

WILMORE ELEMENTARY



*The school with the world inside*

**PARENT and STUDENT  
HANDBOOK**

**2017-2018**

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## *Letter from the principal . . .*

Dear Parents,

The staff at Wilmore would like to extend a warm welcome to a new school year for all students, whether they are returning to familiar classmates and teachers or those who will be entering our school for the first time. We hope this will be a happy and successful year for everyone.

All Wilmore teachers will be working to enhance and adapt their teaching strategies to provide for these on going programs. We are excited about the school year and anticipate positive and exciting outcomes for our students.

Our School Based Decision Making Council was elected last spring and has already met and been involved in training. Alison Calhoun, Rene' Riffell, Billie Jo Setzer, and Kendra White will represent parents during the 2017-18 school year. Teacher representatives are: Melissa Beckley, Shannon Nelton, Amber Seals, Steve Sandberg, Sarah Smorstad, and Lorenzo Villalobos. Mrs. Floyd and Mrs. Adams are the administrators for the council. This group works to develop goals and policy for our school. We will meet monthly in our school library. A new day and time will be announced in August. Everyone is encouraged to attend!

We hope you will take time to visit our Family Resource Center (WESCARE). The resource centers are part of education reform. The center enables us to give assistance and support in a variety of ways to the families at WES. This resource will help us meet the needs of all of our students in a very comprehensive manner.

One thing that remains the same at WES is parental support. Our school has always had tremendous parental support, a strong PTO, and parental involvement. This, I am sure, will never change. You are vitally important to your child's success in school. We welcome your participation and support to help our staff provide the very best education possible for our students.

Sincerely,



Dawn Floyd, Principal  
Wilmore Elementary School



## OUR MISSION

*The mission of Wilmore Elementary School is to create a safe, personalized learning environment that embraces the whole child, focuses on continuous growth, and prepares our students to positively contribute to our families, our communities, and our world.*

## OUR VISION

*The core purpose of WES is to create a personalized learning environment for each student, where teachers collaborate to use research-driven, high-impact practices paired with rigorous curriculum to ensure high levels of growth and learning for all.*

## PRIMARY SCHOOL PHILOSOPHY

The Kentucky Primary School Program nurtures the continuing growth of children's knowledge and understanding of themselves and their world. This nurturing environment is characterized by developmentally appropriate practices, multi-age, multi-ability classrooms, continuous progress, authentic assessment, quality reporting methods, professional teamwork and positive parent involvement. The Wilmore Staff believes children learn best in a child centered environment where the positive emotional climate allows them to experience success. They are actively involved through discovery and participation, learn from each other through a variety of grouping situations and internalize the learning through repetition in a variety of ways. Children can experience success while progressing according to their unique learning need. Continuous assessment supports the child's learning and assists the teacher in making appropriate educational decisions. Our goal is to create, for each child, a climate of respect, success and enthusiasm which fosters a desire for lifelong learning.



Wilmore Mascot-Bear Cub



Wilmore Colors-Gold and Hunter Green

Wilmore Motto-"A School With the World Inside"

Hallway of Flags-Each flag is from a different country, and a flag represents a student(s) attending our school.



# Wilmore Elementary Schoolwide Behavior Plan

## *“We are SMART!”*

Student behavior goes hand in hand with learning. We believe that students learn best when they have clear limits and expectations for their behavior, At Wilmore Elementary, value is placed on the educational setting and the need for appropriate student behavior. We will help students learn these expectations by intentionally teaching them our behavior expectations. Our expectations are explained in our simple statement: *“We Are SMART”*:

**S** how Respect

**M** ake Learning A Priority

**A** ct Responsibly

**R** ealize You Can

**T** reat Others Like You Want To Be Treated

These rules are reinforced every day in all classrooms, in all areas and by all school adults. On the following page you can see our plan for the behavior expectations in common areas.



