

# **WILEY ELEMENTARY STUDENT & PARENT HANDBOOK 2022-2023**

**PRINCIPAL: DR. JENNIFER HEINHORST**

## **URBANA SCHOOL DISTRICT MISSION STATEMENT**

The mission of Urbana School District 116, a multicultural community committed to educational excellence, is to ensure that all learners acquire knowledge, develop skills, and build character to achieve personal greatness and help create a better global society, by providing innovative, comprehensive programs, respecting individual learning styles and cultural differences, and fostering caring and nurturing relationships, while engaging each student, every family and the entire community.

### **WILEY ELEMENTARY SCHOOL**

1602 S. Anderson Street  
Urbana, Illinois 61803-3039 U.S.A.  
phone: 217-384-3670 fax: 217-384-3559  
School Hours: 8:10 a.m. - 3 p.m.

### **WILEY ELEMENTARY SCHOOL MISSION STATEMENT**

Wiley Elementary School is a diverse and nurturing community dedicated to inspiring, encouraging, and empowering students to become productive members of a global society by creating a collaborative, challenging, and equitable environment that values everyone's talents, cultivates high expectations, and supports the growth of all students, teachers, and families.

## **WILEY ELEMENTARY SCHOOL'S EXPECTATIONS**

**Be Respectful!**  
**Be Responsible!**  
**Be Safe!**

### **WILEY ELEMENTARY SCHOOL SPIRIT**

**Mascot: Wiley Coyotes**  
**Colors: Red & White**

## WILEY PRINCIPAL WELCOME

Dear Wiley Families and Students,

I want to welcome to a new year at Wiley! The staff and I are excited to meet all of you and develop positive relationships with you. It is only through positive, respectful, and productive relationships between and among students, parents, and school members that our students are able to excel at the highest levels possible. We want the greatest success for your child and for your child to enjoy being at Wiley.

A system of trust must be developed that flows back and forth between schools and families. We will encourage you, as parents and guardians, to work with us at Wiley to secure open communication with each of you. We will ask for you to provide multiple ways to communicate with you that are most convenient for you. When we are all pulling in the same direction, great things will happen!

The community that surrounds our students is also important. We will have school events where we will encourage you and your extended family members to come and be a part of supporting your child's education and showing to your child the support that surrounds them. The more adults surrounding and encouraging a child, the more successful the child will be academically, behaviorally, and socially.

I invite you, the families and students of Wiley, to join with me and the Wiley staff, in making the commitment to support our students and help each of them achieve their own personal greatness!

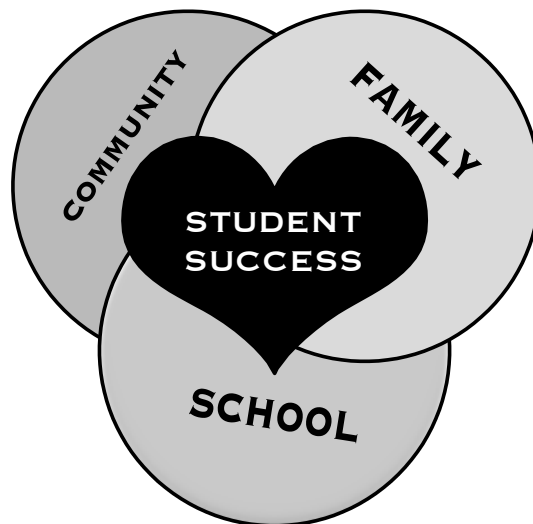
Looking forward to an exceptional year!

Dr. Jennifer Heinhorst

# SCHOOL, STUDENT, FAMILY AND COMMUNITY ENGAGEMENT POLICY

At Wiley, we are committed to family engagement. Wiley believes that **family engagement is a shared responsibility between home and school**. Wiley school commits to working with families in culturally and linguistically respectful ways, and asks our families to commit to supporting the school and their children's learning and development. It is essential that schools and parents support each other's responsibility to ensure student success. Family engagement is continuous across a child's life and is carried out **everywhere** children learn – at home, in school, in after-school settings, in faith-based institutions, and in community youth based programs.

This image places the child at the center and illustrates the overlapping relationships and supports needed to enable students to be successful. Schools, families and community members must collaborate for the success of each child!



