

Jefferson County
Public Schools



Wilkerson

Traditional Elementary School

**Parent and
Student
Handbook**



All Wilkerson Traditional students follow these six core ethical values to form a foundation for success:

- 1. Trustworthiness*
- 2. Respect*
- 3. Responsibility*
- 4. Fairness*
- 5. Caring*
- 6. Citizenship*

Wilkerson Traditional Elementary School

A great place to receive a great education

485-8351



Philosophy of the Traditional School

The core philosophy of a Traditional School is to provide:

- The knowledge so students will productively contribute to society.
- A structured, orderly learning environment.
- High academic standards.
- Self-discipline and self-direction.
- An emphasis on patriotism, the Jefferson County Public Schools (JCPS) *Code of Acceptable Behavior and Discipline*, proper attire, and moral values.
- A commitment from students and parents of diverse backgrounds to the philosophy set forth by the Traditional Program and guidelines.

The Traditional Program provides a structured and time-tested educational climate for those students who perform best within such an environment. Founded as a result of an expressed need by a segment of our community, Traditional Schools promote established educational goals. The staff members are dedicated to the philosophy that education should be academically, morally, and physically rigorous.

The Traditional School philosophy is that homework should be assigned regularly to reinforce and enhance classroom learning and that frequent communication between the school and home helps to ensure student success. Students are expected to be courteous, to have respect for authority, to adhere to a clearly established code of conduct and dress code, and to follow all school rules.

Traditional schooling requires acceptance of and compliance with clearly established teacher and school guidelines. Parents are expected to support the Traditional School guidelines and to actively support school policies and activities. Parents also are expected to establish a home atmosphere that promotes academic achievement and proper school behavior. Communication between school and home is an essential component of the school-home partnership, and this partnership is crucial to your child's education.

All of our staff members help parents and students understand and take full advantage of the school's resources. Wilkerson Traditional provides a coherent, planned progression of skills, concepts, and knowledge that helps ensure all students' success.

Your child's attendance at Wilkerson Traditional is interpreted as your agreement with and your acceptance of the beliefs and philosophies inherent in a traditional education.

*The important thing is to not
stop questioning.*

—Albert Einstein

Major Goals

The basic goals for students in Traditional Schools are to:

- Develop the highest possible competence in basic academic skills for continued learning.
- Establish good study habits in a quiet, orderly classroom and home atmosphere.
- Increase responsibility, pride, and confidence.
- Acquire the skills for mastering all subject matter.
- Develop discipline of mind and character through orderly instruction and training in the concepts of facts, truth, justice, and virtue while developing an understanding and appreciation of these values.
- Prepare **all** students to become intelligent and responsible citizens.
- Assume increasing responsibility for personal behavior.
- Learn the value of teamwork and cooperation.
- Develop a spirit of individual achievement and competition.
- Develop the skills to think and proceed logically in decision making.
- Appreciate precision and accuracy for quality production and performance.
- Develop abilities for the effective expression of ideas.
- Develop an intellectual curiosity.
- Develop respect for authority.
- Follow clearly established policies for conduct, academics, and dress.

Purpose

Within the structure of the Traditional Program, the following areas are stressed:

- Mastery of skills in listening, reading, penmanship, grammar usage, composition, spelling, and mathematics
- Study and understanding of history, government, geography, literature, economics, science, and fine arts
- Development of logical reasoning, inquiry, and analysis
- Development in personal health and physical fitness
- Traditional concepts of patriotism, courtesy, moral values, and respect for authority
- Clearly established codes of conduct and dress and rules of operation

We expect each and every student at Wilkerson Traditional Elementary School to strive to achieve the highest standards of honesty and personal integrity.



Responsibilities of School, Students, and Parents

To create an environment conducive to student safety and academic success, Wilkerson identifies and specifies responsibilities for the school, the students, and the parents. School personnel instruct all students in these rules. Students who demonstrate proper behavior and good decision making are complimented, and they receive positive reinforcement. Wilkerson Traditional Elementary School has high expectations for students in terms of their practicing acceptable social behavior.

