

*Colonial*  
SCHOOL DISTRICT

WILBUR

K-12

2018-2019

PARENT/ STUDENT HANDBOOK

KATHLEEN H WILBUR SCHOOL

A photograph of the entrance to Kathleen H Wilbur School. The building is constructed of red brick with a prominent portico supported by several brick columns. The name 'KATHLEEN H WILBUR SCHOOL' is displayed in large, dark letters above the entrance. The entrance features glass doors and windows. The foreground shows a paved walkway leading to the entrance.

# Information at a Glance

School Address	4050 Wrangle Hill Road Bear, Delaware 19701
Main Office Phone	832-6330
Nurse's Office	832-6336
Cafeteria Manager	832-6340
Fax Number	832-6335
WEBSITE	<a href="http://wilbur.colonial.k12.de.us/">http://wilbur.colonial.k12.de.us/</a>
Twitter	#WilburInspired
Transportation Office Phone Number	(302) 323-2851

## School Hours

8:00-4:00	School office hours
8:20 a.m.	Front doors open and students may enter the building. <i>Prior to 8:20 a.m., students must remain in a car with a parent. An administrator will signal for students to exit vehicles and form a line at 8:19 a.m.</i>
8:35 a.m.	Students are considered late and must be signed in by a parent. <i>If there is no staff member outside, you will know that you have to walk your child to the entrance to be signed in. Repeated late arrivals affect achievement and may lead to truancy consequences, which include losing school choice. (if applicable)</i>

2:50 p.m.	Early dismissals end. <i>More than one or two early dismissals a year should be avoided as there is a great effect on achievement. These also can lead to truancy consequences. Please make sure a note is sent in if you would like to pick your child up early.</i>
3:15 p.m.	Car riders are dismissed to the MPR.
3:19 p.m.	Front doors unlock for parents picking up students.
3:20 p.m.	Bus riders are dismissed to the bus court.
3:29 p.m.	All car riders must be picked up by this time.

# Wilbur Elementary's Vision and Mission

**We will inspire excellence in every Wilbur student!**

Wilbur Elementary's mission is to inspire excellence in ALL of our students in order to improve their academic achievement. We believe that through hard work and perseverance, ALL students can succeed.

A focus on success traits, such as honesty, optimism, self-control, and having a growth mindset, helps our students to have a well-rounded experience that allows them to make choices that will positively affect the rest of their lives.



# Important Information Families Need to Know

## ITEMS NOT PERMITTED IN SCHOOL

Toys, iPods, iPads, handheld game devices, cell phones, spinners, and other items (for example, trading cards, etc.) that distract children from learning are not allowed in school. If items such as these are seen at school, they will be taken from children and an adult will have to come pick them up. If an item reappears, the item will be kept until the end of the school year, when an adult will have to pick it up. The only exception to this rule is if a classroom or grade is having a BYOD event where devices will be used for learning purposes. Written notification will be sent home in these cases. If an inappropriate item is brought to school and is then lost or stolen, school staff will not be involved in helping to resolve the issue.

Any item deemed a safety risk will be taken from the child and the parent will be contacted. Title 14, Delaware Code, 4112 requires school personnel to contact police if serious offenses occur. (i.e. carrying weapons - **\*\*even look-alikes or toy weapons\*\*** - and dangerous instruments) The Colonial School District Student Code of Conduct specifies that a student in possession of weapons (**real or look-alike**) be suspended from school and have possible other consequences. See the Colonial School District Code of Conduct online for more information. Please help your child make good choices and take time to check the materials your child gathers for school.

## STUDENT BIRTHDAYS AND OTHER CELEBRATIONS

Individual celebrations are not permitted in the classroom due to district policy. The Colonial School District's policy #5404 states that no outside food can be served to students during the school day. Parents who would like to provide a birthday or holiday treat for their child's class will be able to order items directly from the cafeteria. The cafeteria manager can provide information about costs of items like snacks, cookies, etc. These will then be pre-packaged for your child's class and distributed at lunchtime. Snack order forms can be found on the district website. In order to place an order, please turn in the form **at least one week in advance**. If you have questions, call the cafeteria manager at 832-6340.



Due to safety and distraction issues, **balloons and/or other favors are not allowed in school or on the school bus**. Thanks for your cooperation!