## PLAN FOR A POSITIVE & SAFE SCHOOL CLIMATE

Our goal at Wiley Elementary School is to ensure that our students develop their full potential, academically, socially and physically. We are committed to creating an atmosphere for learning and for developing social responsibility. Each student is encouraged to take responsibility for his or her own learning and behavior. We urge parents and guardians to be actively involved in supporting our efforts in teaching and behavior management. In order to provide a safe and orderly environment and to ensure that students are able to focus on learning, high standards are necessary. Student expectations are further outlined in this handbook.

# **SCHOOL PROCEDURES & POLICIES**

## **Attendance and School Day**

Classes begin at **8:10am** and end at **3:00pm**

Supervision of students begins at 7:55a.m. 7:55a.m. is the earliest students are to arrive at school. If your student arrives before 7:55a.m., there is no one supervising your students and it is a safety issue.

All students are expected to attend school every day unless they are ill. Students must be at school by 8:10a.m. to avoid being marked tardy. If a child must miss a day of school, the parent/guardian must notify the school office (384-3670) between 7:30a.m. and 8:30a.m. on the day of the absence or any time before the day of absence. It is imperative to inform us of the reason for the student's absence to ensure the safety of our students.

Parents have a legal responsibility to ensure that their students attend school regularly. All absences must be accounted to the state government. The school has a legal obligation to notify the authorities if parents do not fulfill their legal responsibility.

## **Excused Absences**

You may be asked to provide documentation from a doctor if your child is continuously absent due to illness.

- Illness, doctor's appointment, or hospitalization
- Religious Holidays
- Funerals

## **Unexcused Absences**

The maximum number of absences allowed in a semester is eight (8). After a child has accumulated eight (8) excused absences, all other absences will be considered unexcused absences unless the student can provide a verified doctor's statement. Student exceeding five (5) unexcused absences per semester will be reported to the Regional Superintendent as chronically truant.

## **Leaving School Before Dismissal**

Parents need to call the school office (384-3670) if they wish a child to be excused early from school for doctor or dental appointments, or other specific reasons. Parents must come into the office to sign out their child and be prepared to show a photo ID. We can only release the child to people you have been listed during registration. This is for your child's safety and for our attendance information. Because the entire school day is utilized to instruct students, we ask that all parents refrain from picking up students before the 3:00 dismissal. We will not allow students to be checked out of school during the last 20 minutes of the school day. This is for the students' safety so that we are able to follow the end of the day routines which provide procedures for students and teachers to ensure all students are ready to leave for the day with belongings and escorted to their designated dismissal areas.

## **Morning Arrival & Dismissal Procedures**

Anderson Street is a North-bound One-Way Street from 7:30-8:30a.m. and 2:30-3:30p.m.

- Drivers should pull forward into the drop off lane as far up as possible.
- Students must enter and exit on the passenger side of the car.
- Drivers who want to enter the building should use the legal parking spaces.
- Please do not park in the drop off lane.
- Parents who wish to meet their child at dismissal are asked to wait in the front entrance.

## **School Lunch and Breakfast Program**

Students are provided for breakfast and lunch at no cost at Wiley elementary school. A monthly menu will be sent home with all students and can be found on the district website: <http://www.usd116.org/parents/food-service/>

**BREAKFAST:** Breakfast will be served from 8:10-8:25 each morning. Students must arrive at school before 9:00am to be served breakfast.

**LUNCH:** Lunch choice is provided to students. Each morning students select their lunch choice in their classroom. That lunch choice is what the student will be given that day. If a child refuses to make a lunch choice, the child will be provided with a sun-butter and jelly sandwich and the daily sides.

**BRINGING FOOD FOR LUNCH:** If students bring their own food for lunch, we ask that the items be in single serving sizes. Students are to NOT SHARE food at lunch. We ask that large serving bags of cookies, chips, candy, etc be brought to school. We will have your student place a single serving in a baggy to take to lunch if large servings are brought to school.

