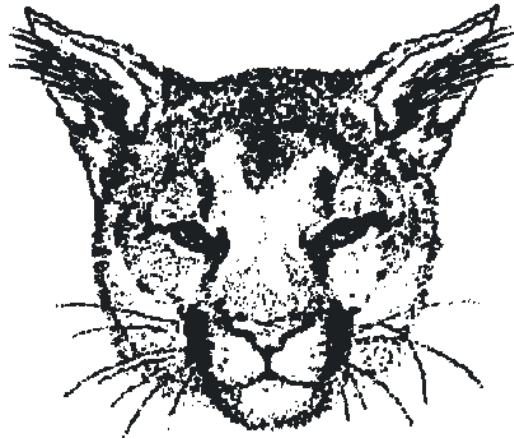


WILSON ELEMENTARY SCHOOL

8317 East Sheffield Road, San Gabriel, CA 91775

Office: (626) 287-0497  Fax: (626) 285-4247

wilson.sgusd.k12.ca.us



PARENT GUIDE BOOK 2017-2018

Office Hours

7:45 a.m. – 4:15 p.m.

Mrs. Jeannine McGuigan

Principal

mcguigan_j@sgusd.k12.ca.us

Ms. Jane No

Office Manager

no_j@sgusd.k12.ca.us

WILDCAT PRIDE

Have you seen it?

Principal's Message

Welcome to the 2017-2018 school year at Wilson School. We have determined students, staff and parents working together as a team to provide a rich curriculum and high quality programs. Wilson continues to soar!

This handbook contains basic information which will promote your child's success. Please take the time to read it to assure the most positive experience for you and your child this school year.

It is with great pride that we look forward to having your family be a part of Wilson School. The opportunity to learn and grow is enhanced by the effort you are willing to make and the responsibility you take. With students, parents, teachers, and staff working together, we can build on the tradition of excellence at Wilson School.

We sincerely hope you have an excellent and productive year.

Mrs. Jeannine McGuigan
Principal



SCHOOL MOTTO



**Working together because we care
Together, we have so much to share
Without one another, life's a mess
But at Wilson School, it's a sure success!**

DAILY BELL SCHEDULE



<u>Class</u>	<u>Schedule</u>	<u>Recess</u>	<u>Lunch</u>
Pre-School (AM)	8:30 a.m.-11:30 a.m.	10:00-10:15 a.m.	NONE
Pre-School (PM)	11:30 a.m.-2:30 p.m.	2:15-2:35 (MW) 1:30-1:50 (T/Th/F)	NONE
Kindergarten	8:30 a.m.-2:10 p.m.	10:00-10:15 a.m.	11:30 a.m.-12:15 p.m.
Primary (Gr 1-3)	8:30 a.m.-2:25 p.m.	10:00-10:15 a.m.	11:40 a.m.-12:25 p.m. (1 st) 11:50 a.m.-12:35 p.m. (2 nd) 12:00 p.m.-12:45 p.m. (3 rd)
Upper (Gr 4-5)	8:30 a.m.-3:00 p.m.	10:30-10:45 a.m.	12:15 p.m.-1:00 p.m.

<u>Minimum Days</u>	<u>Dismissal Time</u>	<u>Lunch</u>
Grades K-5	1:30 p.m.	(Same as regular schedule)

<u>Wednesdays – Early Release</u>	<u>Dismissal Time</u>	<u>Wednesday Lunch</u>
Grades K-5	1:30 p.m.	11:15 a.m.-12:00 p.m. (Kinder) 11:25 a.m.-12:10 p.m. (1 st) 11:35 a.m.-12:20 p.m. (2 nd) 11:45 a.m.-12:30 p.m. (3 rd) 11:50 a.m.-12:35 p.m. (5 th) 12:00 p.m.-12:45 p.m. (4 th)



ARRIVAL/DISMISSAL TIME

Please read the daily schedule as listed above for specifications according to grade. Consistent, on-time attendance is a priority. Students should NOT arrive on campus before 8:00 a.m. All children are to leave campus and/or be picked up promptly upon dismissal time.

MINIMUM DAY CALENDAR

Early dismissal is at 1:30 p.m.

August 21	First Day of School
September 15	Day after Parent Information Night
October 9-12	Parent Conferences
May 18	Day after Open House
June 7	Last Day of School



STAFF DEVELOPMENT DAYS

In accordance with state guidelines, each school has two (2) student free days to use for staff development purposes. These workshops and training sessions take place on **Monday, October 30, 2017** and **Friday, January 26, 2018**.



