

SCHOOL HOURS

KINDERGARTEN HOURS

Breakfast: 8:25 a.m. – 08:45 a.m.
School Hours: 8:50 a.m. – 12:10 p.m.
Lunch: 12:10 p.m. – 12:30 p.m.

REGULAR DAY SCHEDULE GRADES 1-5

Breakfast is served from 8:25 a.m. to 8:45 a.m.

8:50 a.m. INSTRUCTION BEGINS

MORNING RECESS

Grades 4-5 10:25 a.m. to 10:35 a.m.
Grades 1-3 10:40 a.m. to 10:50 a.m.

LUNCH SCHEDULE

11:25 – 12:10= First Grade
11:35 – 12:20= Second Grade
11:50 – 12:35= Third Grade
12:10 – 12:30= Kindergarten
12:00 – 12:45= Fourth Grade
12:20 – 1:05= Fifth Grade

AFTERNOON RECESS

Grades 4-5 2:15 p.m. to 2:25 p.m.
Grades 1-3 2:30 p.m. to 2:40 p.m.

3:30 p.m. DISMISSAL

MINIMUM DAYS

Students in grades 1-5 will dismiss at 1:00 p.m. on Mondays beginning August 10th except during weeks already containing a minimum day and during parent/teacher conferences

MINIMUM DAY SCHEDULE GRADES 1-5

Breakfast is served from 8:25 a.m. to 8:45 a.m.

8:50 a.m. INSTRUCTION BEGINS

MORNING RECESS

Grades 4-5 10:25 a.m. to 10:35 a.m.
Grades 1-3 10:40 a.m. to 10:50 a.m.

LUNCH SCHEDULE

11:25 – 11:55= First Grade
11:35 – 12:05= Second Grade
11:50 – 12:20= Third Grade
12:10 – 12:30= Kindergarten
12:00 – 12:30=Fourth Grade
12:20 – 12:50=Fifth Grade

1:00 p.m. DISMISSAL

CLOSED CAMPUS

All external gates providing access to the campus are closed and locked at all times except immediately before and after school. Adult visitors are prohibited from being on the playground when students are present; before, during and after school. Once a student arrives on campus, he/she cannot leave the campus unless he/she is signed out by a parent or guardian. Please plan around the scheduled recesses and lunch break and allow enough time for the office to locate and call your student. A student leaving campus without permission will be considered truant and disciplinary action will be taken.

STUDENT ATTENDANCE

ABSENCES

Not only is regular school attendance extremely important, student attendance is mandatory. Please send your children to school each and every day. The office is required to *record and verify* all tardies, absences and early dismissals. **A combination of 3 or more unexcused absences, tardies over 30 minutes, or 5 or more excused absences without a doctor's note or early dismissals will generate a truancy letter. Continued tardies and/or absences without a doctor's note will require a meeting with our Student Attendance Review Team.**

If your child must miss school for any reason, please contact our office promptly.

If you do not call or send a note **within 5 days** indicating the reason for the absence, the absence will be recorded as unexcused.

If your child has a medical appointment, please send a copy of the Dr's note to the school office.

It is important to recognize that giving the *reason* for your child's absence does not necessarily excuse the absence. Only reasons that are determined as excusable by the California Education Code 48205 shall be recorded as excused absences.



EARLY DISMISSALS

Regular dismissal is at 3:30 on regular days (12:10 pm for Kindergarten), and 1:00 on Mo days. Students are expected to remain in class until the dismissal bell. If you need to check your student out from school before the dismissal, you are required to sign a "Permit to take child from school" form in the office. The office must verify both your identity and confirm you have permission to take the student from school, so please be prepared to show your valid I.D. Students will not be called to the office until appropriately signed out. ONLY the legal parent and/or guardian and those listed on the emergency card (must be at least 18) have permission to take the student out early.

If someone other than the legal parent/guardian or those listed on the emergency card arrives at the school to check the student out early, the student will not be released. Please attempt to schedule appointments during school breaks or after school. If your child is signed out early due to a medical appointment, please obtain a doctor's excuse and send it to the SCHOOL office. Early dismissals are recorded on your child's attendance record. Finally, please be aware of your child's lunch and recess times and allow enough time for the office to locate and call your student to the office.

