

Woodrow Wilson FAQ

What time does school start/end?

- 8:10 a.m. – Doors open for school supervision of students in the gym and for breakfast.
- 8:35 a.m. – Teachers pick up students from gymnasium for classes.
- 8:40 a.m. – Class begins (Late classroom arrivals will be counted tardy)
- 3:50 p.m. – Dismissal
- 11:55 a.m. – ½ Day Dismissal

What are parent drop-off procedures?

Parents who drive students to school should drop their children off on eastbound Osage Street (the loading/unloading zones are marked). Pull forward as far as possible to prevent following traffic from backing up onto Juliette St. Please have all family business with your child(ren) completed by the time you pull into the unloading zone to prevent delays. **This is not a parking zone!** If you need to come into the building, park your car in designated areas so that other children can unload safely and without delay. Please do not block crosswalks as this creates safety issues for our students

What are parent pick-up procedures?

Parents who pick up their children at the end of the day will need to wait at the south front entrance, which is to the south of our main school entrance. Students will be waiting inside the school in the hallway near the library at the south front entrance doors for parent pick-up. Students will only be dismissed when an adult sees the child's parent or other adult picking up. Children should be picked up within five minutes of scheduled dismissal time. School is dismissed at 3:50 p.m. and students should be picked up by 3:55 p.m. daily. There are affordable after-school programs available for families who are not able to consistently accommodate dismissal times. If your child usually rides a bus or has an alternate form of transportation home and you need to pick up your child after school, you must call the office before 3:15 p.m. to notify us about this change. Any change in transportation must be communicated with the office by 3:15 p.m.

Where will my child be before school starts?

Our doors open at 8:10 daily. Kindergarten and 1st grade students will be in the hallway just outside their classroom until 8:35 when the teacher brings them into the classroom. During this time, they will be given books to read or paper and crayons to color a picture. 2nd – 6th grade students will be in the gym sitting in their classroom line until the teacher picks up at 8:35. On Mondays and Fridays students have a silent read time.

Where will my child be when school ends?

Parent pick-up students will be at the south entrance near our library. They will wait inside the school with adults until a parent/guardian is identified. Walkers will depart from this same south exit. Bus riders will line up in the gym by bus line and will wait until their bus is called and they will be escorted to load the bus.

How do I change transportation plans?

Students will be sent home daily as directed on the “Family Sheet” unless there has been a contact with the office by a custodial adult concerning alternative arrangements. We ask that these changes, if by phone, be brought to the attention of the office (785-587-2170) before 3:15 pm so that notification of the change can be completed before dismissal. Please communicate any changes to the “Family Sheet” with the Woodrow Wilson office as soon as possible. Any request made after 3:15 cannot be honored due to the hectic end-of-day routine in the office.

What is the phone number for WW? 785-587-2170

How do I know what bus my child will ride?

You can call the district transportation department to get information about bussing.

What is the transportation phone number? 785-587-2190

Is there before/after school care at Woodrow Wilson?

Before school programming is available on-site with Boys & Girls Club of Manhattan beginning at 7:30. Registration is done directly with the Boys & Girls Club of Manhattan at 539-1947.

After school programming is available through several places and is all off site. Boys and Girls Club of Manhattan, Wonder Workshop (776-1234), Cool Care Club (341-5290) and there are additional options in the Manhattan area.

What do I do if my child is sick?

In case of student absence, a parent/guardian should call the school office by 9:00 a.m. on the day of the absence stating the reason for the absence. If the office has not received a call by that time, school officials will attempt to make contact to determine the reason for the absence. If the parent is unable to take or return the call, a note must be sent by the parent the day the student returns to school. An unexcused absence will be recorded for the student until proper notification/documentation for the absence has been received. If your child is vomiting and/or has a fever of 100° or higher, please keep your child home for 24 hours.

What do I need to do to allow my child to take medication at school?

The school medication policy is in compliance with Kansas regulations.