CALENDAR OF EVENTS

**dates and times subject to change*

First Semester

August

- 7-11 New students pick up 1st day packet
- 17 Round Up @ 3p-6p
- 18 Staff Development Day
- 21 **First Day of School (dismiss @ 130p)**

September

- 4 **HOLIDAY: Labor Day (No School)**
- 11-15 Scholastics Book Fair
- 14 Parent Info Night @ 6p
- 15 **Early Dismissal @ 130p**
- 18-29 Jog-A-Thon: APEX
- 22 Picture Day
- 26 Vision Screening (K, SDC, 2nd, & 5th) @ 830a
- 27 Family Restaurant Night @ Shakey's 5p-8p
- 29 Spirit Awards

October

- 9-13 Parent Conference Week (**dismiss @ 130p**)
- 10 PTA Meeting @ 6p
- 13 **No Student Day – Parent Conferences**
- 19 Hearing Screening @ 845a
California Shake Out @ 1019a
- 25 Family Restaurant Night @ Panda Express
- 23-27 Red Ribbon Week
- 27 **Assembly: Taiko Drums @ 1p**
- 30 **No Student Day - Staff Development Day**
- 31 Halloween Parade & Spirit Awards @ 845a
PTA Membership Due

November

- 3 Make-Up Picture Day
- 6-9 Wildcats Stand Together! Week (Anti-Bullying)
- 8 **Assembly: Native Pride Dancers @ 830a**
- 10 **HOLIDAY: Veterans Day (No School)**
- 13-17 Thankful Gram Sale
- 14 PTA Meeting @ 6p
- 17 Spirit Awards @ 1p
- 20-24 **Thanksgiving Break**

December

- 12 PTA Meeting @ 6p
- 14 Holiday Program (PK-2nd) @ 9a & 1p
- 18 5th Gr Gingerbread House Activity
- 21 5th Gr Potluck
Assembly: Chinese Acrobat @ 115p
- 25-1/5 **Winter Break**

Second Semester

January

- 8 Return back to School
- 9 PTA Meeting @ 6p
- 10 **Assembly: Moo @ Your School @ 9a & 10a**
Color Vision Screening
- 15 **HOLIDAY: MLK Jr Day (No School)**
- 19 Spirit Awards @ 1p
- 23 **Assembly: Robotics @ 9a**
- 26 **No Student Day – Staff Development Day**
- 31 Restaurant Night: Panera Bread 4p-8p
TBD BINGO Night @ 6p

February

- 2 Spring Picture Day
- 5-9 Valentine's Gram Sale
- 7 Dental Screening @ 10:30a
- 9 Variety Show Sign-Up @ 230p
- 12 **HOLIDAY: Lincoln Day (No School)**
- 13 PTA Meeting @ 6p
- 14 2018-2019 Open Registration
- 16 Variety Show Rehearsal @ 230p
- 19 **HOLIDAY: Washington Day (No School)**
- 21 **Assembly: Extreme Energy @ 830a**
- 22 Variety Show Performance @ 6p
- 23 Variety Show Performance @ 9a
Spirit Awards

March

- 5-9 BOGO Scholastics Book Fair
- 6 PTA Meeting @ 6p
- 13 **Assembly: Healthy Eating @ 9:45a (4th & 5th gr)**

[March cont'd....]

16 5th Gr/Student Congress/Panoramic
Picture Day

Instrumental Sign-Up @ 230p

29 Instrumental Recital @ 9a & 630p

30 Spirit Awards

TBD 5th Gr Tour of Jefferson Middle School

April

2-6 Spring Break

9 **Assembly:** Brass Pacifica @ 845a & 945a

10 PTA Meeting @ 6pm

11 Ceramics Night @ 5p-8p

13 Teachers Lunch Blast @ 12p

17-20 5th Gr Science Camp

20 Principal Lunch Blast

25 Family Restaurant Night @ 6p

27 Spirit Awards & Volunteer Awards @ 1p

30 Wilson Olympics begins....

TBD 5th Gr Parent Meeting @ 6p

TBA Assembly: 4R's @

May

30-11 Wilson Olympics

6 Nurse Day

7 Kindergarten Screening (all day)

7-11 Teacher Appreciation Week

11 Teachers Appreciation Lunch

17 Open House/Auction/Dinner/Founders

Day

18 Early Dismissal @ 130p

23 PTA Installation Dinner @ 6p

25 Spirit Awards

28 HOLIDAY: Memorial Day (No School)

TBA 5th Gr Jefferson MS Instrumental

June

4 5th Gr Golf 'N' Stuff

5 Kickball Game: 5th Gr vs. Staff

7 Last Day of School (dismiss at 130p)

Cardboard Carnival (K-3)

5th Gr Promotional

11 School Office CLOSED for the Summer

TBA Summer School session

Have a safe and fun summer!
See you next school year.



DIRECTORY

San Gabriel Unified School District
408 Junipero Serra Drive
San Gabriel, CA 91776

Office: (626) 451-5400
District Website: sgusd.k12.ca.us

Wilson Elementary School
8317 E. Sheffield Road
San Gabriel, CA 91775

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School Website: wilson.sgusd.k12.ca.us

Mrs. Jeannine McGuigan
Principal

Office: (626) 287-0497
Email: mcguigan_j@sgusd.net

Ms. Jane No
Office Manager

Office: (626) 287-0497
Email: no_j@sgusd.net

Mrs. Valerie Main
Health Service Aide

Office: (626) 287-0497
Email: main_v@sgusd.net

Mrs. Christina Guillermo
2016-2018 PTA President

Email: ptapresident.wilson@gmail.com



Community Services

San Gabriel Valley Medical Center	(626) 289-5454	sangabrielvalleymedctr.org
L.A. County Health Center	(626) 308-5367	ladhs.org
Temple City Sheriff's Station	(626) 285-7171	templecity.us
San Gabriel City Police Department	(626) 308-2828	sgpd.com
L.A. County Fire Department	(626) 444-2581	lacofd.org
San Gabriel City Fire Department	(626) 308-2880	sangabrielcity.com
San Gabriel Parks & Rec. Department	(626) 308-2875	sangabrielcity.com
San Gabriel Library	(626) 287-0761	colapublib.org



