills with accuracy, quality, and independence.

**2 = Progressing Toward Standard:** The student demonstrates progress toward grade level concepts and skills, given support and assistance.

**1 = Beginning Demonstration of Standard:** The student demonstrates a beginning understanding of grade level concepts and skills, given support and assistance.

**0 = Does not meet Standard:** The student does not yet meet this grade level standard.

**N/A = Not Assessed at this time.**

3. Parents may monitor/access grades via the **Parent Portal** on the School Board website. [www.SarasotaCountySchools.net](http://www.SarasotaCountySchools.net)

## **SAFETY ON CAMPUS**

Child supervision on campus begins at 7:45 A.M. and ends at 3:30 P.M. With the exception of school-sponsored programs, any child on school grounds before 7:30 A.M. or after dismissal of the regular school session is there at his/her own risk. Note that Before and After Care are available for a fee. Students must be signed into Before Care or registered at After Care by the parent.

There is no additional supervision, and we cannot be responsible for the safety of your child.

The school campus and playground equipment are closed after school hours.



## **SCHOOL HOURS**

The school hours are **8:15 A.M. - 3:10 P.M.** ALL students must be in their classrooms ready to learn by 8:15 AM. No student should be dropped off on campus before 7:45 unless they are attending Before Care. All gates will remain locked during school hours.

## **SCHOOL PICTURES**

School pictures are taken two times during the year for your convenience as well as for file purposes. Individual student and class pictures are taken in the fall. There is no obligation to purchase any of the pictures; however, all pictures must be returned to the school if not purchased.

## **SPIRIT DAY**

**Friday is Spirit Day**, students are encouraged to wear green, the School Spirit Shirt or a Wildcat Run T- shirt to show their school pride.

## **STUDENT SUPPORT SERVICES**

Student Support Services encompasses Exceptional Student Education (ESE) and Student Services. Student Services include School Counselors, Home School Liaisons, Psychologists, Social Workers and Nurses who work daily throughout the system to facilitate and support educational programs for all our students in Sarasota County.



## **TECHNOLOGY AND INTERNET USAGE**

Students have the right to access electronic information resources. Students have a responsibility to be mindful of the acceptable and unacceptable use of computer and electronic information services as defined below:

Acceptable: Acceptable use of computers and computer electronic services are activities, which support learning and teaching in Sarasota County.

Unacceptable: Unacceptable uses of computers and computer electronic services include:

- Using network access to destroy information that belongs to others.
- Using profanity, obscenity, or other language that may be offensive to another user.
- Copy personal communication to others without the original author's permission.
- Copying software or other copyright-protected materials in violation of copyright laws.
- Using the network for any illegal activity, private business purposes, or accessing inappropriate Internet sites.
- Spreading computer viruses deliberately or importing files from unknown sources.
- Use of any computer or program in any manner other than which it was intended.


**Continue to next page for  
Wilkinson's Uniform Policy**

# Wilkinson Elementary

## Student Uniform Policy



Logoed shirts will be available for purchase in the front office beginning August 3, 2021 for \$7.00 each.

<b>Mandatory</b>	For ALL Students PK - 5
<b>Shirts</b>	Short or long-sleeved collared polo type shirts with logo. <b>Shirt Colors:</b> Kelly Green, Red, Navy Blue, Gold  
<b>Shorts, Pants, Capris, Skirts, Skorts, Jumpers</b>	Bottoms must be to mid-thigh with an inseam of 6 inches or more. <b>Solid Bottom Colors:</b> Khaki, Navy Blue, Black
<b>Shoes</b>	Closed toed/Fully enclosed shoes required. No Flip Flops/Sandals/Cross allowed
<b>Socks</b>	Required—solid uniform colors “preferred”
<b>Cold Weather Clothes</b>	No restrictions on coats if they are removed in class. Sweaters, sweatshirts & layered items worn in class must be Wilkinson Logo or in a solid uniform color
<b>School Spirit Days</b>	“Last Day of the Week” – school Spirit shirts (any WES shirt) and uniform pants, jeans (no ripped jeans), shorts, capris, skirts, skorts or jumpers allowed
<b>Free Days</b>	To be announced and approved by administration
<b>Picture Days</b>	<b>For Class Picture Days:</b> Full uniform required <b>Individual Picture Days:</b> Students may dress out of uniform but in full compliance with dress code expectations
<b>Field Trips</b>	Full uniform required on all field trips
<b>Enforcement</b>	* Random incentives to be distributed to encourage regular compliance* Students who are not in uniform will be sent to the clinic. A courtesy telephone call will be made to the parent to bring a uniform to school. If that is not possible, the student will change into a uniform provided by the school and change out at the end of the day.
<b>New Students</b>	Are to obtain and be in uniform apparel as soon as possible <ul style="list-style-type: none"> <li>• <b>Must wear designated uniform colors during this time</b></li> </ul>
<b>Trade-Ins/Exchange</b>	Uniform trade-ins/Exchanges to occur at specified times during the year <ul style="list-style-type: none"> <li>• No ripped, tattered or stained clothing accepted.</li> </ul>
<b>Scholarships</b>	Assistance provided – Applications available in the main office * Verification of eligibility will be required*

## VISITORS AND VOLUNTEERS

All parents are invited to visit and volunteer at the school. If you wish to visit your child's classroom, please make arrangements with the teacher 24 hours in advance. **While we welcome visitors and volunteers, younger siblings may be a distraction in your child's classroom. Please check with your child's teacher before bringing them.** Please contact the teacher to arrange a convenient time for your visit or volunteer services. **When you arrive at school, you must sign-in and wear a visitor's badge.** The Visitor Badge must be visible at all times.

Please do not seek to engage a teacher in conversation during a classroom visit. Teachers are responsible for the instructional activities of many children. You must be approved by the district volunteer program to participate in any classroom or school activity, including field trips off campus. All non-student/employee volunteers are required to have an FDLE (Florida Department of Law Enforcement) criminal background check before they can begin their service to our school district. The FDLE process is conducted by the district volunteer office and can take from 7-14 days. Please stop by the office and complete the on-line application at your convenience.

## VOLUNTEER PROGRAM

Our volunteer program is part of the District's Volunteer and Partnerships Schools Program. Volunteers read one-on-one with individual students, work with small groups under the direction of a teacher, chaperone field trips, assist with library tasks, help teachers plan parties for special occasions and coordinate special activities. All volunteers and mentors must complete an application and background screening. Applications are completed in the school administration office on the volunteer computer. Volunteers can work for as little as 30 minutes per week. We encourage you to join us!

## WITHDRAWALS

If a student moves or must withdraw from school during the year, parents/guardians should notify the office at least one week prior to the student's last day. The school will provide a withdrawal form for the student. When the completed form is returned to the office, and all fees or fines are satisfied, the office will complete the withdrawal process. If it is necessary to withdraw your child, there are important steps to follow:

- Return all textbooks to the teacher.
- Return all library books to the Media Center.
- Make sure all lunch charges have been paid.

After you enroll your child in the new school, that school will request your child's records to be sent to them.