

THE WIZARD HANDBOOK

2021 – 2022



YOU are a **JXW WIZARD** with Wizard **FRIENDS**, and you are part of our Wizard **COMMUNITY**. We have Wizard **RULES** and a Wizard **WAY** of doing things. So when it comes time to make a **DECISION**, ask yourself, “What would a Wizard do?” Then you will make a good **CHOICE**, get good **RESULTS**, and enjoy a **GOOD TIME** at school. So put on your best Wizard **SMILE** because everyday is a **GREAT** day to be a **WIZARD**!

Ways to be a Great Wizard!

	Be Safe	Be Respectful and Kind	Be Responsible
Always remember to...	<ul style="list-style-type: none"> Keep your hands, feet and objects to yourself Follow school rules Report big problems to an adult 	<ul style="list-style-type: none"> Use kind words Use your Tools to solve problems Be an Upstander 	<ul style="list-style-type: none"> Follow directions Ask for help when you need it
Before School	<ul style="list-style-type: none"> Stay behind the red line until the 8:10 bell rings 	<ul style="list-style-type: none"> Wait calmly and quietly for the 8:10 bell to ring 	<ul style="list-style-type: none"> Eat a healthy breakfast Walk your wheels
After School	<ul style="list-style-type: none"> Go directly to where you are supposed to be Wait calmly and quietly to be picked up 	<ul style="list-style-type: none"> Listen to the adults in charge 	<ul style="list-style-type: none"> Use the crosswalks Walk your wheels Make sure you have all of your belongings
Hallways and Lines	<ul style="list-style-type: none"> Walk facing forward Keep hands, feet and objects to yourself 	<ul style="list-style-type: none"> Use quiet voices 	<ul style="list-style-type: none"> Follow directions
Work Spaces <ul style="list-style-type: none"> Classrooms Library Office 	<ul style="list-style-type: none"> Follow directions Follow classroom rules 	<ul style="list-style-type: none"> Use kind words Work together Use your Tools to solve problems Be a good listener 	<ul style="list-style-type: none"> Take care of school and personal property Ask for help when you need it
Outdoor Spaces <ul style="list-style-type: none"> Play Structure Blacktop Field Track 	<ul style="list-style-type: none"> Keep hands, feet and objects to yourself Report big problems to an adult Always stay where adults can see you 	<ul style="list-style-type: none"> Play fair and have fun Use good sportsmanship Include others Follow game rules Use your Tools to solve problems 	<ul style="list-style-type: none"> Use equipment properly Be aware of your surroundings Follow directions
Bathrooms	<ul style="list-style-type: none"> Walk Keep the floor dry 	<ul style="list-style-type: none"> Respect the privacy of others Quiet voices 	<ul style="list-style-type: none"> Keep the bathroom clean Flush Wash your hands
Lunch & Snack Time	<ul style="list-style-type: none"> Don't share food Stay seated Walk 	<ul style="list-style-type: none"> Use good manners 	<ul style="list-style-type: none"> Eat your food Clean up your area Stay with your class
Assemblies	<ul style="list-style-type: none"> Sit cross legged Keep your hands to yourself 	<ul style="list-style-type: none"> Be polite Be a good listener Encourage and support others 	<ul style="list-style-type: none"> Enter quietly Use appropriate applause

QUESTIONS AND ANSWERS ABOUT JXW SCHOOL

CAN I RIDE MY BIKE, SKATEBOARD OR SCOOTER TO SCHOOL?

Yes! Be sure to follow all safety rules.

- **Helmets are required by law and must be worn.**
- Obey all traffic laws when riding bicycles, scooters or skateboards to and from school.
- Walk your wheels on campus.
- Make a plan with your teacher to store scooters and skateboards in your classroom. Scooters must be able to fold up.
- Park and lock your bike in the bike rack.

WHAT TIME DOES SCHOOL START?

All students start school at 8:20 am, but different grades get out of school at different times.