Mrs. Cuellar	Pre-School	Room 1	cuellar_l@sgusd.net
Mrs. Hernandez	Pre-School	Room 1	hernandez_cm@sgusd.net
Mrs. Laurista	Pre-School	Room 2	laurista_j@sgusd.net
<i>Ms. Mary Torres</i>	<i>Instructional Aide</i>		
<i>Ms. Nanci Leanos</i>	<i>Instructional Aide</i>		
<i>Ms. Victoria Vu</i>	<i>Instructional Aide</i>		
<i>Ms. Erin Kuyper</i>	<i>Instructional Aide</i>		
<i>Ms. Yessenia Madrigal</i>	<i>Instructional Aide</i>		
<i>Mr. Luis Nuno</i>	<i>Instructional Aide</i>		
Ms. Fasone	SELPA (1, 2, & 3)	Room 8	
<i>Ms. Fabian</i>	<i>Classroom Aide</i>		fabian_r@sgusd.net
<i>Ms. Estrada</i>	<i>Classroom Aide</i>		estrada_j@sgusd.net
Mrs. Knight	RSP	Room 12	knight_s@sgusd.net
<i>Mrs. Maldonado</i>	<i>RSP Aide</i>		maldonado_t@sgusd.net
<i>Mrs. Henin</i>	<i>Instructional Aide</i>		henin_l@sgusd.net
Mrs. Drago	Kindergarten	Room K1	drago_d@sgusd.net
<i>Ms. Calvillo</i>	<i>Classroom Aide</i>		
Mr. Chandler	Kindergarten	Room K2	chandler_p@sgusd.net
<i>Ms. Husain</i>	<i>Classroom Aide</i>		
Ms. Valencia	First Grade	Room 4	valencia_t@sgusd.net
Mrs. Wong	First Grade	Room 5	wong_e@sgusd.net
Mrs. Chase	Second Grade	Room 9	chase_d@sgusd.net
Mr. Neuenburg	Second Grade	Room 10	neuenburg_m@sgusd.net
Mrs. Slater	Third Grade	Room 19	slater_j@sgusd.net
Mrs. Mizokami	Third Grade	Room 20	mizokami_j@sgusd.net
Mr. Herreria	Fourth Grade	Room 17	herreria_a@sgusd.net
Mrs. Sattler	Fourth Grade	Room 18	sattler_j@sgusd.net
Mr. Polifroni	Fifth Grade	Room 14	polifroni_f@sgusd.net
Mr. Lam	Fifth Grade	Room 15	lam_m@sgusd.net

SUPPORT STAFF

Office Staff

Mrs. Jeannine McGuigan	Principal	7:45 a.m. - 4:15 p.m.	mcguigan_j@sgusd.net
Ms. Jane No	Office Manager	7:45 a.m. - 4:15 p.m.	no_j@sgusd.net
Mrs. Valerie Main	LVN	7:45 a.m. - 4:15 p.m.	main_v@sgusd.net
Mrs. Kathleen Leon	District Nurse	Off Site	
Mrs. Hillary Tran	School Nurse	Off Site	tran_h@sgusd.net

School Services Staff

Mrs. Mary Ambrose	Speech	Mon-Fri	ambrose_m@sgusd.net
Mr. Mario Atilano	A.P.E.	Varies	atilano_m@sgusd.net
Mrs. Christy Suh	Psychologist	Varies	suh_c@sgusd.net
Mr. Nick Morabito	Computer Tech.	Mon-Fri	morabito_n@sgusd.net
Mrs. Liezel Gatliff	O.T. Asst.	Varies	gatliff_l@sgusd.net
Mrs. Diane Lacasse	Librarian	Mon-Thu	lacasse_d@sgusd.net
Mrs. Desiree Mieux	O.T.	Mon-Fri	mieux_d@sgusd.net
TBD	Speech	Varies	

Noon Duty Aides

Mrs. Veronica Fernandez
 Mrs. Vivian Shih
 Mrs. Leticia Arevalo

Grounds & Maintenance

Mr. Juan Medina	Head Custodian
Mr. Santiago Salazar	Evening Custodian

Food Services

Ms. Roxane Cabrera	Manager
Mrs. Maria Gonzalez	Assistant



INFORMATION AT A GLANCE

San Gabriel Unified District (SGUSD) Information

SGUSD has an earned reputation of working with the community to prepare its students for their future as productive citizens and lifelong learners. That's our Mission!

School Information

Enrollment: 350

Grades: PreK-5

Colors: Red & White

Mascot: Wildcats

Principal: Mrs. Jeannine McGuigan

Office Manager: Ms. Jane No

PTA President: Mrs. Christina Guillermo

Promote Students to: Jefferson Middle School and then to Gabrielino High School

Staff

The Wilson staff is very experienced. Our teachers have a wealth of professional experience and education. Several of the teachers have served as Master Teachers for various student teaching programs at the local universities. Teachers often attend in-services to learn new techniques. Many are members of professional organizations.

Support Staff

Psychologist, speech therapist, adapted P.E. teacher, and resource teacher (special education), are all specialists who provide support for students with unique needs.