*Cubby says, “Be SMART!”*



# SMART Matrix

## Wilmore Elementary

### Common Areas

School Behavioral Standards	Hallways	Cafeteria	Restrooms
<b>Show Respect</b>	<ul style="list-style-type: none"> <li>▪ Silence</li> <li>▪ Hands to side</li> <li>▪ Stop to allow adults to pass</li> </ul>	<ul style="list-style-type: none"> <li>▪ Walk quietly through line</li> <li>▪ Listen to adults</li> <li>▪ Say “please” and “thank you”</li> </ul>	<ul style="list-style-type: none"> <li>▪ Silence</li> <li>▪ Take care of surroundings</li> <li>▪ Wait patiently</li> </ul>
<b>Make learning a priority</b>	<ul style="list-style-type: none"> <li>▪ Silence</li> </ul>	<ul style="list-style-type: none"> <li>▪ Use table manners</li> <li>▪ Do not throw food</li> </ul>	<ul style="list-style-type: none"> <li>▪ Move quickly</li> <li>▪ Silence</li> </ul>
<b>Act responsibly</b>	<ul style="list-style-type: none"> <li>▪ Walk on the <u>right</u> side of the hallway (2<sup>nd</sup> block)</li> <li>▪ Hands to side</li> <li>▪ Stay with class</li> </ul>	<ul style="list-style-type: none"> <li>▪ Clean up your area</li> <li>▪ Keep hands to self</li> <li>▪ Stay seated</li> <li>▪ If you need something, raise a hand</li> </ul>	<ul style="list-style-type: none"> <li>▪ Use bathroom during given breaks</li> <li>▪ Don’t socialize</li> </ul>
<b>Realize you can</b>	<ul style="list-style-type: none"> <li>▪ Set an example</li> </ul>	<ul style="list-style-type: none"> <li>▪ Talk quietly and only to those sitting on either side or in front of you</li> </ul>	<ul style="list-style-type: none"> <li>▪ Prevent the spread of germs by washing hands with soap</li> </ul>
<b>Treat others like you want to be treated</b>	<ul style="list-style-type: none"> <li>▪ Keep hands and feet to self</li> <li>▪ Do not touch artwork on walls</li> </ul>	<ul style="list-style-type: none"> <li>▪ Use table manners</li> <li>▪ Chew with a closed mouth</li> </ul>	<ul style="list-style-type: none"> <li>▪ Stand silently while waiting for class</li> </ul>



Wilmore Elementary incorporates The 7 Habits of Highly Effective People, written by Stephen Covey. Partnered with our SMART Rules, we wanted to teach our students effective life skills that are embedded in these 7 Habits listed below. However, students who do not follow the rules will be given classroom consequences. Depending on the behavior exhibited, students also can be sent to the office for a formal time out.

**HABIT 1: BE PROACTIVE** I am a responsible person. I take initiative. I choose my actions, attitudes, and moods. I do not blame others for my wrong actions. I do the right thing without being asked even when no one is looking.

**HABIT 2: BEGIN WITH THE END IN MIND** I plan ahead and set goals. I do things that have meaning and make a difference. I am an important part of my classroom and contribute to my school's mission and vision, and look for ways to be a good citizen.

**HABIT 3: PUT FIRST THINGS FIRST** I spend my time on things that are most important. This means I say no to things I know I should not do. I set priorities, make a schedule, and follow my plan. I am disciplined and organized.

**HABIT 4: THINK WIN-WIN** I balance courage for getting what I want with consideration for what others want. I make deposits in others' Emotional Bank Accounts. When conflicts arise, I look for third alternatives.

**HABIT 5: SEEK FIRST TO UNDERSTAND, THEN BE UNDERSTOOD** I listen to other people's ideas and feelings. I try to see things from their viewpoints. I listen to others without interrupting. I am confident in voicing my ideas. I look people in the eyes when talking.

**HABIT 6: SYNERGIZE** I value other people's strengths and learn from them. I get along well with others, even people who are different than me. I work well in groups. I seek out other people's ideas to solve problems because I know that by teaming with others we can create better solutions than any one of us alone. I am humble.

**HABIT 7: SHARPEN THE SAW** I take care of my body by eating right, exercising, and getting sleep. I spend time with family and friends. I learn in lots of ways and lots of places, not just at school. I take time to find meaningful ways to help others.

**HABIT 8: FIND YOUR VOICE AND HELP OTHERS FIND THEIRS** I have gifts and talents. I expand those gifts and talents through exploration and practice. I help others optimize and expand their gifts.

### General

1. Students will respectfully accept supervision from any teacher, teacher aide, or safety patrol person. Disrespect is unacceptable behavior.
2. Toys, games and manipulative items should not be brought to school, unless requested by a teacher.

The majority of our students do comply with ALL rules and procedures. However, students who do not follow the rules will be given classroom consequences or be sent to the office.



Students may receive time in **Time Out**. Each teacher has a discipline plan which can result in a student being placed in any of these programs. Each is designed to be an integral part of a teacher’s classroom discipline plan.

### Time Out

Assignment to Time Out will be the result of a rule violation. The purpose of Time Out provides time for the student to learn about the behavior that was exhibited, as well as learn about different ways to address a situation. The student also will be removed from the privilege of working and completing activities with classmates. Students are supervised and continue to work on assignments. Time designated is determined by the nature of behavior.