STUDENT BEHAVIOR

The Rules at Wilson are: Be Safe, Be Responsible, Be Respectful. We are a PBiS school.

Positive Behavioral Intervention System (PBiS) is a multi-tiered system to support positive behaviors.

Wilson PBiS Mission Statement: Wilson's learning environment is structured so that 90% of students consistently demonstrate being safe, responsible and respectful to create a welcoming school culture.

Wilson's student reward/recognition program: WOW tickets (Wilson Outstanding Wildcat) Students are recognized weekly and monthly for demonstrating competency in PBiS skills and expectations by locations

Expectations by Location: We have behavioral expectations for common area locations on campus (playground, cafeteria, stairs, library, restrooms, office, classrooms) and 16 classroom survival skills which are taught and practiced throughout the school year.

PBiS Survival Skills:

- Getting the teacher's attention
- Mind your own business (MYOB)
- Listening
- Staying on task
- Asking permission
- Following instructions
- Accepting criticism or consequence
- Working with others
- Disagreeing appropriately
- Asking for help
- Accepting "no" for an answer
- Making an apology
- Waiting your turn
- Giving criticism
- Using appropriate voice tone
- Resisting peer pressure

Violations of Wilson Expectations by Locations or Survival Skills may require discipline interventions and/or consequences and will be documented using the Low Level Referral (LLR) and Office Referral system, based on the San Bernardino City Unified School District's discipline matrix.

In accordance with the San Bernardino City Unified School District's discipline matrix and California Education Code:

The following is a list of violations of the California Education Code and are suspendable:

- A(1) Physical injury (caused, attempted, threatened)
- A(2) Force or violence (except self-defense)
- B Weapons: firearm, knife, explosive, dangerous object (possessed, sold, furnished)
- C Controlled substance, alcohol, intoxicant (possessed, used, sold, furnished)
- D Controlled substance, alcohol, intoxicant (offered, arranged, negotiated to sell)
- E Robbery or extortion F Property damage (school/private)
- G Stole/attempted to steal property (school/private) H Tobacco or tobacco products (possessed, used)
- I Obscene act, habitual profanity, or vulgarity
- J Drug paraphernalia (possessed, offered, arranged to sell)
- K Disrupted, willfully defied valid authority
- L Received stolen property (school, private)
- M Imitation firearm (possessed)
- N Sexual assault (committed, attempted) O Harassed, threatened, intimidated a witness
- P Sexual Harassment [EC 48900.2 & 2.12.5]
- Q Hate violence [EC 48900.3]
- R Harassed, threatened, or intimidated other pupil, groups of pupils, or staff [EC 48900.4]
- S Terroristic threats [EC 48900.7]
- T Arranged to sell the drug soma [EC 48900 (p)]
- U Physical injury (aided or abetted) [EC 48900 (t)] V Hazing (engaged, attempted to engage) [EC 48900 (q)]
- X (X) Bullying and/or electronic bullying, (X1) Bullying: sexual orientation, (X2) Bullying: ethnicity/race, (X3) Bullying: physical/mental disability [EC 48900 (r)]
- Y Sexting [EC 48900 (r)]

Cell Phones

Students may not use cell phones during the school day. Students may have a cell phone in their possession for use before or after school (or after CAPS), as long as it is turned off and in his/her back pack. The school is not responsible for damaged, lost, or stolen phones.

STUDENT RELEASE & TRANSPORTATION

GENERAL RELEASE

Students are dismissed by grade level through assigned exits on the campus. Exits are identified by posted signs. Parents picking students up are asked to wait outside the building or outside the gate. Any students that are still present at 3:45 p.m. (or 1:15 p.m. on minimum days) will be brought to the office. Once a student is brought to the office, the office may only release the student to the legal parent/guardian or those on the Emergency Card. *Late pickups are required to complete a Permit to Take Child From School form.*

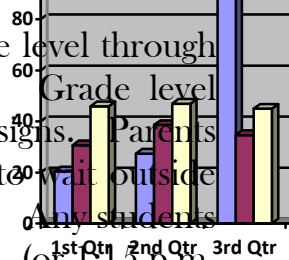
If you have an emergency and are going to be late picking up your child, please call the office. **If you do not inform us that you are running late, the office will proceed to call each emergency contact that is listed until someone is reached and on his/her way to pick up the student.**

The experience of being picked up late can be very upsetting for a child, especially when his/her parent has not made contact with the office. If the parent/guardian has not contacted the office and/or the office is unable to reach an approved emergency contact, SBCUSD Police Department will be contacted to assist.