Parent Support

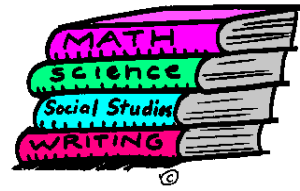
Parent involvement is a Wilson tradition. PTA, the main avenue for parental involvement, provides numerous programs for students, including but not limited to, field trips, performance assemblies, volunteering both in and out of the classrooms, library assistance, etc. Just ask a Wilson parent and a great job gets done! Parents are always welcomed as long as the office has cleared you for volunteering. The appropriate forms for volunteering must be filed with a current T.B. test and ID few weeks before the event/activity. Additionally, if you'd like to be a driver, current proof of insurance & license along with DMV forms must be filed prior to participating. Stop by the office and ask how you can become a volunteer.

Parking Lot - STAFF ONLY

Staff parking is extremely limited, and it is assigned. For your safety and that of others, kindly use street parking on the south side of Sheffield Rd, there are no exceptions, thank you for understanding.



ACADEMICS



Curriculum and Programs

Wilson's curriculum meets the requirements of the state frameworks, which are listed on the report cards, in each subject area. Our performance on nationally standardized tests is well above average. The variety of instructional programs promotes learning opportunities for the students with special needs and limited proficiency in English, while maintaining challenging opportunities for all other students.

Honors



Presidential Academic Scholars and monthly Spirit Awards are given out to those students who meet the requirements respectively.

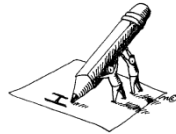
Student Study Team (SST)



Teachers who may have an academic, behavioral, social-emotional, or health concern regarding a student are encouraged to discuss his/her observations with the school's Student Study Team (SST). The SST is composed of a primary and upper grade teacher representative, a resource teacher, the school psychologist, the principal and any other staff member who may contribute to the discussion. The purpose is to provide collegial support and suggestions that may assist the teacher in designing an appropriate intervention. Teachers are encouraged to return to the classroom to implement the suggestion.

Parents are informed before the SST meeting, and if appropriate, may be asked to schedule a conference to further discuss classroom concerns.

Homework



The San Gabriel Unified School District policy recommends the following time periods for daily homework:

Kindergarten – At the teacher's discretion, students may have 15 minutes per week as a way to combine school work with home support.

Grades 1 & 2 – 15 to 20 minutes of daily school related homework activities.

Grade 3 – 30 minutes (1st semester) and 45 minutes (2nd semester) of daily school related homework activities.

Grades 4 & 5 – 60 minutes of daily school related homework activities.

In order to increase the student's sense of responsibility, parents are discouraged from dropping off missed or forgotten homework assignments at the school office.

The actual time required for assignments vary with the study habits and skills of the individual student. Please contact your child's teacher if you observe and are concerned with either excessive or insufficient homework.

A School Agenda (published by Premier) will be available for students in grades 2nd – 5th. The Agenda is a notebook organizer that builds consistency for students to record and track their homework assignments. In addition, it serves as a communication tool for teachers to report to parents any missed homework assignments.

Classroom Supply Lists

The items listed below are essential and are supportive of instruction; it would be helpful if your child could bring them during the first week of school. If you have any questions, don't hesitate to contact your child's teacher.

Kindergarten

1. Box of 8 jumbo crayons
2. Box of Crayola watercolor markers
3. Pre-sharpened jumbo pencils
4. Glue pen
5. Glue sticks
6. Box of tissue
7. Eraser
8. Package of stickers (any kind)
9. Roll of paper towels
10. Ream of copy paper (any color)

First Grade

For child's personal use:

1. Plastic flip top pencil box

For classroom use:

1. *Glue sticks
2. Pencils
3. *Markers
4. *Dry Erase Markers
5. *Water Color Paints
6. *Colored Pencils
7. Kleenex
8. Hand sanitizer
9. White copy paper (for computer)

* indicates priority (highly used in class)

Third Grade

- | | |
|--|---------------------------------------|
| 1. Plastic pencil box | 8. pocket folders (2-4, solid colors) |
| 2. Box of pre-sharpened #2 pencils | 9. Lined Paper |
| 3. Box of color pencils or crayons or twistables | 10. Pack of Blue Pens |
| 4. White Computer Paper | 11. Blue Painter's Tape |
| 5. Glue sticks | 12. Hand Sanitizer |
| 6. Erasers | 13. Small Composition book |
| 7. Two boxes of tissues | |

Fourth Grade

- | | |
|------------------------------------|------------------------------------|
| 1. Box of pre-sharpened #2 pencils | 6. Glue sticks |
| 2. Erasers | 7. Clear tape |
| 3. Box of markers | 8. White copy paper (for computer) |
| 4. Box of color pencils | 9. Tissue boxes |
| 5. Box of Expo dry erase markers | |

Fifth Grade

- | | |
|-------------------------------------|---------------------------------------|
| 1. Scissors | 8. Tissue Box |
| 2. Ruler with inches & centimeters | 9. Pencils |
| 3. Box of color pencils | 10. 3-Holed, wide ruled writing paper |
| 4. Pocket folders (3, solid colors) | 11. Hand Sanitizer |
| 5. Wide rule spiral notebooks (2) | 12. Glue Sticks |
| 6. Color Markers | 13. Water Color Markers |
| 7. White Copy Paper | 14. Scotch Tape |