### Absence and Attendance Policy

Regular attendance is required by the laws of Kentucky and is important to the child’s progress in school. Regular attendance is a most important factor in the establishment of a good scholastic record. Work missed through absences is difficult to make up and there is no substitution for the actual participation in the daily classroom discussion and work. All parents should make every effort to insure that their child attends school regularly, barring illness.

If a child is sick, a written explanation of absences from the parent is required when the student returns to school. Up to 6 days will be excused through parent notes. After the 6 parent notes, only doctor’s notes will be excused. Parents should not request children to be absent from school nor to be dismissed early except for very unusual or important reasons. Children will not be released to anyone whose name and social security number is not on file in our office.

Please consult your copy of “A Code of Conduct for the Jessamine County Schools” for a description of our county-wide attendance policy. If your child needs to be absent for an extended period of time for a reason other than illness, please get prior approval from the principal by writing a note.

### Tardiness

Every effort should be made to insure that the students are ready for the school bus when it arrives. Parents who transport their children to school should make sure they are at school by the time the homeroom period begins at 8:00 A.M.

Students who arrive to school after 8:00 A.M, must be escorted by an adult to our office. The adult will sign in the child. The secretary will provide a tardy note to your child, and your child can go to the classroom.

### Early Dismissal

There is educational value in the entire school day at Wilmore Elementary School. While you may sometimes get the impression that nothing significant goes on during the last half hour of the day, this is not the case. This is actually one of the prime learning times of the day. Therefore, we encourage parents not to pick their children up before the end of the day.





There are times, however, when it is necessary for students to be picked up before the school day is completed. If your child must leave early please come to the office and do not go directly to the classroom. We will send for your child and cause only a minimal disruption to the instruction. There is a sign-out book in the office you will need to sign where we record the early dismissal for each child. The Wilmore School Council passed a proposal to safeguard our children. Children will not be released to anyone whose name and social security number is not on file in our office. Teachers are not allowed to release students during the school day. Early release for doctor appointments is only excused when a note from the doctor is received.

## Transportation and Safety Procedures

We highly value parent involvement and want you to still feel very welcome in our school. The hours you spend volunteering at WES are greatly appreciated! We hope you feel just as welcome as you always have, and feel that your children are a bit safer, too. Thank you so much for your understanding. Please let us know if you have any questions.

### Safety Procedures

In order to make our schools as safe as possible, all schools in the District have a “buzzer” system at the entrance of the school as well as a security camera. When a visitor arrives at the school during school operating hours, the front door will be locked and he/she will need to press the button. Mrs. Lister, our secretary, will press a button, which will unlock the door for the visitor. At that point, he/she can enter the office, sign in, and pick up a visitor’s sticker to wear for the duration of the visit.

### Morning Car Riders

Your child may arrive at school beginning at 7:30 am. At 7:45 am, there will be adults in the front of the school to assist with car line and supervise children.

Your child should have his/her belongings in hand and be ready to exit the passenger side/sidewalk side of the vehicle when you pull up to the curb. This will help the carline move more safely and more efficiently.

If you choose to park and escort your child into the building, please be prepared to wait at the crosswalk until the car line has breaks or ends.

All children **must** be dropped off at the front of the school. The back doors and back parking areas are for busses, bus riders and teachers.

### Afternoon

The front door is locked during the school day, so we ask that you use the car line at dismissal rather than coming into the front lobby/office, unless you need to sign your child out early for the day. During dismissal, the Compass Rose/Lobby Area is used as a holding area for students waiting to be picked up in car line.

Car line Procedures: These procedures have been put in place in an effort to keep our children safe! Please obtain a car line tag/number for family if you think you will need it at any time during the year. Your child should enter the passenger side/sidewalk side of the vehicle when you pull up to the curb. Please ensure your child can enter your vehicle. Again, we want to ensure you child is safe!



Walk Up Procedures: You also must have a car line tag/number if you wish to walk up to pick up your child. You must wait outside and wait to the right of the entrance. It creates confusion and is potentially unsafe if families gather around the front door. Additionally, it slows the progress of both car and walk up dismissals.

Mrs. Floyd and a team of teachers will be on duty each afternoon to ensure that the children get to where they need to be. Car riders and walkers are dismissed in the afternoons before the school buses leave the school grounds. Car riders and walkers must stay on the sidewalks and are not permitted to walk between the buses. Remember that all children must be picked up and dropped off at the front of the school. The back doors and back parking areas are for busses, bus riders, and teachers.

## Walkers

Walkers are dismissed in the afternoons before the school buses leave the school grounds. Deviations from this policy create confusion and possible safety hazards for our students. Your cooperation is appreciated.

Walkers must stay on sidewalk and are not permitted to walk between busses.