If a child is being recognized at a Wilbur Winners assembly, or is a part of another presentation or event, siblings that attend Wilbur are not able to be pulled out of class to attend. This would impact learning time for a great number of our students and present a space issue in the Multi-Purpose room!

## DRESS EXPECTATIONS

On the district website, our superintendent has information that addresses appropriate dress for students. For safety reasons, students may not wear open-toed shoes or flip flops to participate in P.E. class or recess.

Clothing that is inappropriate for a school setting, such as shirts having offensive language or symbols, will not be permitted. Heelies, or any shoes with wheels, are not permitted in school. Pants need to be at waist level. The principal will find a solution if this is not the case and it will not be very stylish. ☺

### **SCHOOL WEBSITE, FACEBOOK, and TWITTER PHOTOS**

In order to get the word out about positive things that are going on at Wilbur Elementary, we often spotlight classroom activities on our website, teacher websites, our Facebook Page, and on Twitter. Photos are what make activities come to life! We hope that you are open to photos of your child's classroom in action being used to tell our story. We will never use students' names with a photo. **As stated on the Colonial School District's Student Information Card and registration form, if you do not wish to have your child's photo used in this way, there is a District Form that you can request from the Principal.**



Once this is filled out and returned to the office, your child's teachers will be notified. Also, please alert your child that he/she will need to move from the area if any photos are being taken. Thanks!

### **MOVIES IN THE CLASSROOM**

Although we do not believe in using instructional time for movies, there are times when a movie will be used as a reward or shown during indoor recess. You may have noticed, as we have, that most children's movies are now rated PG. (Even family favorites like Happy Feet, Madagascar, Hop, and The Muppets.) Know that our staff will use professional judgment whenever a movie is chosen to be shown in the classroom.

**Please alert your child's homeroom teacher at this time through email if you do not want your child to view any PG-rated movies.** You need only respond if you DO NOT want your child to be a part of the classroom when a movie is being shown.

### **SCHOOL-WIDE TITLE ONE DESIGNATION**

Wilbur Elementary has been designated as a "School-wide Title One" school. This allows us to be more flexible in providing students with reading interventions. Parental involvement is a key factor in the success of all of our students. Please read the Parent Compact and Parental Involvement Policy and call the school to speak with our Reading Coach about any questions you may have.

In the main office, we have a binder that includes our School Success Plan; Parent Involvement Policy; Professional Development Plan; and our Title One Parent Compact. If you would like to view this information, please stop in and let an administrator or our reading coach know. Some of this information is also available on our school website. In this Parent Resource Center, we also have some reading materials and games available for check out.

### **EXPLORATORY CLASSES AT WILBUR**

At Wilbur, we pride ourselves on being innovative and finding creative ways to enhance each student's educational experience. We have a unique exploratory schedule in that students report to a specials class for a week at a time, rather than the subjects rotating daily like most elementary schools. This allows our exploratory teachers to dive deeper into projects and units of study.



Specials include: Art, Music, Physical Education, Library/Technology, STEM. For P.E. classes, students must wear sneakers. Starting at grade, students are able to check out books from our library during homeroom time throughout the school year.



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### **SPECIFIC STUDENT NEEDS**

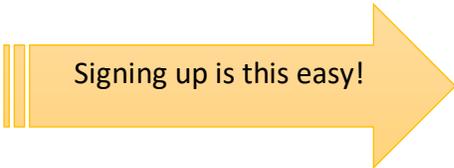
The entire staff at Wilbur Elementary is highly dedicated and committed to the academic achievement of all children. At the end of each year, the administration solicits input from the staff regarding the placements of our students for the following year. We strive to know our students well, and to place them in the learning environment that we feel would best suit them. If your child has specific learning needs, and you feel that it is necessary to provide us with additional information, you may provide a request for a specific teaching **style** (not a specific teacher's name) that would best meet the needs of your child. This request would need to be in writing and submitted to the principal by the end of May. This information will be used to assist the administrative staff when placing students in classes for the following year. Requests such as having siblings in the same side of the building or separating your child from a specific student will be honored if they are put in writing to the principal **by the end of May.**