1. Written permission from one of the following professionals - physicians, dentists, nurse practitioners, or physician assistants, and from the parent or guardian must be received before any prescription medication can be given at school. The forms for prescription and non-prescription medication are available on the district website: www.usd383.org or at the school office.
2. All medications must be stored in the nurse's office. Students may carry an inhaler, epipen, or insulin if required to do so by parent and physician and proper technique of use has been demonstrated to the school nurse.
3. Prescription and over-the-counter medication must be in the original, appropriately labeled container.
4. Medications will be given between 11:00 and 1:00 unless otherwise indicated in writing by the physician for prescription medication or parents for over-the-counter medication.
5. A form must be completed and signed by the physician (for prescription medication) or parent (for over-the-counter medication) for each different series of medication, either prescription or non-prescription, a child takes.
6. A new form must be completed for each school year.
7. A new form must be signed by the physician (for prescription medication) or parent (for over-the-counter medication) whenever the dosage is changed.

Can my child bring a snack? Water bottle?

Yes, students can bring a snack and water bottle. Snack time is at the discretion of the classroom teacher. We encourage our students to stay hydrated throughout the day. We have water bottle filling stations at most water fountains to refill water bottles easily.

Can my child bring a cell phone to school?

Cell phones should remain in backpacks during school hours on "silent" or "off" mode at all times while at school. The only exception is with teacher permission for learning purposes during a given lesson. Should the cell phone become an interruption, is visible, or is located somewhere other than in the student's own backpack any time while at school, it will be confiscated by school personnel and turned into the office. On the first offense, the student may pick up the phone from the principal's office at the end of the school day, if respectful to the adult who confiscated the phone. On or after the second offense, it will be necessary for parents to pick up the phone and meet with the principal to resolve the source of interruption(s).

How much is breakfast and lunch?

Breakfast is served between 8:15 and 8:35 a.m. daily. Students who are tardy may not receive a full breakfast if the kitchen has closed. Should your child be late for school due to bussing issues, the kitchen will save a breakfast for him/her. Prices for breakfast and lunch are posted on the USD 383 website. Free and reduced lunch fees are calculated by the district in conjunction with state guidelines.

2018-2019:	Full Price:	Breakfast \$1.65/Lunch \$2.65
	Reduced:	Breakfast \$.30/Lunch \$.40

Can I eat lunch with my child?

Yes! We welcome you to join us for lunch! All lunch visitors must check in through the office before entering the cafeteria. Unless the office is contacted by the child's parent/guardian, only individuals listed on the student's "family sheet" will be allowed access to the child. Students may either eat individually with their visitor at a side table or their visitor may join them at their classroom table. Visitors may not provide food to students other than those they are visiting. When student lunches are brought by a visitor, the contents of their lunch will be considered to be under their supervision/discretion.

How can I pay for school meals?

Parents are strongly encouraged to monitor their child(ren)'s meal accounts on a regular basis on www.MyPaymentsPlus.com. For a small fee, payments may be made on-line. Cash or check payments will also be accepted at your child's school.

Where can I find the lunch menu?

The lunch menu is published monthly on the school district website and can be access at: <http://www.usd383.org/manhattan-ogden/district-office/district-information/food-service>
The menu is also attached to the monthly school newsletters.

How can I talk with and/or meet with my child's teacher?

Feel free to call the office and leave a message for the teacher to return your call or send an email to let the teacher know you would like to visit with him/her or schedule an appointment. We do not send calls through to teachers during the instructional day as not to disrupt lessons unless they are expecting your call during a specified time.

How can I get communications about school events/happenings?

Go to the district webpage at www.usd383.org and click on the yellow Communication Portal button on the lower left hand side to sign up for e-notifications. You can also visit the Woodrow Wilson page on the district website by clicking on the wolf mascot on the upper portion of the page. You may also visit Woodrow Wilson on Facebook.

What is the attendance policy?

Absences, late arrivals (tardies), and early departures during the classroom learning experience disrupt the continuity of student progress and instruction. Consistent school attendance is also necessary to be in compliance with state law. The State of Kansas requires schools to have an attendance rate above 90%. By law, three consecutive unexcused absences, five unexcused absences a semester, or seven unexcused absences in a year will lead to referral to the appropriate authorities (KSA 72-3121).