Second Grade

For child's personal use:

1. 5"x8" Plastic pencil box 2. Box of pre-sharpened #2 pencils 3. Box of Crayons 4. Box of colored pencils 5. 1 inch three ring binder (x2) 6. Sturdy folder (with pockets) x2 7. Child Size Scissors 8. 1 bound sketch pad 9. 2 yellow highlighters 10. 2 red ballpoint pens

For classroom use:

1. Glue Sticks 2. Tissue 3. Hand Sanitizer 4. White Computer Paper 5. Markers 6. Post-its (any size) 7. Wide ruled lined notebook paper 8. Pencil top erasers

SCHOOL RULES & CODE OF CONDUCT

Disciplinary Policies

The main purpose of a school is to ensure that all students develop to their full potential academically, socially, and physically. This can best take place in an environment that is safe and protects student rights. Student responsibility is required to provide an orderly framework within which individual learning goals can be realized. Our concern is not for forced adherence to basic rules, but rather for students to assume responsibility to follow the rules of our school community.

.....
Wildcat Pride
I am . . .
P Personally Responsible
R Respectful to all
I Inspirational to others
D Devoted to kindness
E Excited about learning
.....

General School Rules

1. EVERYONE (even a person in trouble) will be treated with respect.
2. Treat all books, furniture, buildings, playground equipment, etc. with respect.
3. Keep toys, electronic games, and other items at home unless you have permission from the teacher.
4. Use all playground equipment for the purpose it was made.
5. Use appropriate and positive language.
6. Explain your problems respectfully and use words to solve them.
7. Share and take turns.
8. Play safely so others are safe, too.
9. Play only on your part of the playground.
10. Always set a good example for those younger than you.



Playground Rules and Regulations are posted in all classrooms!

Positive Reinforcement

Students are recognized with “Red Slips” whenever a teacher or staff member notices them following school rules, being responsible, using voices that fit in the place, treating others with kindness, keeping the school clean, helping others and listening.

At the monthly Spirit Awards Assemblies several slips are drawn and the names picked receive a special treat and or prize.

DEBUG Program

A conflict resolution program is actively in place. Each year students are introduced to the 5 step plan. It is easy and necessary life skills to problem solve conflict issues.

1. Ignore
2. Walk away (if possible)
3. Talk friendly
4. Talk firmly
5. Get adult help

Wilson Tradition for Fifth Graders

1. Fifth graders may eat at the outside lunch tables, as long as they're kept clean.
2. The Western basketball court belongs to fifth graders, if they choose to use it.
3. Fifth graders may try, once again, to beat the staff in a kickball game on June 4th.
4. Fifth graders are eligible to attend Science Camp, a Wilson tradition.

**5th Grade
Camp!**



SCHOOL POLICIES

To/From School

Students should come directly to school in the morning and return directly home after school. When dropping children off at school, please stop at the curb in front of the school and **only go WEST on Sheffield Road, and NO U-turns!** We are fortunate to have a crossing guard in front of the school. Please help your child practice good pedestrian rules by using the services of our crossing guard.



Rules for Dress

In consultation with the teachers and with the Student Congress, the following dress standard was adopted:

Students are expected to dress appropriately. Good taste, safety and cleanliness are the three factors that should be considered. Good taste means a student comes to school dressed for school activities. Sandals, long dresses, boots, platform shoes, halter tops, short-shorts, excessive jewelry, T-shirts with inappropriate messages, and excessively baggy pants are not allowed. Students are very active on the playground, and these items often contribute to unwarranted injuries or create negative attention.

If a student's dress is felt to be unsafe or inappropriate for an elementary campus, the parent may be contacted and requested to bring a change of clothing.

If an item of clothing or clothing accessory is used inappropriately, a staff member may collect the item and return it to the student either at the end of the day or upon a parent request.

Emergency/Disaster Forms

At the beginning of each school year, parents are required to go online and print and complete an *Authorization to Release Student in Emergency and Disaster* form for each of their school children. This information must be up-to-date and as complete as possible as an illness, accident or emergency will require an immediate contact with parents and or guardians. **ANY CHANGE IN THE EMERGENCY INFORMATION, INCLUDING CHANGES IN HOME PHONE NUMBERS, EMPLOYMENT, ETC. SHOULD BE SENT TO THE OFFICE IMMEDIATELY.**

Bicycles/Skateboards/Roller Blades/Scooters

Bicycles may be ridden to school by 4th and 5th grade students only. Bicycles should be properly locked in the upper parking area to prevent them from theft. Skateboards and roller blades, scooters should not be ridden to school, since they present a safety and storage problem.



San Gabriel Parks & Recreation After-School Sports

A free active after-school sports program is offered to 2nd – 5th grade students in cooperation with the San Gabriel Parks and Recreation Department. After-School Sports begins for both boys and girls immediately after school and ends at approximately 5:00 p.m. Please note the office is closed at 4:15 p.m., the children participating in after-school sports need to be picked up immediately at the end of practice/performance. The school does not provide adult supervision and does not coordinate the timing for these events. If you have questions and or concerns contact the San Gabriel Parks and Recreation Department at (626) 308-2875.