School Responsibilities

- To provide meaningful educational experiences
- To promote the social, emotional, and physical development of all students
- To treat all students with dignity and respect
- To maintain a positive and orderly learning environment
- To meet the diverse needs of all students through a variety of programs and activities
- To communicate effectively with students and parents/guardians regarding the students' progress
- To enforce the policies, rules, and regulations of JCPS in a fair and consistent manner
- To keep accurate records of students' academic progress, attendance, and conduct

Student Responsibilities

During the first few weeks of school, students are instructed as to their school responsibilities. In addition, students receive a copy of the JCPS *Code of Acceptable Behavior and Discipline*, and parents are asked to sign the Acknowledgment Form and return it to school. Student responsibilities are as follows:

- To attend school regularly
- To arrive at school promptly
- To have all necessary supplies for learning
- To cooperate with all staff members and classmates
- To complete all assignments and to participate in class activities to the best of their ability
- To respect the property of the school, themselves, and others

Parent Responsibilities

Parents have a special responsibility to help the school educate their children. A parent's role is to support and reinforce the importance of a good education and good character. Parent responsibilities are as follows:

- To keep a positive attitude about school and to encourage students to complete all assignments and prepare for tests
- To expect and encourage regular attendance and punctuality
- To reinforce the school's discipline code
- To support the Traditional School philosophy and all programs that the school offers

Academic Program

Organization Structure

Wilkerson Traditional operates according to the same grade-level structure employed throughout JCPS Primary (P1 through P4) and Intermediate (grades four and five) programs.

The School Day

The school calendar and school hours are consistent with those adopted by JCPS. Office hours are Monday through Friday from 8 a.m. to 4:30 p.m. School-day hours are 9:05 a.m. to 3:45 p.m. Students may not be dropped off at school before 8:30 a.m. Students arriving before 8:55 a.m. are to sit and wait in the cafeteria or gym.

Opening Exercise

Each day begins with an opening exercise consisting of the Pledge of Allegiance.

Curriculum and Instruction

In Traditional Program schools, *Core Content Guides* are followed based on the academic expectations set forth by the Kentucky Education Reform Act (KERA). All of our instructional programs are research-based, and our staff members employ best-practice techniques. Wilkerson Traditional Elementary School maintains that all areas of a child's development—intellectual, social, physical, and emotional—are important. The Traditional Program stresses basic-skills instruction with problem-solving, critical-thinking, and writing skills integrated across the curriculum. Our goal is for all of our students to become lifelong learners who will continue to use their acquired knowledge.

Reporting Student Progress

Wilkerson's reporting of student progress at the elementary level conforms to state and local regulations, with students receiving report cards every six weeks.

Students' progress reports are based on class participation, written assignments, homework, and test scores. Teachers record daily progress and average this information to determine students' levels of progress.

Teachers bring to the attention of parents and note on report cards work that is below grade-level expectations. Special-area teachers communicate to parents when students are not working to their expectations.

If a teacher observes a decline in a student's work or a negative attitude or behavior, the teacher notifies the parent immediately. If the parent cannot be contacted by telephone, the teacher mails a written notice home. This prompt notice allows time for the student or for the parent and teacher to take positive action before a serious problem develops. It is important that the teacher and the parent communicate regularly. Parents should provide a telephone number so that the school can contact them if a problem arises.



Discipline

Grade Reporting Key

Progress is reported according to the following code.

Primary	O = Outstanding U = Unsatisfactory	S = Satisfactory
Intermediate	A = Excellent C = Average U = Unsatisfactory	B = Good D = Below Average
Progress Codes	O = Outstanding U = Unsatisfactory	S = Satisfactory

Homework

Homework is an essential component in helping to ensure that students' learning needs are met and in providing opportunities for students to practice and apply learned skills. Homework is assigned regularly as a part of the course of study to encourage independent work habits and good study skills. A student's home is an extension of the classroom and plays an important role in reinforcing his or her learning. Parents should provide and set a place and time to help their child with his or her homework. Parents are expected to monitor their child's progress by reviewing his or her homework.

The discipline policies and procedures of the Traditional Program are based on the policies adopted by JCPS. Administrators, teachers, students, and parents must understand and support these discipline policies. Each student receives a copy of the *Code of Acceptable Behavior and Discipline* and the *Student Bill of Rights* during the first week of school. Please review it with your child, and return the Acknowledgment of Receipt to the teacher. Students are held strictly accountable for their conduct. Constructive consequences are imposed for failure to follow the rules. Persistent failure to follow the rules results in disciplinary action outlined in the *Code of Acceptable Behavior and Discipline*.

Teachers are expected to maintain friendly and fair—yet firm—discipline and to have the complete support of parents.

Teachers are responsible for correcting any rule infraction that they observe in any area of the school or on the school grounds.

Traditional Program students are expected to subscribe to an appropriate standard of behavior and dress. The policies and procedures related to these standards are listed in this handbook. Wilkerson's School-Based Decision Making (SBDM) Council has determined that Wilkerson students are required to wear uniforms, and the school's dress code policy is included on pages 11 and 12 of this handbook.