## **Visiting the School and Parental Involvement**

Parents/guardians are encouraged to visit and participate in school activities and events. Parent involvement is greatly appreciated and welcomed. Parents are an integral part of our program, assisting in field trips, serving as room parents, assisting with projects, serving on committees and in numerous other ways. In order to maintain a safe learning environment for all students, please be sure to report to the school office to sign in and pick up a visitor's badge upon entering the school building.

The PTA (Parent Teacher Association) will have monthly meetings in the Wiley library. Please plan to attend these meetings in order to have a voice in the planning of school activities. In addition, the PTA also hosts a monthly family engagement activity. Please join the Wiley PTA Facebook page for current updates and events.

## **Lost Items**

A lost-and-found is located in the hall near room 28 in designated lockers. Please retrieve lost items as soon as possible.

## **Electronic Items**

Students' personal electronic equipment, such as cell phones, are not to be used by students during the school day. If a cell phone is brought to school, it must stay off and given to the teacher at the beginning of the day. The teacher will keep the phones secured during the day. Students DO NOT have a place to securely store personal electronics; lockers and desks We are not responsible for any lost or stolen items that are not specifically requested to be brought to school to aid in the learning process. If these items are discovered during class time they could be held by the teacher and the parent/guardian may be requested to pick up the item(s).

## **Student Telephone Use**

Student may use one of the school phones to contact parents for incidents such as illness. Permission to use the telephone may be given by the teacher, administration or the school secretary.

## **Student Medical Concerns**

Please inform the classroom teacher and the school office of any medical conditions/problems/concerns. In case of an emergency, it is important to be familiar with a student's medical history. All medical concerns should be documented on the appropriate forms during registration.

## **Required Physical Examination & Immunization**

All students entering Wiley Elementary School should have all required immunizations and a physical exam completed and turned in at registration. Students not in compliance within two weeks will not be able to attend school unless they provide required documentation or proof that a medical appointment has been made. Please call your family physician or the C-U Public Health Department, 352-7775 ext. 176 for an appointment. All students should be prepared to show dental, vision, physical and immunization documentation.

## **Title I School Information**

Because we serve a substantial proportion of students who are economically disadvantaged, Wiley Elementary School and all the Urbana elementary schools are designated as Title One schools under the Title One amendment to the Elementary and Secondary Education Act of 1965. The formalized purpose of this title is "to ensure that all children have a fair, equal, and significant opportunity to obtain a high-quality education and reach, at a minimum, proficiency on challenging State academic achievement standards and state academic assessments."

Title One schools receive additional funding to help them reach the high expectations. Students benefit in many ways because the school is able to purchase more reading books and other materials, to hire additional literacy/reading teachers, to sponsor teacher professional development, and to create parent involvement opportunities beyond those typically offered in non-Title one schools.

## **Administering Medication**

If a child needs prescription medication to be administered during the school day, the parent/guardian must bring the medication to the school office and fill out a form that will be kept on file there. We cannot give out any prescription medication without written consent of the parent/guardian or a doctor's note about the dosage. In addition, no over the counter medication will be administered by the office or staff.

## **District and State Testing**

All students in grades K-5 will be required to show proficiency in district administered tests at the end of each quarter. Mandatory state tests, at grades 3, 4, and 5, such as the PARCC's assessment will be administered in early-mid March 2019. Students who speak languages other than English take an annual test in January (ACCESS) that indicates their English comprehension. Attendance during testing dates is extremely important. Information will be sent home before each of the testing dates.

## **Parent-Teacher Conferences**

Parent/Teacher conferences are held twice yearly, during the months of October and March. These conferences provide an opportunity for parents to meet with the classroom teacher and to discuss their child's progress. It is suggested that parents prepare for the conference by having questions and observations to discuss with the teacher. Open communication between parent and teacher is welcomed and encouraged; and helps in promoting a better educational climate for student learning.

## **Homework Policy**

Homework is assigned to:

- Provide practice, review, and enrichment of skills that have been taught in class.
- Develop independence, individual study skills, and personal responsibility while reinforcing skills and concepts.
- Foster a home-school connection and provide parents with the knowledge of what their children are learning in school.

We ask parents to provide a space and quiet time for your child to complete their homework. We also ask that you monitor the completion and return of all homework, sign when necessary. Parents are strongly encouraged to contact your child's teacher if there are concerns or questions related to homework.