### **SCHOOL CLOSINGS AND DELAYS**

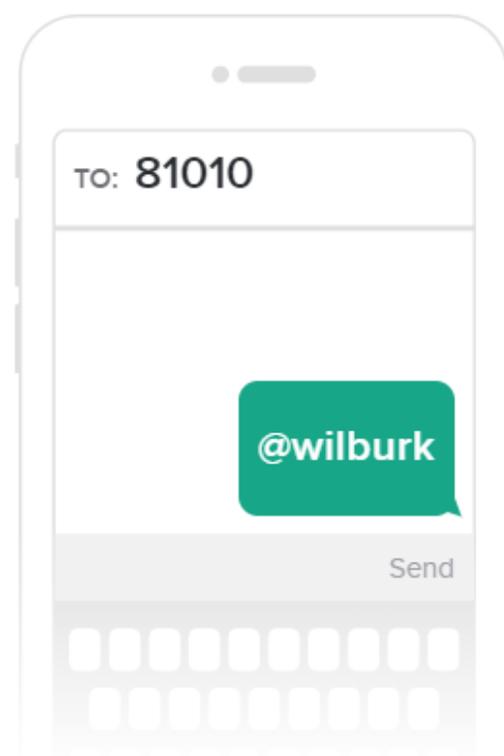
If school will open late or be closed due to weather conditions or any other emergency, the principal will send a TEXT ALERT right away. If you aren't receiving these, use the directions below to sign up today! The district will also update the websites, Facebook, and local radio stations. PLEASE DO NOT CALL THE SCHOOL TO ASK IF WE ARE OPENING LATE OR CLOSING EARLY. A text is sent as soon as we have the information. It is important to keep our phone lines open to receive any updated information from the district or state.

Please make sure that the school office is informed of all phone number and address changes and make sure that your child knows what to do in case of an unexpected emergency closing.





Signing up is this easy!



TO: 81010

@wilburk

Send



# School Safety and Procedures

## **SCHOOL SAFETY IS OUR PRIORITY.**

Know that our students' safety is of the utmost concern to Wilbur staff and that our goal is not to appear unwelcoming with any of these policies or procedures. In this day and age, I hope you will agree that we have to do whatever we need to in order to ensure we are being as cautious as possible.

### ☆ **MORNING ARRIVAL:**

- Parents dropping students off for morning arrival should have them wait in the car until 8:20 a.m. when a staff member gives the signal for students to exit vehicles and form a line. Students may not be dropped off early to stand unsupervised in front of the main entrance. If you are not able to wait with your child until 8:20, we have a list of daycares in our feeder pattern that we can provide.
- Cars should pull up at the curb area along the fire lane with the student exiting the car on the curbside. This is the safest and most efficient way to drop off.
- If a parent wants to walk with a child, they must park in the lot and drop off will be on the brick area in front of the main entrance. Staff members and student leaders are positioned throughout the building to ensure our youngest students get safely to their classrooms.

- Staff will be posted at the entrance area to assist students entering the building. Anyone needing to enter the building for a valid reason will need to show identification and give their reason for needing to enter.
- Parents participating in the YMCA Before-Care program in our B/O cafeteria will need to show a YMCA pass as you enter the building before 8:20 a.m.
- Once the staff members enter the building at 8:35, a student must be walked in by a parent to sign in late. Breakfast is available only between 8:20 and 8:35 each morning.



☆ **DURING THE DAY:**

- The building is locked throughout the entire school day. The main entrance is the only location that visitors can enter the building. If you need to enter the building, please have your ID in hand and ready as we will ask you to place it in front of the camera. Be prepared to give us your reason for entering.
- Although it may seem impolite, we ask that you do not hold the door open for someone behind you who did not yet have their ID checked. Instead, let them know, “To keep our students safe, you have to be buzzed in separately,” and close the door behind you. Thank you in advance!
- ‘Pop in’ visits to classrooms of any type are not able to be accommodated, even during morning arrival time. If you need to communicate with a staff member, feel free to send a note or email, or make a call. If you do not get a response within 24 hours, please alert the assistant principal on that side of the building so they can assist you.
  - Other than a scheduled special event in the classroom, if you would like to visit a classroom, you can pre-arrange a time with the teacher. In order to ensure a consistent learning environment for our students, classroom visits are limited to a maximum of 45 minutes. When you arrive for your pre-scheduled visit, your license will be scanned and you will receive a visitor’s pass.
- Throughout the year, safety drills will occur. These include fire drills, lockdown drills, and shelter-in-place drills. The Wilbur safety team also meets yearly with the state police for ‘tabletop exercises’ in which we brainstorm responses to potential emergency situations.