	TK & Kindergarten	Grades 1-3	Grades 4-6
Monday, Tuesday, Thursday, Friday	8:20 – 1:30	8:20 – 2:35	8:20 – 2:47
Wednesday – Minimum Day	8:20 – 11:30	8:20 – 12:00	8:20 – 12:37

Parents --- *Wednesday Option* -If you have a child in grades 1st- 3rd that you want to have walk home with a sibling in grades 4th- 6th, or if you want to pick both your younger and older child up at 12:37, you can make arrangements through your child's teacher. Ask for the *Wednesday Option* permission slip.

WHAT IF I'M LATE?

If you are late to class, your teacher will mark you as tardy. If your teacher has already submitted the roll, you will need to get a late slip from the office.

WHAT IF I'M ABSENT?

If you are absent, talk to your teacher about making up your assignments.

WHAT CAN I WEAR TO SCHOOL?

You should wear comfortable, properly fitting, weather appropriate clothing to school that allows you to learn and be active.

Remember-

- Shoes need to be safe for running and playing. Do not wear high heels or flip-flops.
- Your underwear should not show.
- Shorts and skirts should be mid thigh or longer.
- Do not wear makeup or dangling jewelry to school.
- Do not wear clothing that promotes alcohol, tobacco or drugs.
- Do not wear clothing with offensive/suggestive slogans or pictures.

WHAT CAN I EAT AT SCHOOL?

Eating a healthy breakfast, a healthy snack and a healthy lunch every day helps you learn and grow. Food is available to all students for free at morning recess and at lunch time.

If you bring food from home remember-

- No carbonated or caffeinated drinks
- No glass containers
- No gum or candy
- Please save "Takis" or other finger staining foods to eat at home
- Foods from home need to be "ready to eat"

When eating outside, remember to sit while you eat. Remember to pick up your trash before you go to play.

ARE THERE THINGS I'M NOT ALLOWED BRING TO SCHOOL?

Yes, some things are against school rules and other things are against the law.

What's against school rules?

- It is against school rules to bring things like toys, fidget spinners, makeup or nail polish.

What's against the law?

- It is **against the law** to bring weapons of any kind; even "fake" weapons. It is also against the law to bring laser pointers, matches, cigarettes, pocketknives or any substance that might have toxic fumes. All illegal substances are prohibited. If you see a dangerous object, don't touch it; tell an adult immediately!

WHAT IF I ACCIDENTLY BRING SOMETHING TO SCHOOL THAT I'M NOT SUPPOSED TO BRING?

Tell an adult or bring it to the office immediately.

CAN I BRING A BALL FROM HOME?

As long as your teacher says it's okay, you may bring a regular size ball from home to play with at recess. Don't bring tiny bouncy balls. Write your name on the ball and be sure to carry it to and from school in a backpack or bag. If you bring a ball to school, you must be prepared to share. Once a game is started, balls should not be taken away from a game.

CAN I BRING MY CELL PHONE TO SCHOOL OR WEAR A SMART WATCH?

If you bring your cell phone, smart watch or other personal electronic device to school it must be turned off and stowed away in your backpack while on school grounds. This includes before school, after school, and at B&GC, ECC and afterschool sports practice. If you are not following school rules, your electronic device may be confiscated. It may be returned to you at the end of the school day, or it may be held in the office until the principal has spoken with your parent or guardian.

If you attend an afterschool program, the same rules apply.

WHAT IF I NEED TO MAKE A PHONE CALL?

You can use the school phone for emergencies or with adult permission. School phones are not for phoning home for forgotten items such as homework, library books, musical instruments, or to make after school arrangements.

WHY DO TEACHERS GIVE HOMEWORK?

Teachers give homework so that you can practice your academic skills and learn good study habits. You should complete all of your homework and turn it in on time. If you need help with your homework, talk to your parents or your teacher.

WHY DO I NEED TO READ AT HOME?

The more you read, the better you become at reading! The better you become at reading, the more you'll learn and the better student you'll become! You can get books from your teacher, the school library and the public library. The public library even has E-books and audio books you can check out. The school library is open at recess so that you can get new books all through the week. If you are in grades 3-6 be sure to read enough books to meet your AR goal and earn your class reward!