## **Parent-Teacher Association (PTA)**

This group is open to all parents, guardians, teachers and staff of Wiley Elementary School. Our purpose is to foster communication between the staff and parents and/or guardians of Wiley Elementary School students, to organize activities, and to assist school staff in other ways that will enhance the education of our children.

# **STUDENT BEHAVIORAL EXPECTATIONS**

**Students will behave in such a way as to promote respect and safety.**

## **Expected School Behavior**

- See the PBIS Expectations Chart. Use of GIVE ME 5 and voice levels school wide.
- Respect must be shown toward students and adults at all times. Directions given by school personnel must be followed the first time.
- Fighting (including play fighting) or dangerous behaviors such as hitting, kicking, pushing, wrestling, and throwing objects (i.e. rocks and sand) are not permitted.
- Hallway expectations are that students will walk in a single file line, on the third tile and/or walking line, and students will focus forward, voices quiet, and arms still. Running and playing in the hallways is not permitted.
- Respect must be shown to all items displayed on bulleting boards; students are to not touch items on bulletin boards or hanging on the walls in the classrooms or hallways.
- Only materials, supplies, and items directly related to units of study may be brought to school. There may be some exceptions with prior approval of teachers.
- Electronic games and devices, laser light pointers and toys are NOT PERMITTED at school. TOYS should not be brought to school. If toys are brought to school, they must stay in the students' backpacks at all times. Inappropriate items will be confiscated and returned to the parents.
- School property, facilities, and equipment must be used properly and safely.
- Students may not take or use other students' or teachers' belongings without getting permission; stealing is not permitted.
- Bicycles, skateboards, scooters, and skates may not be ridden on campus.

## **Lunch and Recess Expectations**

Students have 45 minutes to eat and have an "inside" or an "outside" recess. Students are expected to observe school rules concerning good manners, cooperation, and play. Recess is supervised, unstructured playtime where children have choices; develop rules for play and release energy and stress. Recess will be conducted outdoors when weather permits. In the case of inclement weather, appropriate recess activities will be conducted indoors.

## **EXPECTED LUNCH TIME BEHAVIOR**

- Students are to be escorted to lunch area by a teacher or supervisor in an orderly manner. Running or loud talking is not permitted.
- Students are expected to line up single file in the cafeteria area in the assigned area. Cutting into the lunch line is not permitted. Students found cutting in line are to be placed at the end of the entire line. Students may not save places in line.
- Students are expected to eat in a polite, quiet and acceptable manner at assigned tables. No throwing of food, yelling, running, selling or trading of food is permitted.
- Students MAY NOT share food with others. Single serving food sizes only.



- Student respect of campus supervisors and all other personnel assisting with lunch operations is mandatory. Students are to follow the instructions of all adults on duty.
- Lunch supervisors have the responsibility and authority to correct behavior and/or discipline students in accordance with school and district guidelines.
- Each student is responsible for the disposal of his/her trash in an appropriate receptacle. All students must leave their eating area clean, including food, paper, and spilled liquids.
- At the conclusion of an eating period of at least fifteen minutes, an adult on duty will signal to students that they may prepare for dismissal. When trash is picked up, students will be dismissed to line up quietly and wait for a supervisor or teacher to escort them to their next destination.
- Students are not allowed to leave school during lunch or recess unless authorized through the office.

## **Expected Playground Behavior and Basic Safety Rules**

All students must:

- Follow school rules at all times.
- Use play equipment provided by the school. Items brought from home are not to be used unless approved in advance by a teacher.
- Be visible to teachers and adults at all times.
- Keep hands to themselves unless physical contact is appropriate to the activity. Inappropriate physical contact, such as pulling on another child's clothing, hitting, wrestling and biting will not be tolerated.
- Not toss anything over the fences.
- Use equipment correctly.
- Students should not walk through a game in progress or disrupt games.
- Leave rocks and sticks on the ground.

Play Equipment Rules - All students must:

- Sit on the slide and slide down feet first. One at a time.
- Sit—not stand, on the swings.
- Limit swinging to forward and back motion, no twirling or twisting.
- Wait until the swing comes to a complete stop before getting on or off.
- Take turns on the monkey bars, with just one student at a time.