☆ **DISMISSAL:**

- One dismissal procedure should be specified as a child's regular routine. By state regulations, each child is scheduled for one seat on one bus. It is against the procedures of the Transportation department that a student is given a bus pass to ride a bus other than their own. Each family will need to choose ONE bus as their dismissal method. In an emergency situation that occurs infrequently, we can provide a bus pass. This will only be done in emergencies and preferably with written notification. For safety reasons, students are not able to alternate between being a bus rider and a pick up.
- Parents who are picking up their children should park in the front lot. The front doors will open automatically at 3:19 p.m. so parents can report directly to the MPR. Please remember that there is NO smoking on school grounds, including in cars in the parking lot.
- Students who are being picked up will automatically report to the Multi-Purpose Room after the dismissal announcement. Staff members will supervise this area and facilitate the dismissal of children until 3:30 p.m. All students must be picked up by this time, as no supervision will be available. Please do not be insulted when we ask for identification, as the safety of our students is our primary objective. If someone other than a parent or guardian is picking your child up, please be sure to send in a note letting us know of the change. If someone is not listed on the child's emergency card, we will not release him or her without something in writing from the parent.
- All children will be dismissed their regular way (by bus or as a pick up) UNLESS there is a written note from the parent/legal guardian requesting us to hold the child at dismissal. If a student tells us that someone is picking them up, but has no note, the child will be dismissed according to his or her usual procedure. Switching dismissal methods between pick up and riding a bus is to be limited to rare emergencies only.
- For the security and safety of your child, we are not able to accommodate last minute dismissal changes. Please send a note in that morning so there is no confusion at dismissal time. Because we cannot verify the identity of someone who phones in a dismissal change, any change to dismissal must be in writing on the morning of the change. If there is an emergency situation, a note can be faxed before 2:50 p.m. to the main office at 832-6335.
- For safety reasons, if someone comes in to pick up a child with no notice after the bus dismissal announcement has occurred, the child will not be taken off a bus. That parent will need to meet the child at the normal bus stop.
- If a non-Choice student is scheduled to be a regular pick up and is picked up later than 3:30 more than twice, his normal dismissal routine will be changed to a bus rider as there is no staff to supervise after 3:30 p.m. With multiple late pick-ups, a Choice student will likely be recommended to have Choice terminated.
- Although we have staff in the lot, it is each parent's responsibility to keep their child safe! Please make sure your child is with you at all times in the parking lot and only cross traffic at the marked crosswalks.
- Cars must yield for the school buses once they begin coming from the back of the building to the traffic light.





## Intervention and Enrichment Information

Students learn at different rates and may need enrichment or intervention depending on the skills and topics being learned. In addition to the small group instruction that our teachers provide during core reading and math times, we have built into our schedule thirty minutes a day in both math (MINT) and reading (RINT) to provide targeted instruction for enrichment or intervention. During this time, students are either grouped according to need and travel to a classroom in their grade level to receive instruction or work on differentiated activities within their normal classroom.

MINT and RINT groupings are determined by the grade level teams, and data reviewed by a School-Based Team (administrators, counselors, coaches, psychologist, etc.) throughout the year. These groups are fluid and change regularly depending on the students' needs.

As a Wilbur parent, our reading and math coaches are available to help you support your child's learning at home! If you have questions or concerns, feel free to call the main office and ask to speak to Ms. Costa (reading) or Ms. Hoban (math).



## Nutrition Services

**The breakfast program begins at 8:20. Students being dropped off by car in the morning must be in line by 8:35 in order to participate in breakfast.** We have a “grab and go” breakfast system at Wilbur. Students report to the cafeteria right away, get their breakfast, and bring it to the classroom to eat.

At Wilbur, due to the Community Provision Act, students receive both breakfast and lunch at no cost to parents. At lunch, along with the many tray choices available, students can purchase snacks if they have money in their account. Parents have the option of blocking this feature, which will not allow the purchase of snacks to be deducted from the child’s account balance. If a parent should want to block this feature, they must notify the cafeteria manager in writing. Kindergarten students will have time periods during the year where no snacks are able to be purchased. (i.e. the first month of school)



## Nurse’s Office Information

The Colonial School District has full-time registered nurses in each school. All decisions regarding health issues are based upon the State of Delaware and Colonial School District Policies and Procedures.