ADMINISTRATIVE POLICIES

Absence From School



Please call to report that your child will be absent on the day of the absence, when calling provide the following: 1) Child's Name, 2) Reason for the Absence, and 3) Your Name and Relationship to the Child.

Three days of consecutive absences related to illness will require a doctor's note.

We ask you to support our efforts to increase student attendance by:

1. Allowing your child to stay home only when he/she has a contagious illness or is too sick to be comfortable at school.
2. Plan your family vacations during the summer or school holidays.
3. Try to schedule doctor appointments for your child after school hours.
4. Help prevent child illnesses from spreading at our school by getting your child vaccinated against flu and all other required vaccinations.
5. When your child has a doctor's appointment in the middle of the school day, bring him/her to school before/after the appointment.

Remember that good student attendance not only benefits our school, it also benefits your child. Every day a student misses school he/she gets more than two days behind his peers, because he/she must make up missed learning and catch up with new learning at the same time.

Tardies

Consistent, on-time attendance is a priority at Wilson. Students who arrive late must obtain a tardy slip from the school office prior to entering the classroom. All tardies are recorded on the attendance register. Every effort will be made by the school to keep tardies to a minimum. Parents will be notified if tardies become a habit. If tardies become a more serious disruption, the school administration will contact parents and/or the District Office of Student Support Services who may make a home visit to discuss the matter.

Independent Study Contract

We believe the best education for your child is daily attendance in the classroom. However, when a child must be taken out of school for unavoidable personal reasons, parents may ask for schoolwork for their child. Wilson has developed an *Independent Study Contract* enabling students who will be out of school for a period of **not less than five (5) consecutive days for unexcused absences**, to keep up with class work. In order to participate in an *Independent Study Contract*, the parent/guardian must give the school a minimum of two weeks advance notice.

Approval of a parent request for an *Independent Study Contract* is based on evidence that the student can work independently and an indication that the student will complete assigned work. While every attempt will be made to assign appropriate work, parents should recognize a student's grade may be lowered if the teacher feels the absences significantly interfere with the student's learning in one or more subject areas. ***We ask that you please plan your family trips to coincide with school vacation periods.*** The school is required to maintain records for each student participating in this program including copies of all completed and evaluated student work. An agreement must be signed by the student, parent, teacher, and principal. Resource Specialist Program (RSP) students may not participate in the *Independent Study Contract* unless their individualized Education Program (IEP) specifically provides for participation.

Release of Students During School Hours

All parents should check their children out in the office when he/she is being released at a time other than their regular dismissal time. For the safety of EVERYONE, children will not be released to anyone except to a parent or guardian, unless otherwise requested by a written notice; phone calls will not be sufficient to release anyone, *there are no exceptions*. Students leaving early will be marked with either an “Excused Leave Early” or “Unexcused Leave Early” on their daily attendance record.

School Visits

Parents are always welcome to be a part of their child’s education. Visits to school are always welcomed, but should be planned and scheduled with the teacher’s permission. *For security purposes, when you make a visit, please be sure to check in at the office and obtain a visitor’s pass*. During class time, teachers are always very busy with instruction; therefore, please take care to not interrupt the teacher during class times. If you would like to have a conference with the teacher, please make an appointment. Appointments can be made by calling the office or contacting the teacher directly. We’re always happy to have parent volunteers assist in the classrooms with a cleared, current, and completed volunteer application on file.

Visitors & Volunteers

ALL visitors and volunteers are required to check-in at the school office when arriving on campus during instructional hours, 8:30 a.m. - 3:00 p.m. When available, a visitor’s pass must be clearly displayed and worn at all times while on campus.

Wilson encourages parents to be an active part of school!

Delivering Items or Messages to Students or Teachers

Messages to students will be delivered only in an **emergency situation**. Late lunches should be left on the office counter with the student’s name clearly marked. Students are encouraged to check the counter during their break periods; the office is not responsible for assuring lunches are delivered. Messages to teachers should be called in before or after school hours. *We appreciate your understanding for not disrupting the classroom.*

Telephones

We do not encourage students to use the telephone during the school day except in the case of emergencies and with the teacher’s permission. Forgotten homework, musical instruments, lunches or lunch money do not constitute emergencies. This policy is necessary to reinforce student responsibility and to ensure that school lines are kept open for incoming and emergency calls.

Lost & Found

Articles which have been lost and found will be turned in to the school office and/or kept in the cafeteria until claimed. **PLEASE MARK ALL CHILDREN’S CLOTHES, LUNCH BOXES, GLASSES, AND SCHOOL SUPPLIES SO THAT LOST ITEMS MAY BE RETURNED TO THE OWNERS.** Items not claimed at the end of December and June will be donated to various agencies.



HEALTH OFFICE



The school gives basic first aid for injuries occurring at school only. If care beyond immediate first aid is required, the parent is contacted. A school health aide/nurse is on duty at Wilson every day from 8:30 a.m. until 3:00 p.m.

During the school year, various grade levels are given a hearing, dental and vision assessment. Wilson offers maturation programs for both boys and girls in the fifth grade. Parent notification regarding communicable disease control, medication at school, problems related to physical defects, and referral to community resources are a few of the services offered through the health office.