BICYCLES

Provisions are made to safeguard bicycles, but the school assumes no responsibility for them. Owners of bicycles must provide individual locks for their bikes. Bicycles must be left in the bike rack area. Bicycles must be walked or carried on campus. The school is not responsible for lost or stolen bikes. The law requires that bike helmets must be worn for safety.

Skateboards, scooters and skate shoes are not allowed at school. Please do not bring or wear them.



Bus Rider Rules

1. Students must obey the bus driver's directions at all times and all bus rules for their own safety.
2. Misbehavior of students will be referred by the bus driver in written form to the district Transportation Office, the school and parents will be notified.
3. A student's misbehavior on the bus can cause him//her to be subject to disciplinary actions, including possible loss of the privilege of bus transportation.

ABOUT YOUR BUS RIDER

Only students that are eligible for transportation may ride the bus. A student's eligibility is determined by set criteria established by the Student Transportation department.

ALL students that are eligible for transportation **ARE REQUIRED TO WEAR BUS PASSES**. Students that do not have their bus pass will not be allowed to board the bus; therefore, it is extremely important that you help your child to keep his/her bus pass in a safe place.

Once a student is designated as a regular "bus rider", **he/she will automatically be placed on the bus each day unless a written note is received by the student's teacher.**

If you have made arrangements for your child not to take the bus but have not sent a note or are late picking up your child, he/she will be placed on the bus.

To ensure student safety, the office cannot accept phone calls to notify students "to ride the bus" or to "not ride the bus" except in an emergency.

IMPORTANT

If your child's bus is running late, or if you are delayed picking your child up from his/her bus stop, please call Student Transportation directly at (909) 388-6125 for assistance.

STUDENT HEALTH & SAFETY

DRESS CODE

Student dress code and appearance are important and contribute to your child's success at school. Students are expected to be neat and clean in their dress and to wear clothing that will not interfere with the instructional process. Clothing that seems a threat to safety, advocates the use of drugs, alcohol, disrupts the campus order, or causes fear is not allowed. Any gang related clothing is strictly prohibited. Please refer to the dress code below:

- NO SPAGHETTI STRAPS, STRAPLESS, CROP TOPS, OR TOPS EXPOSING SKIN (STOMACH, BACK, CHEST), BATHING SUIT TOPS OR SEE- THROUGH CLOTHING
- NO FLIP FLOPS/ ALL SHOES MUST HAVE BACK STRAP / NO HIGH HEELS / NO SLIPPERS
- NO CLOTHING WITH WRITING OR IMAGES CONTAINING PROFANITY, SEXUAL MATERIAL, DRUG REFERENCES, GANG REFERENCES, OR VIOLENCE (STUDENTS WILL BE ASKED TO TURN SHIRTS INSIDE OUT OR COVER)
- PANTS/SHORTS /SKIRTS/MUST BE APPROPRIATE SIZE & LENGTH
- NO GANG RELATED CLOTHING, BANDANAS/CHAINS/BAGGY PANTS
- NO MAKEUP (WITH EXCEPTION TO SPIRIT DAYS)
- STUDENTS WILL BE ASKED TO SIT OUT RECESS IF SHOES ARE DEEMED TO BE UNSAFE FOR PLAYGROUND

INCLEMENT WEATHER

It is at the site administrator's discretion to call indoor recess when he deems necessary. Indoor recess is called when it rains; when temperatures reach 100 degrees or greater; when recommended by the Environmental Safety Office if air quality is significantly unhealthy; when severe winds jeopardize student safety; and any other unforeseen weather place students in jeopardy. Every effort is made to allow outdoor recess without compromising students' health and safety.