**Emergency Card** – Every student must have a completed, **up-to-date** emergency card on file in the nurse’s office by the end of the first week of school. **If information changes during the year (phone numbers, emergency contacts, etc.), please email the school nurses and your staff center secretary as soon as possible with updated information** so we can update the computer systems.

Nurse Prucyk: [laura.prucyk@colonial.k12.de.us](mailto:laura.prucyk@colonial.k12.de.us)

Nurse Green: [jay.green@colonial.k12.de.us](mailto:jay.green@colonial.k12.de.us)

G/Y Staff Center: [Deborah.goodley@colonial.k12.de.us](mailto:Deborah.goodley@colonial.k12.de.us)

B/O Staff Center: [lori.crawford@colonial.k12.de.us](mailto:lori.crawford@colonial.k12.de.us)

**Dismissal Due to Illness** –If it is decided that your child is unable to remain at school due to illness or injury, the nurse will call the numbers given on the emergency card. Please give names and numbers of adults who can come and pick up your child if it is necessary. Your child will not be allowed to ride home on the bus if he/she has any type of contagious disease.

**Medication** – The nurse is the only person authorized to administer medications in school. **If you are sending medications to school with your child, please contact the nurse first.** Some medications have strict regulations and must be brought to the school nurse by the parent. If a prescription drug is to be given to your child during the school day, it must be sent to the school in its **original container with the correct pharmacy label and a note from the parent** stating why the medicine is to be given and the time the next dose is to be administered. The note must have a **parent and/or legal guardian’s signature.**

**Illness – If your child is ill, do not send him/her to school!** Staying home will quicken his or her recovery as well as assure that other students do not become sick. A child must be **free from fever, vomiting, and diarrhea for 24 hours** before returning to school. Please send a note when your child returns to school so that the absence can be excused.

**Communicable Diseases** – Children may not be in school if they have any condition that is highly contagious. Examples include: ringworm, impetigo, scabies, chicken pox, etc. If your child develops a condition that is contagious, he or she may not ride the bus. Children with these conditions, with the exception of head lice, will not be re-admitted without a note from their physician.

**Injuries** – If your child has a broken bone, or other severe injury, he or she is not able to participate in P.E. or recess. In order for the student to resume these activities, the parent has to provide the school with a doctor's note stating that the child has no restrictions on their activities.



# Transportation

District Transportation Office – 323-2851

**Riding a school bus is a privilege, not a right.** Your child's safety is our main concern as he/she goes to and from school. Whether your child rides the bus daily or only when going on a field trip, the rules remain the same and are enforced by the teachers, bus drivers, the transportation department and administration.

**All children will follow our two main school rules:**

- 1. No hands on. (Keep hands, feet, and materials to themselves.)**
- 2. Be nice.**

**In addition, on the bus, students will:**

- 3. Respect the authority of the bus driver.**
- 4. Remain seated safely at all times.**
- 5. Use quiet voices.**
- 6. Keep all objects and body parts away from the window.**

Each situation is handled on an individual basis with all circumstances taken into account. For instance, even on a first offense, instances of major hands on behavior will result in bus suspension and, possibly, out-of-school suspension. Whenever possible, in order to not impact instructional time, if a student gets a bus referral, they will be called to the office during a non-instructional time. Generally, if a child fails to obey the expectations, the following steps will take place:

- A. As soon as there is a concern, the bus driver will speak to the child and explain the expectations, reminding the child of the rules.**

- B. **First Offense** – The bus driver will complete a bus referral and turn it into an administrator. The child will be reprimanded and a copy of the report will be sent to the parent. This will be considered a warning.
- C. **Second Offense** – The bus driver will complete a bus referral. The child will be reprimanded and the parent will be notified. Depending on the severity of the offense, other consequences may be given.
- D. **Third (and Subsequent) Offense**– As continued offenses occur, consequences may include:
  - Bus suspension for one to five day periods of time
  - Loss of recess or other privileges
  - In-school suspension
  - Out-of-school suspension



**Continued disregard for bus safety rules may result in your child losing bus riding privileges for an extended period of time.**

Due to Transportation policies and procedures, students are not able to ride on a bus other than the one that they are listed on the official bus roster.