- In case of student absence, a parent/guardian must call the school office by 9:00 a.m. on the day of the absence stating the reason for the absence. If the office has not received a call by that time, school officials will attempt to make contact to determine the reason for the absence. An unexcused absence will be recorded for the student if the school is not notified.
- The principal will be responsible for determining whether an absence/tardy/early departure is excused or unexcused. Contacting classroom teachers prior to planned absences is recommended, however, teachers are not able to excuse students from school.
- The principal, with appropriate documentation, may excuse the following examples of absences: student illness, student doctor appointments, family emergencies, military family leave, etc. Student absences will not be excused for shopping trips, babysitting, hair/nail appointments, extended family vacations, or personal business which does not directly involve the child or could be handled outside of the school day, etc.
- When student attendance falls below 90%, a letter of concern will be sent home to the parent(s)/guardian(s) of the child. There are three levels of notification letters. These levels include a Letter of Concern, Steps for Improvement, and Notification of Department for Children and Families (DCF).
- Frequent tardies or early departures add up over time and are also detrimental to student learning. Please help us to be sure that your child(ren) does/do not miss out on instructional opportunities by helping them get to school on time and stay for the duration of the day. Tardy students must be checked in by parents signing them in at the office.
- When students have accumulated three tardies or early pick-ups in a row or five tardies or early pick-ups in a semester, due to the instructional opportunities that are being missed, parents will receive a letter requesting a school/parent meeting to assist in resolving the situation.

Is there a dress code?

School dress is expected to be appropriate for all school situations and weather. Sizing may deem clothing articles appropriate or inappropriate depending on the situation. Students who wear the following items to school will be required to change or cover them: Bare midriiffs, spaghetti strap tops, tube tops, low-cut necklines, see-through tops, sagging pants, under-shirts, and shirts with product logos or social statements deemed inappropriate or disruptive to the school setting by building administration (especially those related to alcohol, tobacco, weapons, and those that have negative, offensive, or sexual undertones). Shorts and skirts should be longer than the child's fingertips when their hands are relaxed at

their sides. Leggings, stretch pants, or tights must have the waistline to below the buttocks covered with some other apparel such as a long shirt, dress, skirt or shorts. All outer-clothing should be sufficient to cover all undergarments. We also encourage well-fitting, comfortable clothing that has the ability to be flexible as temperatures change. Students are encouraged to wear shoes/sneakers rather than sandals or flip-flops as playground and gym play is more safe and enjoyable with appropriate footwear.

Hats/bandanas, etc., must be removed when students are in the building (except during special classroom/building activities). We respectfully request that parents and visitors model the same practice while in the school. The only exceptions are a cultural/religious practice or medical condition preference where the child/adult feels more comfortable wearing a head covering.

Does WW have a Mission Statement?

Yes! "The mission of Woodrow Wilson Elementary School is to provide a safe, caring, academically challenging learning environment in which every student has the opportunity to achieve his/her full potential."

What is MTSS?

The Kansas Multi-Tier System of Supports Integrated Framework (MTSS) is a set of evidence-based practices implemented to meet the needs of all learners. MTSS builds a system of prevention, early intervention, and supports to ensure that all students are learning from the instruction. MTSS establishes a system that intentionally focuses on leadership, professional development, and an empowering culture and content areas of reading, mathematics, behavior, and social-emotional learning. Intervention tier time is called "Pack Time" at WW. Pack Time is a small group with an interventionist to support learning skills as needed or enrich/enhance skills. Current interventions used to meet the needs of children may include: Read Naturally, 95%, and Number Worlds.

What is library book policy?

Students visit the library with their class one time a week. Students will check out (borrow) a book the second week of school. Students will not take home library books until after parent orientation. This serves as a reminder to parents that books will be coming home. Students may keep their books for one week. Students will check out 1-2 books per week the entire year, depending on grade level. Students may check out more books if needed for projects. If students forget to return their book(s), they will not check out a new book that week.

Is there a nap/rest time for kindergarten students?

Typically, rest/quiet time happens after lunch recess. Over the course of the school year this rest time will be phased out. Kindergarten students receive an individual rest mat provided by the school district.

Does WW have a PTO and Site Council?

Yes! We invite you take part in volunteering and leading with our PTO and Site Council. We have monthly meetings on Tuesday evenings from 6:00-7:30. Childcare is provided. If you are interested please send an email to: wwptovolunteers@yahoo.com to find out about meeting times and how you can get involved.

*See the Woodrow Wilson Parent Handbook for additional information.