## Bicycle Riders

Bike riders should enter and leave the school grounds through the cafeteria side. Bicycles should be parked in the rack provided at the rear of the school building.

Bicycle riders who arrive prior to 7:30 A.M. must enter the building through the center rear door and remain in the cafeteria until the opening bell.

There will be NO supervision for your child before 7:45 a.m. Please be aware of this situation. We do not want children standing in bad weather and we want them supervised at all times.

## Bus Riders

The right of all pupils to ride the school bus is dependent upon their good behavior and observance of the bus rules and regulations listed in the Jessamine County Schools Code of Conduct. Any pupil violating any of these rules will be reported to the school principal by the bus driver. Students are expected to ride their assigned bus.

Transfer requests to ride another bus will be granted in emergency situations by the school principal, based on available space on the bus.

## Emergency School Dismissal

Should it become necessary to dismiss school once we are in session, it will be announced over the local radio station, television stations, and will be posted to our school district's website. Our school also offers text messaging communication tool called Remind 101. We will utilize this tool in the event of emergencies or school reminders. If you would like to receive simple text messages, text the message **@wilmor** to the number **81010**. If your child goes to a baby-sitter please make certain that the sitter knows to listen to the radio in case of early dismissal. It would be helpful if you would send the homeroom teacher the phone number and address of your sitter. In the event some roads should become too dangerous for the buses to deliver students to their normal stops, those who are left on the bus will be returned to the Wilmore Elementary School.



# Programs and Services

## Art

The Art Program at Wilmore Elementary provides the opportunity for each student to explore the various art mediums such as drawing, painting, crafts and ceramics. Art history and the elements of design are also emphasized through the use of prints, filmstrips and art textbooks which are geared toward each grade level.

## Music

Music instruction is offered to all Wilmore Elementary students each week. These classes help develop appreciation of and skills in musical expression. Activities include singing, playing instruments, listening, moving, and reading music. Fourth and fifth grade students may participate in the Wilmore School Chorus. All children have the opportunity to perform in PTO programs, special assemblies, and talent shows.

## Library

Wilmore Elementary provides a full-service library for the use of students and faculty. The media specialist provides library research/reference skills instruction, book selection assistance, and reading motivation for children.

## Physical Education

The P.E. teacher at Wilmore Elementary will instruct regularly scheduled classes. The physical education program will contribute strongly to each child's physical, social and emotional well-being. All children will be expected to participate unless a written excuse from the parent or family doctor is received.

## Special Education Programs

The Jessamine County school system provides special education services for students who have been identified as learning disabled, behavior-disordered, emotionally disturbed, educable mentally handicapped, multiple handicapped, and students with communication disorders of speech and language.

Four special education teachers are assigned to Wilmore Elementary. Every effort is made to identify students who have handicapping conditions as early as possible in the students' school experience. Teachers and parents may make recommendations for student evaluation for placement in these programs. The "Child Find" program is conducted each year to assist in identifying special needs children.

## Guidance Services

Wilmore Elementary employs a full time Child Guidance Specialist who works closely with students, teachers, parents and community agencies. Services provided include group and individual guidance and counseling, educational testing, and referrals for agency services.

## Title I

Wilmore Elementary qualifies to receive Title I services based on the percentage of children enrolled and on the percentage of children who receive federal lunch assistance. Wilmore is a schoolwide Title I school. That means that all children in our school can receive services regardless of whether or not they qualify. We do



receive our funding based on the forms filled out for free and reduced lunches. It is helpful to us if you fill these out, even if you do not plan to use the service.

### Gifted Programs

The Jessamine County School district provides elementary services for the academically gifted. Wilmore students who have qualified for gifted program will receive services during the school week.

### Home Bound Program

The Home Bound Program is designed to meet the needs of students who cannot attend a regular public day school due to a physical, mental, emotional or social condition which prevents, or renders inadvisable, attendance at school. See the Jessamine County Schools Code of Conduct for the specific provisions of this program.

### Educational Television

Educational television programming is used by teachers to supplement classroom instruction. Each classroom has access to educational programs that can be an effective enrichment experience when correlated with classroom instruction. Educational programs can be an effective enrichment experience when correlated with classroom instruction.

### Family Resource Center

Family Resource Centers have been created as part of the Kentucky Education Reform Act. The mission of the WESCARE Family Resource Center is to provide relevant quality services to children and families of the Wilmore community. The center will coordinate community services and act as a channel for communication to help families and children develop and reach their potential. You may reach the Family Resource Center at 858-3693. Services include:

- Assistance with preschool care for children two and three years of age.
- Assistance with aftercare for children ages four through twelve.
- Education to enhance parenting skills and education for preschool parents and their children.
- Health services or referral to health services.
- Provide avenues for helping families to develop and maintain healthy family relationships.