**For Kindergarten parents:** Someone must be available at the bus stop to pick up your child. The driver will not drop off a Kindergarten student unless someone is there to meet them. This could result in the child being returned to the school, which would result in a mandatory parent/school meeting and transportation privileges possibly being discontinued in the future.

## Attendance

It is extremely important for students to be at school every day on time. With our hands-on curriculum, if a child is absent, it is very difficult for them to make up the learning that was missed. The truancy laws in our state require that we follow certain procedures if a student is absent unexcused. These include:

- At 3 – 5 unexcused absences, a letter will be sent home or a phone call will be made to discuss the issue with parents or guardians.
- By 10 unexcused absences, a home visit may be made by school personnel to discuss the absences and/or a letter will be sent home.
- By 10 EXCUSED absences, a letter will be sent home alerting the parent that further absences cannot be excused without a doctor's note.
- By 15 unexcused absences, a certified letter will be sent home alerting parents or guardians about the seriousness of the situation and parents must attend a mandatory conference at the school to sign an attendance contract.
- Above 15 unexcused absences may result in filing of truancy charges.

Excuses recognized as valid by the Colonial School District's Code of Conduct are the following:

- Illness of the student
- Medical diagnosis and or treatment
- Death in the immediate family; funerals of other relatives or close friends, not to exceed one day if in state or three days if outside the state
- Contagious disease in the home of the child (subject to regulations of the Division of Public Health, Department of Health and Social Services)
- Legal business requiring the student's presence
- Suspension from school (NOT including bus suspensions)
- Observance of religious holidays

For any absence, students are required to present a **written** excuse signed by a parent/guardian within 3 days of their return to school. An email sent to the staff center secretaries ([deborah.goodley@colonial.k12.de.us](mailto:deborah.goodley@colonial.k12.de.us) and

[lori.crawford@colonial.k12.de.us](mailto:lori.crawford@colonial.k12.de.us)) is a great way to ensure the office receives excuse notes in a timely manner. Excuse notes should include:

- ❖ Your child's name and room number
- ❖ The date of the absence and the reason for the absence

*Even if we receive a note letting us know that your child was on a family vacation, or out due to another non-excused reason, we are not able to excuse the absence. Thanks for making sure a note is sent in right away each time your child is absent due to illness – absence notes are not able to be turned in and processed more than a week after the child returns.*

These excuses will be kept on file in the school for the current school year. A doctor's note may be required at any time. Absences for any reason other than those outlined above are considered unexcused. If a student is out for more than a half day of school, he or she will be considered absent for that day. Students have the opportunity to make up schoolwork missed due to excused absences, subject to guidelines in the Student Code of Conduct.

**Absences longer than 10 days:** For students who relocate out of state for any time longer than ten days, the parent/guardian must provide a note explaining the absence and state that the child has relocated out of state. The student must be withdrawn from Wilbur Elementary. The parent/guardian must re-enroll the child once the family returns to the area. The school cannot guarantee that the child will be placed back in the original classroom.

Numerous late arrivals, early dismissals, or late pickups will result in a parent/guardian conference in which the parent will be responsible for providing updated proof of residence and agreeing to a plan of action to address the situation.

## How Can You Volunteer?

We love volunteers at Wilbur Elementary! There are many different opportunities for parents and family members to be involved, both during the day and at home. Let your child's teacher know if you are able to 'volunteer at home' by cutting out laminated items and completing other preparation items!

- All regular volunteers and all field trip chaperones must complete a background check before they begin volunteering based on Colonial School District policy. This is an online process with a cost of approximately \$19. Here is how:

Go to <a href="http://www.colonialschooldistrict.org">www.colonialschooldistrict.org</a> .	
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Under "Parents and Students" click the word "Volunteer."



Fill out the requested information!

## Volunteer Guidelines

Some general guidelines need to be followed by all volunteers and school visitors:

- Volunteers are asked to regard all work in school as confidential. While working with students brings many rewards, it also brings great responsibility.
- Volunteers must wear a visitor's badge and must sign in upon arrival.
- Due to liability issues, **no siblings or young children** can be brought to school with a volunteer. This includes parents/guardians that eat lunch with their child in our cafeteria or chaperone field trips.

- On-the-spot conferences should not be expected with your child's teacher. Meetings should be pre-arranged to discuss your child's progress at a time other than during volunteering.