CAN I PLAY AT SCHOOL AFTER SCHOOL GETS OUT?

All students who are not enrolled in an afterschool program or activity must go directly home and may not return to school until after 6:00pm. Boys and Girls Club, ECC, and after school programs are using the school grounds until 6:00pm.

WHAT ARE THE TOOLBOX TOOLS?

Tools For Learning, Tools For Life

If you have a problem, ask yourself, "What three tools might help?"

Breathing Tool	I calm and check myself.	Please and Thank you Tool	I treat others with kindness and appreciation.
Quiet Safe Space Tool	I remember my quiet safe space.	Apology and Forgiveness Tool	I admit my mistakes and work to forgive yours.
Listening Tool	I listen with my ears, eyes and heart.	Patience Tool	I am strong enough to wait.
Empathy Tool	I care for others. I care for myself.	Courage Tool	I have the courage to do the right thing.
Personal Space Tool	I have a right to my space and so do you.	Taking Time Tool	I take time-in and time-away.
Using Our Words Tool	I use the right words in the right way.	Garbage Can Tool	I let the little things go.

WHAT ARE THE RULES FOR RECESS GAMES?

The JX Wilson Student Council created and agreed upon these rules. If you have questions or comments, please talk to your student council representative.

PLAY SAFELY, BE FAIR AND HAVE FUN!

If players disagree on a call during a game-

- ✓ Use paper rock scissors
- ✓ The people in line can vote

If a player disagrees with the decision of the group, he or she must leave the game for the rest of the recess.

FIELD GAMES

Soccer

- Use soccer or balls made for kicking.
- Only the goalie may use hands while the ball is in play.

Tag

- Play tag on the field.
- Use a soft touch.
- Tag below the neck and above the waist.

Basketball

- Regular basketball rules apply (no traveling, no holds...)
- Respect the decision of the person acting as a referee.
- Only eight people can play at one time on a half court.

Wall Ball

- Start with a fair serve. (The ball needs to bounce and hit the wall, and the bounce has to be big enough for the next person to hit.)
- Play by School Rules. Do not make up your own rules.
- The ball can bounce only once before hitting the wall.
- The ball can only bounce once before it is hit.

Doing these things means you are out-

1. You are out if you hit the ball out of bounds
2. You are out if you touch the ball more than once (The ball has to be passed to another player. It can't be touched 2 times in a row.)
3. You are out if you touch the ball with a body part other than your hands
4. You are out if you return the ball to the wall without a bounce
5. You are out if you block the ball with your body

Please do not kick the ball against the ballwalls because it damages the wood on the wall.



Netball

- Make two equal teams.
- Catch and throw the ball back and forth.
- Share the ball with your teammates.
- You are out if you drop the ball or the ball goes out of bounds.
- Once you are out-
- exit the court and go to the end of the line

Four Square

- Hit the ball back and forth in the squares.
- No "tea parties" or "friendsies".
- The ball must bounce once in the square before it is hit.
- You are out if the ball hits the line or the ball bounces out of bounds.

Tetherball

- In order to win tetherball, the rope has to be completely wrapped around the pole.
- Hit the ball with one hand.
- The winner of the previous game moves to the side closest to the classrooms and gets to serve in the next game.
- You are out if you do "Holdies" or "Ropsies" or go over the line into your opponent's side.
- The tetherball court closest to the bench is reserved for beginning tetherball players to practice playing. Two go in and two go out.
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Switch

- One person stands in each corner of the Switch Square (4 people)
- The fifth person stands in the middle of the Switch Square.
- The person in the middle calls "Switch".
- Everyone quickly moves to a new corner, including the middle person.
- The person without a corner is out.
- The next person in line moves to the middle of the Switch Square.

Walking the Track

If you walk the track please:
Keep Moving

Stay on the track and out of the bushes
Stay where an adult can see you
Stay where you can see and hear an adult
Leave the sticks on the ground
Enjoy the walk☺

WHAT ARE THE SCHOOL RULES AND WHAT HAPPENS IF I BREAK THE RULES?