If you have health questions or concerns or any items that you wish to bring to our attention, please feel free to contact Mrs. Valerie Main, our school LVN at (626) 287-0497 x3151 or via email at main_v@sgusd.net. The following dates have been scheduled for the following assessments:

September 26, 2017 Vision Mandated Assessment (K, 2, & 5)

ADMINISTRATION OF MEDICATION & INJURIES



If a child requires medication during school hours, a special form available in the health office must be completed and signed by a doctor and by the parents before medication can be given, *no exceptions*.

Students requiring the use of medical equipment, such as, crutches, casts, etc. will need a note from the attending doctor authorizing the use at school. The note should include the physical limitations and duration of healing time. The note **MUST** accompany the child on the first day of attendance, *no exceptions*.



PLEASE KEEP YOUR CHILD'S EMERGENCY CARD UP-TO-DATE

Insurance

Student insurance, which covers your child in all school related activities, is available. Insurance information can be found on the San Gabriel district website, or by contacting the District office. If you wish to have your child insured, complete the form(s), enclose your check, and mail it directly to the insurance company.

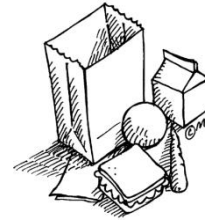
Rest

School days are such an active part of the day; children should have adequate rest and a good breakfast before coming to school. Some experts have suggested that primary-age children go to bed by 8:00 p.m., while upper graders should be in bed by 8:30 p.m. Some suggest that going to bed with a good book is an effective way for children to unwind after a hard day's work.

FOOD SERVICES

Breakfast/Lunch

Ms. Roxane Cabrera, Cafeteria Assistant
Mrs. Martha Gonzalez, Cafeteria Manager



Breakfast- Students can start the day, the right way, with breakfast every morning at Wilson. Breakfast is served every morning beginning the first day of school from 8:00 a.m. - 8:20 a.m. If you received reduced or free breakfast the previous year, your child's account will rollover and will be eligible to receive reduced or free breakfast *only* for the first week of school. ***A new application must be submitted every year to determine your eligibility.*** Please fill out the application and send it to the office the first week. Breakfast costs \$1.00.



Lunch- Students may bring their lunch to school or purchase a lunch in the school cafeteria. Lunch will be served every day beginning the first day of school. If you received reduced or free breakfast the previous year, your child's account will rollover and will be eligible to receive reduced or free breakfast *only* for the first week of school. ***A new application must be submitted every year to determine your eligibility.*** Please fill out the application and send it to the office the first week. The cost of a full lunch is \$2.25. For students who bring lunch, milk may be purchased at \$0.30 or juice at \$0.50. Reduced lunch costs \$0.40. Advanced payment for lunch credit may be purchased through Mrs. Maria Gonzalez in the **morning only (7:45 a.m. -10:00 a.m.)**.

For your convenience your child's Breakfast/Lunch portal account can be accessed online from the San Gabriel Unified School District website under "District Information" → "Food Services" → "My School Bucks" – OR – www.myschoolbucks.com You will need your child's Student ID# (4 digits) and Permanent ID# (7 digits) to create your My School Bucks account. You will be able to access school menus, make online payments/prepayments, and read many other useful nutritional information!

LUNCH MONEY LOAN

Due to the amount of time it requires to track and notify parents, Wilson is opting **not** to loan money to students.

We understand there are emergencies or unexpected circumstances where lunch or money is forgotten; we want to assure you that your child will be given something to eat.

The cafeteria *will not* provide a full lunch, but will serve side/fruit dish and milk.

If you have any questions, or would like to pay outstanding meal balances, please contact SGUSD Food Services at (626) 451-5400.



**GO ONLINE AND BUY LUNCH CREDIT AHEAD OF TIME
AND AVOID THE WORRIES OF FORGETTING LUNCH!**

PARENT-SCHOOL COMMUNICATIONS



Reporting to Parents

In September/October, teachers will be inviting parents to school for a conference. At that time you will be given a written report of your child's progress, and an opportunity to discuss matters relevant to your child's education. You will also receive a report card at the end of the second and third trimester to keep you informed of your child's progress. Please remember, however, that successful education of a child depends heavily on the quality and quantity of good communication between the home and school. Never hesitate to contact the school or your child's teacher when questions or concerns develop.

School Folder

Regular communication to parents is important to ensure that parents are kept informed about school activities. Notices, reminders and other communications will be distributed and sent home in a school folder which is to be returned to school the following day after receiving it. If the folder is misplaced it will not be replaced, yet another way for students to emphasize and practice responsibility.

Principal's Bulletin/PTA Newsletter

Each month PTA publishes a newsletter in cooperation with the principal. A copy of the newsletter will be sent home periodically; you may also visit our school website to download a copy. This is one of the best ways to find out what is happening at school. Each trimester the issue will include a section from all classrooms telling what is being learned. Also included is the calendar of events. Student work is often included along with information from our PTA. If you have any questions, suggestions, or would like to submit an article, please contact our office.

Parent Guide Book

The parent guide book is published and is free of charge to all Wilson families. The guide book is available online and in the office. It contains important information, including important dates, school rules and policies and services offered to families at Wilson. Telephone numbers are to be used for school-related business only and are not to be used for solicitations of any kind.