DRIVE SAFELY

Traffic conditions surrounding the school become very congested before and after school. This is especially dangerous for children and pedestrians. **If you are driving, follow all traffic rules at all times.** You may park in designated areas only. Do not park in red zones, double-park, or enter the school parking lot. If you are parking on the street, be considerate of our neighbors and do not block driveways. Supervise your children as they cross the street using designated crosswalks. **Most importantly, please slow down and be patient!**

STUDENT HEALTH/MEDICATION

If your child has any special health needs, it is important that you notify the Health Aide. Remember that children must not bring medication or inhalers (even over the counter) to school. If you would like the school to dispense medication, please have your doctor fill out and sign the required forms and provide us with the medication in the original prescription bottle that includes dosages and times. These forms are available from the office. Even over the counter medication is required to have a doctor's note and must be brought by an adult in a new, unopened package.

Please be sure to keep your student's emergency card updated so that our Health Aide may contact you should your child become ill or injured at school. If your student has a fever or is vomiting, please do not send him/her to school. If while at school your child develops a fever of 100 degrees or more, or is vomiting, you will be required to pick him/her up.

Contact: Maria Chavez, Bilingual Health Aide

SCHOOL SERVICES

IF YOUR CHILD NEEDS HELP

If you are concerned about your child's progress or other classroom and/or playground issues, it is extremely important that you notify your child's teacher as soon as possible.

While we cannot interrupt classroom instruction to transfer phone calls to the teacher, you may always leave a message for your child's teacher at any time and the teacher will get back to you.

If the matter is one that **immediately and seriously** involves your child's safety, please call the office at (909) 881-8253.

Encourage your child to notify an adult immediately if he/she experiences problems with learning or with other students. Yard duties are available during recesses to help students on the playground. Students may always speak with his/her teacher, or any staff member. It is very important that students understand that adults can help them if they are made aware of the problem.

CAPS

The CAPS program operates daily from dismissal until 5:45 p.m. Students receive a nutritious snack each day and are provided with time to complete homework.

The CAPS vision is to provide exemplary after school experiences that will enhance each student's academic, social, and emotional development.

Our dedicated staff works to provide programs that support student achievement through:

- Literacy and math development
- Athletic games
- Arts and crafts
- Visual and performing arts
- Social skills education
- Field trips & special events
- Academic games & activities
- Gardening projects

Space is limited and requires a firm commitment from parents and students. A detailed packet and enrollment forms are available from the front office. If you have any questions regarding the CAPS program, please contact Edwin Siguenza, Wilson Site Lead.

PARENT VOLUNTEERS

Parents, grandparents, or friends of Wilson that are interested in volunteering and/or serving as a field trip chaperone must complete the volunteer application process as follows:

1. Fill out a volunteer application.
2. Submit valid evidence that you had a negative Tuberculosis (TB) test within 3 years of your application.
3. Upon receipt of your application and TB test, your application will be submitted to District Police for a criminal records or background check. This is free and takes approximately 4-6 weeks for confirmation.
Note: To expedite this process, you may purchase your own Criminal Arrest Record for a fee of \$25 at the San Bernardino County Sheriff's Dept.,
4. District Police will screen each applicant and will notify our school when the applicant is cleared to volunteer.

If you have any questions regarding the volunteer application process, please contact Debbie Castellanos, Community Resource Worker at Wilson.

WELLNESS POLICY

This policy outlines Wilson Elementary approach to ensuring environments and opportunities for all students to practice healthy eating and physical activity behaviors throughout the school day while minimizing commercial distractions.

SCHOOL WELLNESS COMMITTEE

Wilson's School Wellness Council meets once a month and works to implement the Alliance for a Healthier Generation's Healthy Schools Program Framework and stay in compliance with the District Wellness Policy. Our council is comprised of teachers, support staff, office staff, student council members and lead by our school principal Dennis Wolbert. Parents and school community members are welcome to attend to provide input and give feedback. Information about our wellness council, such as member contact information, meeting minutes and upcoming dates, can be found on our website, Facebook and is available in our school office.

PHYSICAL EDUCATION AND PHYSICAL ACTIVITY

All students will receive at least 100 minutes of physical education per week throughout the school year. Physical Education teachers will use an age-appropriate, sequential physical education curriculum consistent with national and state standards for physical education. The physical education curriculum will promote the benefits of a physically active lifestyle and will help students develop skills to engage in lifelong healthy habits, as well as incorporate essential health education concepts. In addition, all students will be provided with at least 20 minutes of recess on all days during the school year. Classroom teachers are encouraged to offer additional opportunities for physical activity, through Go Noodle, 100 Mile Club and after school physical activities during CAPS.