# **POSTIVE BEHAVIOR INTERVENTIONS & SUPPORTS (PBIS)**

Be Respectful!  
Be Responsible!  
Be Safe!

The foundational beliefs of PBIS focus on the connection between discipline and academic success. We believe that it is our job to ensure that the behavioral and academic climate of our school supports learning for ALL of our students. Hallmarks of PBIS include explicit teaching of expected behaviors, regular rewarding and celebration of acceptable behaviors, and regular monitoring of data to identify areas that need to be targeted and areas that are successful. We have a school PBIS team that meets monthly to discuss student discipline data and comes up with interventions to ensure that all of our students are supported. Our social work team works closely with the PBIS team to ensure that the right kind of support is provided to students who are exhibiting behavioral difficulty. In addition, we will be sending home PBIS newsletters to keep you updated on how PBIS is operating at our school.

Students are expected to meet these expectations in all settings (classrooms, hallways, playground, cafeteria, library, restrooms, bus, and assemblies). During the first weeks of school, the staff will teach, model, practice and re-teach the school wide expectations to all students. Behavior that meets our school-wide expectations is acknowledged. Students who continually choose not to meet the school-wide expectations will receive logical consequences for inappropriate behaviors. Consistent with Unit 116 policy, these consequences may include a parent meeting, detention, restitution, or in-school or out-of-school suspension. (Please refer to the Unit 116 Student Conduct Code.) Wiley Elementary School will continue to be a school where students can excel in a safe, respectful, and cooperative learning environment.

## **Anti-Bullying Policy and Procedures**

It is the school expectation that all individuals will practice safe, responsible, and respectful behavior (Please refer to the Unit 116 Policy 7:20). As part of teaching and practicing these behaviors, students and teachers will treat each other safely and with respect. This is the foundation of our anti-bullying policy.

As a proactive measure to teach the Illinois Social Emotional Standards, all students are specifically taught the school expectations, learn the USD#116 adopted Character Traits, and participate in weekly Second Step lessons focusing on respect, sharing, friendship, and other social skills. In response to problem behavior, all students are taught to say STOP, WALK AWAY and TALK to an adult.

If a student or staff member observes or reports that another individual is not feeling safe or being treated respectfully, the following steps and/or interventions shall occur:

- The teacher(s) of the student(s) involved will listen to and document all concerns being brought forth. The teacher will inform the parents of the next steps

regarding the schools' actions in addressing the behaviors. The principal will receive all copies of documentation of initial concerns and actions.

- The teacher(s) will speak to the students individually about the expectations in our school. If requested, individual student guardians/parents are welcome to participate in the conversation with their child. Students will be encouraged to use words with their friends to stop the offensive behavior and to let teachers know if they are being treated disrespectfully or in a way that makes them feel unsafe.
- The teacher(s) will also speak to the students together as a group, if appropriate. The teacher will remind students of the expectations and support students as they problem-solve how to act/react to specific situations. The teacher will help role play/model correct behavior if necessary. Referrals for social work intervention and/or small academic intervention groups will be made if appropriate.
- The teacher will monitor student behavior and follow up with the parents regarding student success and/or continued parent concerns as needed. Interventions will continue if necessary. All steps of the intervention will be documented and shared with the school building administration.

## **Documenting Student Behavioral Issues**

Teachers and staff are the ones responsible for communicating directly with parents/guardians concerning behavioral issues. We must partner and meet with parents regarding persistent student behavioral issues to develop a behavioral plan for the student. If a student's behavior warrants a discipline referral to be written, the teacher or staff member writing the referral will communicate this to the parent/guardian. The principal or office will communicate with parents/guardians if consequences are given such as a lunch or afterschool detention, office refocus, loss of privileges or any type of suspension.

Students riding the school buses must also follow expectations and sit in assigned seats. Bus personnel report student behavioral issues in bus referrals. Students with repeated misconduct may be suspended from riding the school bus.

## **Zones of Regulations**

This program teaches a variety of social-emotional skills to children, starting with early emotional skills and advancing on to self-regulation and navigating social situations.