Conduct Aboard the School Bus

Students are expected to obey the school bus driver promptly and cheerfully. The driver is in full charge of the bus. Failure to obey the driver results in suspension from the bus. The parent is then responsible for transporting the student to and from school. Riding the bus is a privilege, not a right.

*I hear and I forget, I see
and I remember, I do and I
understand.*

—Confucius

Cafeteria



Before-School Behavior

As students arrive at school, they are expected to go directly to the cafeteria. Students are then dismissed to the gym or, depending on their grade level, dismissed to the bookstore. Before school begins, students are expected to remain in supervised areas at all times. Students may not arrive at school before 8:30 a.m. When students are dismissed to class in the morning, they are expected to walk to their classroom in a structured and orderly manner. Running in school is not permitted.

Hallways

Students are to walk in a single-file line at all times when in the hallways. Before school begins, students may talk quietly, but during school, students are expected to walk silently in the hallways.

Restrooms

Good behavior must be exhibited at all times by Wilkerson Traditional Elementary students. Any student who does not behave while in the restroom will be disciplined.

Students in the cafeteria are supervised at all times. While in the cafeteria, students may talk in low voices. Talking loudly, standing, and walking around during lunch are not allowed. The lunchroom supervisor turns off the lights to signal all students to stop talking and to listen for instructions.

Students may pay for their meals in advance by presenting cash or a check to the cafeteria manager. Parents may indicate if they would like their child to be prohibited from purchasing à la carte items.

Students may charge their meals a maximum of five times. Should they need to charge additional meals, they will be given alternatives to the full meals.

Cafeteria Rules

Students must:

- Remain seated until dismissal.
- Speak in quiet voices.
- Leave their area clean.
- Exit quietly and keep their hands to themselves.
- Demonstrate respect and good manners.

General Information

Visitor Policy

Wilkerson Traditional Elementary School encourages parent and community involvement. We have an open-door policy, with guidelines that have been established to maintain a safe and productive learning environment. All visitors to the school must conduct themselves so as not to interfere with the daily operations of the school. While we hope that each of our students' family members feels a close attachment to Wilkerson, everyone entering and exiting the building is expected to follow established procedures. All rules are based on maintaining the safety and care of the important people, the children, who attend Wilkerson.

- Between 8 a.m. and 4:30 p.m., visitors should report to the office immediately upon entering the building to obtain a visitor's badge.
- Volunteers provide a valuable service to our school, and we welcome their contributions. In order to make the most of our volunteers' valuable time, volunteers should schedule activities in advance with the teachers with whom they are working.
- When delivering to their child such items as lunch money, homework, or food for a class party, parents should take the item(s) to the main office, where the office staff members will ensure that the items are delivered to the appropriate place.
- Teachers are responsible for their students from 8:55 a.m. until the last bus has been called and loaded. During this time, parents should not drop in on them. If a teacher is speaking with a parent, he or she is unable to pay attention to the class.
- Parents scheduled to volunteer in the classroom should sign the Volunteer Book, wear a badge, and go directly to the room in which they are to help.
- Classroom visits should:
 - Be scheduled in advance with the teacher or principal.
 - Not interrupt the instructional (i.e., teaching, testing) program for students.
 - Be reasonable in length (one-hour limit) and frequency.
 - Be made by adults only.
- In instances of early dismissal, the office staff members call the students to the office. Teachers are not allowed to release any students unless the office has received notice that the students are to be released. We request that parents abide by school policy and that exceptions not be made to the rule.
- Salespersons, peddlers, and solicitors of any kind are prohibited from coming onto school property without the principal's prior consent.

Attendance

Students are expected to attend school every day so that they can obtain the best possible educational experience. Students also need to arrive at school on time. If a student is absent, upon returning to school he or she must present a note to the teacher explaining the absence. Parents are expected to call the school office at **485-8351** when their child is absent.

Student absences are excused for appointments with doctors and dentists, for illness, and for a death in the family. Parents and/or the student may request make-up work on the day on which the student returns to school. If a student has three unexcused absences or is excessively tardy, school personnel will investigate the reason for his or her being absent or tardy. The district records excused and unexcused absences daily to comply with Kentucky law, KRS

159.150 which states, “Any child who has attained the age of six years but has not reached his or her eighteenth birthday, who has been absent from school without a valid excuse for three or more days, or [who has been] tardy without a valid excuse on three or more days is a truant.” Teachers are not obligated to give make-up work to students with unexcused absences.