## Wilbur Elementary's Homework Core Beliefs

1. *We believe that kids work hard at school and need time to play at home.*

At Wilbur, students may be given at their teacher's discretion, no more than:

- 10 minutes of homework – Kindergarten
- 20 minutes of homework – Grades 1 and 2
- 30 minutes of homework – Grade 3
- 40 minutes of homework – Grades 4 and 5

2. *We believe that **READING** for pleasure is critical to a child's academic achievement.*

At Wilbur, students will be asked to read or be read to each night.

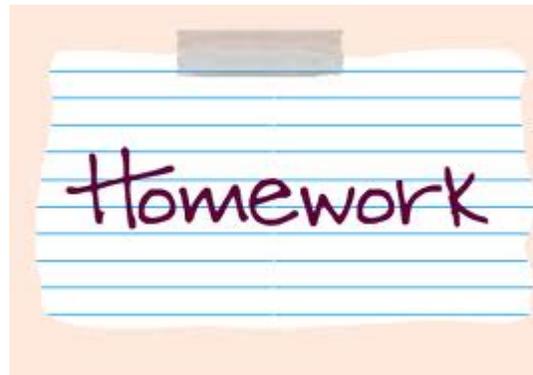
*(Reading is included in the time limit listed above.)*

3. *We believe that positive interactions, rather than negative consequences, will help our students to learn to love learning.*

At Wilbur, students will not lose recess time for homework completion. Homework will not be a part of a student's grade.

4. *We believe that students learn to be responsible citizens by being a contributing member to their family household.*

At Wilbur, we ask parents to give their child a household chore that they can be responsible for daily.



## Wilbur Elementary's Discipline Core Beliefs

*At Wilbur, we believe that relationships are the key to unlocking learning for our students. We will be proactive, rather than reactive whenever possible. We have also all made a commitment not to raise our voices in anger at a student.*

*Our Core Beliefs are:*

- ☆ With adult guidance, students should be allowed to solve the problems they create in their own way provided that the solution does not make a problem for others.
- ☆ Preserving and/or enhancing a student's self-respect and dignity is crucial to a successful disciplinary action.
- ☆ During a disciplinary interaction, the adult's emphasis should be placed on the student learning new behaviors instead of "paying" for past deeds.
- ☆ Discipline should be considered an opportunity for a student's personal growth and reflection.

**IMPORTANT INFORMATION:**

Both teachers and administrators will be utilizing creative consequences whenever possible in order to help our students gain the mindset for success. Except in the cases of major behaviors, we will avoid suspensions when possible and instead have students complete a task to 'put the energy back' into our school. This could include anything from pulling weeds in the flower beds, writing compliment notes to classmates, greeting students as they enter the cafeteria, or ensuring that the hallways are clear of trash. Students will have some options in their consequence and our goal will be to get them back to learning as soon as possible.....with the right mindset. If you as a parent/guardian have any concerns regarding discipline, it is requested that you first talk with the teacher or the person most closely related to the situation. If, however, you feel you need more assistance, please feel free to contact the assistant principal for your child's side of the building.



*J. H. Smith*

Delaware Emergency Management Association  
(DEMA)

# Information for Wilbur Parents

As you may be aware, a portion of this county may be affected in the event of a problem at the Salem/ Hope Creek Nuclear Generating Stations (SHCNGS). While it is highly unlikely that a plant condition would warrant protective actions, it is wise that our residents be trained and prepared.

The state has resources to prepare a detailed plan for any emergency - this message is part of a public education program to acquaint you with details, which affect your school children.

In the event of an emergency, the first action may be in-place protection/sheltering-in-place which means just that - Students will remain indoors to reduce or eliminate exposure. If the plant conditions are projected to worsen long before the public is in danger, an EVACUATION will be ordered. Specific plans have been developed for transportation, routes, and drivers - everything necessary to remove school children to safe locations.

Your child is registered at Wilbur Elementary School and will be transferred, with adult supervision, to MOUNT PLEASANT HIGH SCHOOL, where he/she will be registered and cared for until your arrival to pick him/her up and reunite the family.

PLEASE READ AND KEEP THIS SHEET - WHICH SUMMARIZES THE INFORMATION YOU NEED TO KNOW! PUT IT IN A PLACE WHERE IT CAN BE FOUND FOR QUICK REFERENCE.

If you need additional information, please feel free to call and talk with an administrator at the school.