### Telecommunication Devices and Services

**As stated in our Jessamine County Student Code of Conduct booklet #39 on page 13,** the unauthorized use of any type of telecommunication or similar electronic devices on school grounds during the regular school hours by students is prohibited. This includes the use of cell phones cell phone cameras, pagers and text messaging. If student misuse of a cell phone results in confiscation by the principal or assistant principal, the student or parent may be subject to a ten dollar administrative fee before the device is returned. **Important:** In order for your child have a cell phone during the school day, a note stating the purpose must be turned in and approved by the school principal. The cell phone must be in the child's backpack *and* turned off during the school day (recess included).



## Textbooks

The Jessamine County Board of Education supplies all textbooks. Each student is responsible for all his/her books, which are assigned to the student by number. Any books lost or damaged must be paid for by the student.

## School Pictures

Individual photographs of the children are taken at school by a professional photographer in the fall of the school year, and group pictures are taken in the spring. These packets are offered to families at a nominal charge, but no one is obligated to purchase school pictures. Notices will be sent home several days prior to pictures being made.

## Lost and Found

The following procedures should be followed for recovering lost items:

1. Have child's name on all personal items.
2. Notify the teacher.
3. Check the Lost and Found.

## **Cafeteria**

Our school cafeteria is sponsored by the Federal Lunch Program and a well-balanced type "A" lunch is served that features a variety of favorite and new foods. Procedures for collecting lunch and milk money will be announced at the beginning of each school year. A monthly menu will be sent home with your child. In addition, the Jessamine Journal prints the menus of all Jessamine County schools each week. Prices for lunch are as follows:

Student Lunch . . . 1.75 K-5, 1.85 6 <sup>th</sup> -12 <sup>th</sup>	Student Breakfast . . . . . 1.00
Extra Milk . . . . . .50	Extra Milk . . . . . .50
Reduced Price Lunch . . . . . .40	Reduced Price Breakfast . . . . .30
Adult Lunch . . . . . . 3.50	Adult Breakfast . . . . . .2.50

Free or reduced price lunch and breakfast are made available to those children who qualify. All children will receive an application the first week of school which should be completed and returned to school.

All students are required to eat lunch in the school cafeteria or to bring their lunch from home and eat it with their class.

## Lunch Visitation

If you would like to have lunch with your child, please send word by the child so the correct count can be taken. Parents or other guests are always welcome to join us for lunch. Children may invite one friend to join their family for lunch at the designated tables.

## Breakfast Program

Breakfast is served in our cafeteria from 7:30-7:55. Because we are having more children coming to school without eating a proper breakfast, Wilmore Elementary has implemented a breakfast program. There is a great deal of research that tells us that



children cannot learn if they are hungry. We want every child to have an opportunity to begin the day with a good nutritional breakfast and to be greeted by smiling faces. We are leaving no stone unturned in our efforts to provide the best possible education for all of our students.

We will need your help!! Please fill out the free lunch form that will be coming home. Even if you do not intend to use it or think you probably do not qualify, please fill it out anyway. We will inform you if you qualify for free lunch and breakfast. It is your choice whether you use the program. These forms go to the Director of Food Services at the district office and they apply a formula that determines if families qualify. We offer a hot lunch and breakfast, and if your child can eat without paying, that is certainly to your advantage. We realize that many of our families are student families and here for a limited time and often on a limited budget; this is one way we can be of assistance. The number of children identified as qualifying for free or reduced breakfast and lunch determines the amount of funding we receive from the federal government. This adds up to a great deal of money and provides instructional assistants materials, and many other advantages for our school. This also determines the amount of money we receive to keep, the WESCARE Program going. Help your child's school by filling out this form and returning to the office/teacher.

This is highly confidential information and will only be released to our district food service director only. If you do not qualify, all you have lost is a few minutes of your time, if you do qualify and choose not to participate, we will still draw funds by including your children in our count. We are funded by the number of children who qualify, not by the number of children who use the services.

## **Accidents and Illness**

If your child becomes ill or is injured at school, we will notify you, or anyone you designate, to come for the student. If the accident or illness is serious, and we cannot reach you, the school will take whatever action is necessary for the well-being of the child.

## **Medication**

Teachers may not give children aspirin or other medications. If your child is taking any medicine and must receive a dose during school hours, please adhere to the following guidelines.

1. A signed Jessamine County authorization form must be on file in the office. These forms are available from the school office or your child's teacher. This form must be signed by a doctor.
2. All medication will be stored in a locked box.
3. Medication will be administered by personnel in the office.