Anytime that a student is signed in or out between 9:05 a.m. and 3:45 p.m., the student is considered tardy or early dismissal tardy. A tardy or early dismissal is when a student is away from school for 60 minutes or less. All time missed from school that exceeds 60 minutes is computed into percentages. These percentages accumulate into whole days. Absences and tardies are noted on students’ report cards. The Kentucky Department of Education audits the school’s student/visitor sign-in and sign-out sheet to ensure that these guidelines are followed.

Bookstore

Students need to have their own school supplies. At the beginning of the school year, teachers send home a note that lists the supplies that each student in their class needs.

The bookstore opens at 8:40 a.m. Students may go to the bookstore on the following days:

- Monday—All grades
- Tuesday and Wednesday—Primary (P1–P4)
- Thursday and Friday—Intermediate (grades four and five)

If, in an emergency, a student needs an item from the bookstore on a day on which he or she is not scheduled to go to the bookstore, he or she should contact the principal, counselor, or Family Resource Center (FRC) coordinator.

Dismissal

Students are dismissed at 3:45 p.m. each day. All walkers are expected to exit the school through the building’s front doors. All car riders are dismissed from the gym in the side lot. Before being released, car riders must be registered in the office and assigned a car-tag number. This is to ensure that students are released only to their parent/guardian or designee. Car tags can be obtained in the office. Bus riders are dismissed through the front doors.

Any changes requested in a student’s transportation must be made in writing. Parents should sign and date all notes requesting changes in their child’s dismissal procedure. The office staff requires anyone picking up a student to produce a picture I.D. Only persons listed on a student’s Enrollment Form are allowed to pick up him or her from school.

Family Resource Center

The FRC serves two schools (Wilkerson and Layne). The goal of the FRC is to remove noncognitive barriers to children’s learning. The services and referrals available include assistance with preschool and childcare for school-aged children; social-service agencies; prenatal care; parenting skills information; health services; tutoring and homework help; support groups for parents and students; after-school activities; education enrichment both during and after school; Seven Counties Services counseling; transportation



information; and basic needs, school supplies, holiday needs, utilities, and housing. The telephone number is **485-8103**.

Field Trips

Teachers plan field trips for instructional purposes. Field trips extend classroom-learning experiences. Students are expected to participate in field trips, and parents may be asked to chaperone field trips. Students' siblings are not to attend field trips.

Guidance and Counseling

The counselor at Wilkerson is available to assist individual students and parents. The main objective of the Counseling Program is to help each student be the best that he or she can be, both academically and socially. The counselor coordinates all testing in the school; conducts individual and group counseling; and assists all students, parents, and teachers as needed.

Late-Bus Information

If a bus is late or does not arrive, parents should call the JCPS Transportation Department at **485-3470**.

Parent Teacher Association

Wilkerson is fortunate to have an excellent Parent Teacher Association (PTA) that always has provided supportive services and programs to our students. Everyone is invited to join and to become a part of this very important key to the success of our school.

School Committees

All parents are invited to join school committees. These committees address different ways to improve our school. They meet throughout the school year to plan and evaluate programs and initiatives that focus on student achievement. Parents who are involved in committees are expected to share their opinions, insights, and experiences.

School-Based Decision (SBDM) Making Council

With the enactment of Kentucky Education Reform Act (KERA) in 1990, parents were formally recognized by the Kentucky State Legislature as constituents who lend a valuable voice in school decision making. Wilkerson Traditional Elementary had a long-standing tradition of parent involvement and welcomed this new legislation. Our SBDM Council elects parent members to serve the school community, and the council meets monthly in open meetings to discuss and make decisions about school policies and programs.

Telephone Calls

Students are not normally called to the telephone during the school day. Also, students are not normally allowed to make calls during the school day.

Car Rider Guide and Procedures

For the safety of all students at Wilkerson Traditional Elementary School, students and their parents must abide by the following car rider procedure.

All students who are transported by car are assigned a number. The school provides each student with two car-tag numbers. These numbers are assigned and distributed prior to the beginning of school. One of the numbers must be hung around the mirror of each car in which a student is to be picked up. As always, school personnel appreciate parents' cheerful cooperation in this matter. The Terry Road parking lot is clearly marked, but it also is small. Parents picking up students should pull their car as close to the car in front of them as is safe.