Communication Via Email

In an effort to reach the masses and the efficiency of technology, we would like to create a parent distribution list. This list would be used when sending massive messages to parents, not for individual communication unless otherwise noted. To become part of this list, simply fill out the information below, tear at dotted line and return to the office. It would be great if the entire Wilson community is actively participating! Also, please visit our website for up-to-date information: wilson.sgusd.k12.ca.us

Grade: _____ Teacher: _____

Family Name: _____ (Child's last name) Child's Name: _____ (Child's first name)

(Parent's/Guardian's Name & Email Address)

PARENT TEACHER ASSOCIATION (PTA)

Wilson School has a PTA that is second to none! They provide many services to our school, such as special assemblies, family nights, field trips, library materials, computer programs, playground equipment, and other things too numerous to mention. Through the efforts of PTA and the school, a quality education and environment are provided to benefit all students on campus. Please contact Christina Guillermo, our PTA president, (626) 592-3854 or ptapresident.wilson@gmail.com, for more information and how to join the PTA!

2017-2018 PTA OFFICERS:

President	Christina Guillermo	626-592-3854	ptapresident.wilson@gmail.com
Executive Vice President	Connie Lam	626-826-0365	ptaevp.wilson@gmail.com
Treasurer	Jae Baik	626-627-5063	ptatreasurer.wilson@gmail.com
Secretary	Kacie Bauzon		thisiskacie@gmail.com
Parliamentarian	Melinda Chan	818-636-4003	melinda2222@yahoo.com
Auditor	Rebecca Duguid	626-627-7820	rduguid@whittiertrust.com
Passive Fundraising/ SCRIP	Lynda Mercado		lynda99@earthlink.net
Jog-A-Thon Chair	Dan & Cassandra Diep	626-419-6350	d_diep@yahoo.com
Restaurant Night Chair	Rosalie Cho	626-927-7887	rosaliecho@yahoo.com
Auction Chair	Rosalie Cho	626-927-7887	rosaliecho@yahoo.com
Auction Procurement	OPEN		
Auction Publicity	OPEN		
Auction Items Preparations	OPEN		
Auction Decorations	OPEN		
Auction Dinner	OPEN		
Hospitality Chair	OPEN		
Translations	<i>*See Jeannine & Jane</i>		
Assembly	Lourdes Arellano	213-446-2989	lourdes6974@yahoo.com
Historian/Newsletter	Tritia Khournso		tritiak@yahoo.com
Volunteer Coordinator	Melinda Chan/ Connie Lam	818-636-4003/ 626-826-0365	melinda2222@yahoo.com cl_712@hotmail.com
Membership	Melinda Chan/ Jae Baik	818-636-4003/ 626-627-5063	melinda2222@yahoo.com jae.baik@sbcglobal.net
Book Fair	Raquel Wood	562-688-6534	raquel_wood@msn.com
Wildcats Stand Together Week	Sharon Liu	626-374-9532	sharonliu@gmail.com
Red Ribbon Week	Kara Dizon/ Smita Mistry		k_quang102@yahoo.com smita_mittal@yahoo.com
B.I.N.G.O. Night Chair	Rebecca Duguid	626-627-7820	rduguid@whittiertrust.com
Wildcat Wear	Carol Poon		carolkp814@yahoo.com
Box Tops	Kheng Ly-Hoang		khenglyhoang@gmail.com
Yearbook	Vernice McNutt	626-291-5699	knutthouse@gmail.com
Classroom Representative Coordinator	Kara Dizon		k_quang102@yahoo.com
G.I.V.E.	Jenny Peng	626-232-4533	jennypeng620@gmail.com
Summer Reading Program	Smita Mistry	323-327-2029	smita_mittal@yahoo.com

PTA Room Representatives

Room reps are the most important link between the activities of the school, the PTA, and the parents. A room rep assists in coordinating with the teacher for the various classroom activities as needed. For room rep information, please contact Connie Lam at (626) 826-0365 or volunteer.wilsonpta@gmail.com

PTA Meeting Calendar

All are welcome! Meetings are held once a month at 6:00 p.m. in the cafeteria.
Dates are subject to change.

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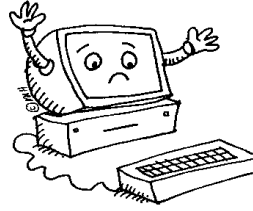
October 10, 2017
November 14, 2017
December 12, 2017

January 9, 2018
February 6, 2018

March 6, 2018
April 10, 2018

SPECIAL PROGRAMS & SERVICES

Computer Lab



Mr. Nick Morabito, Computer Lab Technician, x3107

Every classroom is equipped with computers with internet access. Additionally, students in grades K-5 go to the computer lab at least once each week to use the lab for keyboarding, word processing, editing and to use educational software in math, language, reading, or social sciences. When you can, stop by to see what our lab has to offer!

Library



Mrs. Diane Lacasse, Librarian, x3106

The librarian is available Monday-Thursday. Approximately 20 hours each week to help teachers and students use the library for student reports, classroom and grade level projects, and reading selections. Each class is given the opportunity to visit the library for 30 minutes each week. Students may check out books provided they have returned the book(s) from the previous week.

Lost or damaged library books must be replaced at the student's expense. Parent volunteers are always welcome. If you are interested in volunteering in the library, you must have a cleared, current, and completed volunteer application on file.



HAVE A GREAT 2017-2018 SCHOOL YEAR!

**WILDCAT PRIDE...
HAVE YOU SEEN IT?**