Here are some skills taught during The Zones of Regulation:

- Identifying your emotions by categorizing feelings into four zones (more on this below)
- Self-regulation: Achieving the preferred state of alertness (zone) for a situation. This is all about regulating your body and emotional regulation.
- Identifying triggers: Learning what makes you "tick" and why
- Coping strategies: Various techniques and strategies that help achieve emotional regulation and manage strong emotions

- **Size of the problem:** Introduces the idea that the size of your reaction should match the size of your problem, how to identify the size of your problem, and strategies for problem-solving.
- **Expected behavior vs unexpected behavior:** This also covers perspective taking and how your behavior affects the thoughts and feelings of the people around you

## THE FOUR ZONES: OUR FEELINGS & STATES DETERMINE OUR ZONE

The **Red Zone** is used to describe extremely heightened states of alertness and intense emotions. A person may be elated or experiencing anger, rage, devastation, or terror when in the Red Zone.

The **Yellow Zone** is also used to describe a heightened state of alertness and elevated emotions, however one has more control when they are in the Yellow Zone. A person may be experiencing stress, frustration, anxiety, excitement, silliness, the wiggles, or nervousness when in the Yellow Zone.

The **Green Zone** is used to describe a calm state of alertness. A person may be described as happy, focused, content, or ready to learn when in the Green Zone. This is the zone where optimal learning occurs.

The **Blue Zone** is used to describe low states of alertness and down feelings such as when one feels sad, tired, sick, or bored.

# Wiley Teachers & Staff Directory

FIRST NAME	LAST NAME	POSITION	EMAIL
Jennifer	Heinhorst	Principal	jheinhorst@usd116.org
Deliah	Murphy	Secretary I	demurphy@usd116.org
Joseph	Ballenger	Secretary II	
Gregg	Delgadillo	Kindergarten Kindergarten	gdelgadillo@usd116.org
Jill	Quisenberry	First Grade	jquisenberry@usd116.org
Arnitra	Jenking	First Grade	<a href="mailto:ajenkins@usd116.org">ajenkins@usd116.org</a>
Aleah	Mathews	Second Grade	apmathews@usd116.org
Shep	Voit	Second Grade	svoit@usd116.org
Stephanie	Warmoth	Third Grade	<a href="mailto:swarmoth@usd116.org">swarmoth@usd116.org</a>
Valerie	Willetts	Third Grade	vwilletts@usd116.org
Tamre	Neal	Fourth Grade	tneal@usd116.org
Denise	Wiertelak	Fourth Grade	dwiertelak@usd116.org
Gabriel	Pierce	Fifth Grade	gpierce@usd116.org
Tanissa	Tutwiler	Fifth Grade	ttutwiler@usd116.org
Dejanna	Blair	PE	
Stacey	Peterik	Band	speterik@usd116.org
Tamra	Gingold	Strings	tgingold@usd116.org
Kate	McLean	Librarian	kmclean@usd116.org
Liz	McPherson	SPED	emcpherson@usd116.org
Lekisha	Hall	SPED	lhall@usd116.org
Melissa	Clark	Speech/Language	mclark@usd116.org
Michelle	Shaw	Literacy Teacher	mshaw@usd116.org
Amanda	Rutledge	Literacy Teacher	arutledge@usd116.org
Donte	Lotts	Social Worker	dlotts@usd116.org
Melissa	Schluter	OT/PT	mschluter@usd116.org
Karla	Schroeder	Instructional Coach	kschroeder@usd116.org
Asfia	Kazmi	Aide Special Ed	akazmi@usd116.org
Debbie	Long	Aide Special Ed	dlong@usd116.org
Susan	Shofner	Aide Special Ed	
Karen	Ross	Aide Special Ed	
Naro	Anderson	Aide Special Ed	
Cameron	Mosley	Custodian	cmosely@usd116.org
Julie	Suits	School Nurse	jsuits@usd116.org

## DISTRICT #116 ADMINISTRATION & CONTACTS

WEBSITE: [www.usd116.org](http://www.usd116.org)

USD #116 Central Office  
205 N. Race St.  
217-384-3600

After School Child Care Program  
217-384-3536

Dr. Jennifer Ivory-Tatum  
Superintendent of Schools  
217-344-3636

First Student Bus Company  
217-344-4586