Drop-Off/Pick-Up Procedures

In the morning, parents should follow the map provided and drop off their child at the all-purpose room. Parents must remain in their cars to keep traffic moving. No car can be parked or left standing while it is in the car-rider line. Students should not be dropped off in front of the school. The area around the circle is for bus traffic only, and dropping off students in that area creates a very unsafe situation. A staff member is stationed at the door of the all-purpose room to greet each student.

In the afternoon, car riders are dismissed from the all-purpose room. Several staff members are present to assist the students. Car riders are not dismissed to the front of the building or to Beth Haven. Drivers should be patient as children are moving to cars and should never step from their car and call to their child to break line and run to their car. Drivers who do not have their number with them should drive to the front parking lot, park, and come into the front office from which their child will be dismissed. This procedure also should be followed by drivers who arrive at school after 4 p.m. School is not dismissed until 3:45 p.m.

We attempt to make the drop-off and pick-up procedure as safe as possible. Many schools in JCPS take as long as 30 minutes to dismiss car riders. While we are not trying to rush this process, our dismissal takes approximately 15 minutes.

Parents who are not, for any reason, willing to follow the above procedure must find alternative ways of transporting their child to and from school.

At Wilkerson Traditional Elementary School, we believe that appropriate attire and appearance correlate with academic success. The successful, positive role models in our community share this belief. The dress code is the easiest part of the Traditional Program to follow. Parents who have questions about the dress code should call the school before purchasing clothing that might not be allowed.

Students who do not follow the school's dress code are indicating that they do not want to be a part of the Traditional Program at Wilkerson Traditional Elementary School.

Wilkerson Traditional Elementary School Restricted Dress Code

Shirts/Blouses—white, blue (navy, royal, powder)

- Shirts/Blouses—polo-style shirts, oxford-cloth shirts, turtlenecks, mock turtlenecks
- Only the WTES logo will be allowed on shirts/blouses. Wilkerson T-shirts may be worn only on Fridays.*
- Solid colors only
- Shirts must have collars.
- Shirts must be buttoned appropriately and tucked in far enough for belts to be visible.

Dress Code Policy



*A child miseducated is a
child lost.*

—John F. Kennedy

Skirts/Shorts/Slacks/Jumpers/Skorts—khaki/tan, navy, black

- Solid colors only—no different color pockets or flaps. Logo may not exceed 1" X 1".
- Twill chino or corduroy fabric with a plain or pleated front (**no** denim/jeans, polyester, nylon, knit, stretch, or spandex)
- Shorts, skorts, and jumpers must be between the bottom of the kneecap and no more than 2 inches above the knee.
- Skirts must be between the bottom of the kneecap and no more than 2 inches above the knee, or ankle length.
- No capri or cargo pants/shorts (no pockets on the pant legs)
- Slacks and shorts must have belt loops.
- Pants must be worn at waist level—no sagging.

Additional Required Dress Code Items

- Socks, tights, or stockings must be worn at all times. Khaki/Tan, white, and blue are the only colors allowed. Solid colors, no logos
- Shoes and socks/stocking must be worn at all times.
- All shoes must have a solid toe and solid heel. Shoelaces must be tied. Furthermore, skate shoes, high heels, sandals, and Crocs are not allowed.
- Belts must be visibly worn and buckled within the belt loops for grades three through five.
- Belt buckles must be standard size and may not exceed 2 inches.
- Belts must be a solid brown or black.

Authorized Dress Code Items

- Regular length banded sweatshirts in solid colors (white, blue, and gray) must be worn properly with a collared uniform shirt underneath. No oversized clothing is allowed.
- No hooded sweatshirts or logo except the WTES logos.
- Sweaters may be V-neck, crew neck, or cardigan with a collared, uniform shirt underneath.
- A solid white shirt may be worn under the uniform shirt. No logos
- Religious head wraps must be solid brown, blue, black, or white/cream. No decorations (beads, sequins, or print)

Additional Dress Code Requirements

- Coats, jackets, hats, and gloves must be removed and put away upon students' arrival to school.
- The school staff will decide the dates of **Non-Uniform Days**. Approved apparel may be worn.
- *All Fridays will be **Spirit Day**. The dress code will be followed with the exception of a Wilkerson logo T-shirt or sweatshirt (i.e., shirts purchased through school and uniform bottoms). Students will not have to wear collared shirts underneath the T-shirts.
- Hair may not be a distraction (painted hair, overly exotic styles, **No mohawk haircuts**, etc.)
- Earrings/Jewelry may not be a distraction (extremely large, overly exotic styles, etc.)

In-School Function (field trips, Town Meeting, etc.)

- Uniforms are required unless otherwise communicated.



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