A log will be kept of all medications administered through the office and will become part of your child's permanent record.

## **Change of Address/Phone Number**

Please notify your child's teacher immediately upon a change in address or phone number. This will allow us an effective means of emergency contact for your child's safety.



## Report Cards

Report cards will be sent home to parents each nine (9) weeks during the school year. Mid-term progress reports will be sent during each nine week grading period if necessary. You may also be informed of your child's work in the following ways:

1. Samples of work.
2. Parent-teacher conferences.
3. Classroom visitation.

If in doubt concerning your child's progress before the end of the report period, please contact his/her teacher.

## Parent-Teacher Conferences

Parent-teacher conferences may be scheduled by calling the school office. Your child's teacher will return your call at his/her earliest convenience and determine a mutually agreeable time for your conference.

The following suggestions are made to facilitate the conference:

1. Conferences should be scheduled in advance at a time that is convenient to both the parent and teacher.
2. Always keep a conference date. If it is necessary break an appointment, call or notify the teacher in advance. He/she will try to arrange another conference at a later date.
3. Prepare yourself for the conference. Write down topics you would like to discuss and questions you would like answered.
4. Be on time. Plan to arrive a few minutes early. If the teacher is engaged in another conference, wait outside the room until the teacher is free.
5. Approach the conference with a positive attitude. There can be many purposes for a conference, but they all center around a sincere desire to help the child.
6. Feel free to ask questions. If the teacher does not discuss something in which you are interested, ask questions.
7. Have confidence that whatever is discussed during the conference will be confidential and only used in helping the child. Therefore, be frank in discussing matters of concern.
8. Follow up the conference by notes, etc., on the child's progress as related to specific areas discussed in the conference.
9. If the conference was not satisfactory, ask the teacher to schedule another one at a future date.
10. Both parents should attend a conference whenever possible. If one is unable to do so, the other one should discuss the conference so that both parents are aware of the child's progress.
11. Telephone conferences are not as successful as personal conferences. If you need to talk with a teacher, please call the school and your child's teacher will return your call when there is time available.

During Open House periods at PTO meetings, parents are encouraged to speak briefly with the teachers. However, it is not the time for long individual conferences. Please arrange for conferences at another time, since at PTO meetings teachers want to visit with many parents.



## **Guests Welcome**

Parents are encouraged to become involved in our school. We welcome the support from home that is so important to our children. To facilitate those occasions when parents wish to be in our building we have developed the following policy and procedures for visitation to our campus. Please consider this a solicitation for your presence in your school.

The staff of Wilmore Elementary School believes that parents and community members are a vital element in the education of our children. Visitation of the school is encouraged for the purpose of volunteer assistance, conferencing, visiting, and/or observation. For the safety of our students and staff it is important that specific policies be in place to monitor guests on our campus.

1. It is very important that our teachers begin instruction and routines for the day promptly at 8:00. You are welcome to walk your child to their classroom at 7:55, but we ask that you say good-bye and leave quickly, so they can begin their day as an independent learner. All doors will be shut and secured at 8:00 for the safety of our children. You also will hear an announcement from our teachers and office that it is time to begin instruction.
2. A registration book will be in the office for guests to register their name, person(s) visiting, reason for visit, time of arrival, and time of departure.
3. Individuals wishing to observe a classroom for an extended period of time should make prior arrangements with the teacher and have approval from the principal.

## **Awards**

An Awards Assembly is held at the end of each school year. Achievement awards are presented in special areas such as music, art, and physical education. Academic achievement awards are given for outstanding achievement. A Citizenship Award is given to one fifth grade girl and one fifth grade boy, recognizing outstanding service to the school. Awards may also be earned for perfect attendance for an entire school year.

Each grade level also celebrates our students at the end of each 9 weeks. The Celebration Assembly is held on our compass rose to celebrate attendance, SMART Behavior and Academic Achievements.

## **Extracurricular Activities**

### **STLP**

The Student Technology Leadership Program (STLP™) is a project-based learning program that empowers students in all grade levels to use technology. It meets after school and is open to 4th and 5th graders who are interested in technology.

### **Jump Rope Club**

Students from grades 3-5 are invited to try out each fall to become a member of our WES Jump Rope Club. The club practices weekly and performs for other elementary schools, as well as the Wilmore community.





## Safety Patrol

Fifth grade students are nominated by classroom teachers to become members of the WES Safety Patrol. Criteria for selection includes school citizenship, satisfactory grades in all subject areas, and parental consent. Safety Patrol members assist with loading/unloading of school buses, maintaining orderly traffic in hallways and on school grounds, and assistance at special school functions.