Teachers are discouraged from assigning physical activity as student punishment and encouraged to find alternatives to withholding recess or other physical activities as a punishment.



NUTRITION

Nutrition Education and Promotion

Our school aims to teach, model, encourage, and support healthy eating by students and ensure that students acquire skills to make nutritious food choices. Our school provides nutrition education to all students and engages in nutrition promotion through nutrition lessons from the Dairy Council of California, weekly Physical Education lessons, the California Department of Public Health's Harvest of the Month program and morning announcements that promote and encourage participation in the National School Lunch Program (NSLP) and School Breakfast Program (SBP). The nutrition education curriculum is aligned with state and federal standards. Marketing and promotional information on these items is displayed in the school cafeteria, The Wildcat Café.

School Meals

All schools within the District participate in USDA child nutrition programs, including the NSLP and SBP. Students will have at least 20 minutes to eat lunch and 10 minutes to eat breakfast. Breakfast and lunch menus are prepared by district nutritionists and are distributed monthly. All food and beverages sold during the school day meet or exceed USDA nutrition standards. This also includes foods and beverages sold outside of the NSLP and SBP. It is important that all food sold on campus aims to improve the diet and health of school children, help mitigate childhood obesity, model healthy eating to support the development of lifelong healthy eating patterns, and support healthy choices while accommodating cultural food preferences and special dietary needs. **When sending a snack with your child for lunch, we ask that it is an individual sized portion and not larger.** Students are not allowed to share food during lunch time. For more information on USDA nutrition standards, visit: <http://www.fns.usda.gov/school-meals/nutrition-standards-school-meals>.

Food and Beverage Marketing

Any foods and beverages marketed, promoted or advertised to students on the school campus during the school day will meet or exceed the state nutrition standards. Advertisements and marketing that does not comply with these standards are prohibited.

WELLNESS POLICY (CONTINUED)

Celebrations and Rewards

All foods offered on the school campus will meet or exceed the USDA Smart Snacks in School nutrition standards. This includes:

1. Celebrations and parties. We ask that parents bring or send a healthier option that meets the USDA Smart Snacks in School nutrition standard or a non- food option when participating in a class celebration, such as birthday or class party. A list of Smart Snacks can be found at <http://www.fns.usda.gov/healthierschoolday/tools-schools-smart-snacks>, and is available in the school office.
2. Classroom snacks brought by parents. Please see the above mentioned list of approved snack items.
3. Rewards or incentives. It is encouraged that foods and beverages will not be used as a reward, or withheld as punishment for any reason, such as for performance or behavior.

Fundraisers

Foods and beverages that meet or exceed the USDA Smart Snacks in Schools nutrition standards may be sold through fundraisers on the school campus during the school day only. Non-food fundraisers are encouraged.



OTHER ACTIVITIES THAT PROMOTE STUDENT WELLNESS

We have other school activities that promote student wellness including, Red Ribbon Week, Great Kindness Challenge, Kind Club, Student Council, and Mayfest. We also host special events that promote physical activity, such as Color Run and Turkey Trot during the school year.

WELLNESS POLICY IMPLEMENTATION, MONITORING, ACCOUNTABILITY, AND COMMUNITY ENGAGEMENT

On an annual basis, the wellness council will use the [Healthy Schools Program online tools](#) to complete a school level assessment based on the Centers for Disease Control and Prevention's School Health Index, Create an action plan that fosters implementation, and generate an annual progress report. The council will track compliance with this policy within the school and revise the policy as needed, with the principal acting as the lead. This wellness policy and a progress report can be found on the website and is available in our school office.

SCHOOL LUNCH PROGRAM

The San Bernardino City Unified School District participates in both the National School Lunch and School Breakfast Programs. Monies for these programs are provided by the Federal and State governments. Parents are required to complete and submit an income survey, and meals are available at no cost for all Wilson students. More information about these benefits are available in the school office and on the district website. Due to USDA regulations, all meals must be consumed by the students within the school cafeteria. Breakfast and Lunch are available each day students attend school. Due to safety reasons and limited space in the cafeteria, parents/guardians are not permitted to enter the cafeteria during breakfast or lunch times. If you have any questions regarding you the meal program, please contact Nutrition Services Department at (909) 881-8000.