## Academic Team

The academic team has been very successful. Details for participation will be sent home soon after the beginning of the school year.

## DARE

Our Wilmore Police Department conducts the DARE classes during school. A graduation ceremony is the culminating event for our DARE students.

## Girls on the Run

This is for girls in grades 3-5. Sign up is in the fall (online), and practices are held after school. A finale run is held in Lexington at the end of the season.

## Archery Club

This is for 4th and 5th grade students. The club begins in the fall and will start competing after Christmas break.

## Wilmore Sound

Wilmore Sound is our Wilmore Elementary Choir. It is offered as an after-school program for 4th and 5th grade students. Students learn music skills and prepare for school performances and community events.

## **PTO**

The Wilmore Elementary Parent-Teacher Organization was established to provide a closer relationship among teachers, parents, and students. PTO meetings are open to all parents and are held at the school on the 2nd Thursday of each month (see PTO Flyer). The PTO sponsors several fund-raising projects throughout the year, such as the school fun run, Yankee Candle/Catalog sale, and Spring Fling. Feel free to contact our PTO officers if you have questions or want to know more about our PTO. Our PTO Officers are:

Sarah Vickey - President

Kendra White, Abby Bolt - Vice Presidents

Trisha Lewallen - Treasurer

Amanda Powers - Secretary

## **Dress Code Policy**

It is our goal at Wilmore Elementary School to maintain an environment most conducive to student learning and safety. The following guidelines have been established to avoid unnecessary distractions for students at Wilmore Elementary School. Each of the items below will be evaluated by teacher discretion in each classroom. If a violation cannot be corrected at school, then parents will be contacted to supply the appropriate garments for that day. At the second violation, parents will



be contacted immediately by administrative personnel.

1. Pants, shorts and shirts must cover midriff and underwear at all times. (no sags)
2. Hemlines of shorts, skirts and dresses must be mid-thigh or longer in length.
3. Clothing that is too tight and/or form fitting is not permitted.
4. Shirts should exclude: backless, see-through, halters, midriff showing.  
Also, due to physical development and in preparation for middle school, spaghetti straps are not permitted for intermediate students.
5. Skate shoes or shoes with wheels are not permitted.
6. Hats or head coverings are not to be worn in the building. (with the exception of Hat Day for Class of the Week.)
7. Clothing with pictures or writing that violates the Code of Conduct or is offensive, suggestive, or distracting to the educational program of Wilmore Elementary School is not permitted.
8. Chains, other than necklaces or bracelets, are not permitted. (i.e. no bike chains, dog collars, wallets with chains)
9. Clothing with significant rips or tears is not permitted.
10. Please be sensitive to your child's physical development and supply him/ her with the appropriate undergarments and hygiene products.

## **Homework Policy**

While the work students do at school is very important to their learning, the work they also do at home serves a valuable purpose to help them review and practice skills learned. Please support your child's learning by being sure they have completed their assignments each day. In the intermediate grades, an assignment notebook is the parent's record of what work a child may have. Our policy is as follows:

- Primary Level- homework should generally be assigned three times a week and should take no longer than 15 minutes to complete.
- Intermediate Level- homework should generally be assigned two to four times a week and should take no longer than 45 minutes to complete.
- On-going assignments such as spelling, reading, math facts, or projects may require nightly study time and maybe in addition to regular assignments.
- Flexibility in homework policy guidelines will be at the discretion of the teacher.
- Homework will be based on content, level of difficulty, special projects and other considerations.
- All homework assignments may not be formally evaluated, but students will receive feedback on all assignments.

## **Wellness Policy**

All students shall participate in physical activity, as follows:

- Each student shall engage in at least 20 total minutes of planned physical activity each day during which the school staff shall verbally encourage moderate to vigorous physical activity.
- In addition, each student may have 15 minutes a day of supervised recess, preferably outdoors.
- Each student shall participate in physical education class 50-100 minutes a week.
- The school shall provide space and equipment to make these physical activities possible and appealing to students.



- Teachers shall make all reasonable efforts to avoid periods of more than forty minutes when students are physically inactive. When possible, physical activity should be integrated into learning activities. When that is not possible, students should be given periodic breaks during which they are encouraged to stand and be moderately active.
- Students shall not be deprived of the 20 minute planned physical activity as a consequence for behavior or academic performance.
- Appropriate accommodations shall be made for students with special needs, as required by law and sound professional judgment.
- Our school shall assess students' level of physical activity at least once a year by the physical education teacher.

## **After School Care for Wilmore Elementary Students “Discovery Zone”**

**Hours:** After school until 6 PM • 7 AM to 6 PM when school is not in session

**Cost:** \$30 registration fee non-refundable

\$55 a week for after school care (\$50.00 per siblings)

\$115 a week for full day care during school breaks (\$105.00/siblings)

Information packets will be given to parents.







## A Wilmore Questionnaire



*Use the WES Parent/Student Handbook, WES Video on our website and your classroom handbook to fill in the blanks. Students, return this to your teacher by August 31 for a prize.*

- 1) The mission of Wilmore Elementary School is to create a safe, \_\_\_\_\_ learning environment that embraces the whole child, focuses on continuous growth, and prepares our students to positively contribute to our families, our communities, and our world.
- 2) The M in SMART stands for Make Learning a \_\_\_\_\_.
- 3) If a child is going to be absent, the parent should \_\_\_\_\_ immediately to let the office know.
- 4) A student is allowed \_\_\_\_\_ parent notes for absences throughout the year.
- 5) School starts at \_\_\_\_\_ a.m.
- 6) A student is considered tardy if they arrive after \_\_\_\_\_ a.m.
- 7) School ends at \_\_\_\_\_ p.m.
- 8) My homework is to read \_\_\_\_\_ minutes per night (or week).
- 9) Report cards go home every \_\_\_\_\_ weeks.
- 10) If I could choose any extracurricular activity to do at WES, it would be \_\_\_\_\_.

Student Name \_\_\_\_\_ Teacher \_\_\_\_\_



# JESSAMINE COUNTY SCHOOLS CALENDAR AND INFORMATION FOR STUDENTS AND PARENTS 2017-18

## IMPORTANT PHONE NUMBERS

Superintendent - Central Office.....	885-4179
Director of Transportation.....	885-4891
Early Learning Village.....	887-5358
Brookside Elementary.....	887-2012
Nicholasville Elementary.....	885-5351
Red Oak Elementary.....	885-0616
Rosenwald-Dunbar Elementary.....	885-6670
Warner Elementary.....	885-3085

Wilmore Elementary.....	858-3134
East Jessamine Middle.....	885-5561
West Jessamine Middle.....	885-2244
East Jessamine High School.....	885-7240
West Jessamine High School.....	887-2421
Jessamine Career & Technology Center.....	881-8324
The Providence School.....	887-4600
Adult Education/Family Literacy.....	887-9052

Flexible Staff Development Days.....	Thursday, August 10th, Friday, August 11th
District-wide Teacher Meeting Day.....	Monday, August 14th
Teacher Work Day.....	Tuesday, August 15th
First Day for Students.....	Wednesday, August 16th
Kindergarten Phase-in.....	Weds/Thurs, August 16th-17th
Preschool Phase-in.....	Weds/Thurs, August 30th-31st
No School Labor Day.....	Monday, September 4th
Fall Break.....	October 9th-October 13th
No School/Parent Teacher Conf. Day/Data Review.....	Wednesday, October 25th
Thanksgiving Break.....	November 22nd-November 24th
Christmas Break.....	December 20th-January 2nd

No School Martin Luther King, Jr. Day.....	Monday, January 15th
No School Presidents' Day/Flexible Staff Development.....	Monday, February 19th
Spring Break.....	April 2nd-April 6th
Testing Window.....	Last 14 Instructional Days of District Calendar
*Last Day for Preschool.....	Friday, May 18th
No School Primary Election Day/Flexible Staff Development.....	Tuesday, May 22nd
*End of Fourth Term/Early Release Day.....	Friday, May 25th
Memorial Day.....	Monday, May 28th
*Required Staff Development Day.....	Tuesday, May 29th
*Closing Day.....	Wednesday, May 30th

Dates that **school is not in session** are shown with circles ○ and/or are shaded.

○ = Students Out of School

■ = Students and Teachers Out of School

▨ = All Schools and Offices Closed

△ = End of Grading Period

↙ = Early Release

Jessamine County Schools will designate up to 10 inclement weather days as nontraditional instruction days which will not be part of the make-up rotation.

### Days Missed/Make-up

- 11 — May 29
- 12 — May 30
- 13 — May 31
- 14 — June 1
- 15 — June 4
- 16 — June 5
- 17 — June 6

## 2017 July

S	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

## August

S	M	T	W	TH	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

## September

S	M	T	W	TH	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

## October

S	M	T	W	TH	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

## November

S	M	T	W	TH	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

## December

S	M	T	W	TH	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

## 2018 January

S	M	T	W	TH	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

## February

S	M	T	W	TH	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

## March

S	M	T	W	TH	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

## April

S	M	T	W	TH	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

## May

S	M	T	W	TH	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

## June

S	M	T	W	TH	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30