All students at J.X.Wilson are expected to learn and work together in safe, respectful and responsible ways.

Inappropriate or Unsafe Behaviors	Possible Consequences
<ul style="list-style-type: none">• Not following playground rules• Disrupting the classroom and the learning of others• Discourtesy or defiance of school adults• Bullying• Sexual harassment• Cyber-bullying• Abusive or racist language towards others• Cursing• Damaging school or personal property• Stealing school or personal property• Possession of a dangerous or illegal item• Abusive physical actions towards others• Fighting	<ul style="list-style-type: none">• A discussion with an adult in charge• Classroom consequence• Discipline Slip• Loss of privilege• "Community Service"• "Time Out" in office• "Time Out" in other classroom• Conference with the Principal• Parent call• Behavior Contract• Suspension by Principal• Other appropriate disciplinary action

WHAT IS A DISCIPLINE SLIP?

If your behavior is inappropriate, you may be given a discipline slip as a way to let your parents know about your behavior at school. It is your responsibility to take the discipline slip home and return a copy, signed by your parent or guardian, to school the next regular school day. Copies of all discipline slips are given to the Principal.

*If you receive three discipline slips, you and your parents may be called for in a conference with the principal.

WHAT IF SOMEONE IS BULLYING ME OR BEING MEAN TO ME?

If you are having a problem with another person at school and using your Tools isn't helping, you should tell an adult right away. Bullying is different than mean behavior. *Bullying is intentionally harmful behavior by an individual student or group of students. Most often it is a repeated behavior, targeting another student or group of students and involves an imbalance of power or strength.*

Some examples of bullying include:

- Hitting, shoving, or bumping into another student just to make them feel afraid or show that you're bigger & stronger than they are.
- Name calling or saying mean things that hurt others' feelings, or make them feel bad or afraid.
- Excluding someone from a group.
- Picking on other students by making them feel that they don't fit in because of how they look, how they dress, how they talk, how they act, where they live or what they think
- Spreading rumors in order to keep others from liking or playing with someone

WHAT IF SOMEONE IS BULLYING ME ONLINE?

Cyber-bullying is bullying through use of the internet or cell phone. Let your parents and the principal know if this is happening to you. Have your parents take a screen shot before deleting any offensive messages. You and your parents can learn more about being safe online at Common Sense Media. The link is on the JXW website.

WHAT IS SEXUAL HARRASSMENT?

Sexual harrassment is bullying that involves unwanted sexual comments, suggestions, advances, or threats to another person. Sexual harassment is often focused on things like a person's appearance, body parts or sexual orientation. Sexual harassment doesn't just happen to girls. Boys can harass girls, but girls also can harass boys, boys may harass other boys, and girls may harass other girls.

HOW CAN I HELP STOP BULLYING AT SCHOOL?

If you see or know about someone being hurt or bullied, you can help by being an UPSTANDER. An UPSTANDER is someone who sees when something is wrong and acts to make it right.

When you see bullying, there are safe things you can do to help-

- ✓ Talk to your teacher, the counselor, a yard duty, the principal, your parent, or another adult you trust. Adults need to know when there's a problem so they can help.
- ✓ Be kind to the kid being bullied. Show them that you care by trying to include them. Sit with them at lunch, talk to them at school, or invite them to do something at recess. Just hanging out with them will help them know they aren't alone.
- ✓ Look at the kid doing the bullying and tell him or her to stop in a calm, clear voice.
- ✓ Treat everyone with respect and kindness. Encourage your friends to do the same.

HOW WILL THE ADULTS AT SCHOOL HELP STOP THE BULLYING?

All the adults at school want all students to be safe and feel good about coming to school. Your teacher, the counselor and/or the principal will talk to the person who was being bullied and the other people involved and figure out a plan to help.

WHAT IF I HAVE MORE QUESTIONS?

If you have more questions, talk to your teacher, the school counselor, the principal, an instructional assistant, other adult at school, or talk to your parents. We're here to help you have a great year!

Remember –

All of these rules apply to students participating in after school programs, including, ECC, B&GC, and after school sports.

If you are on the JXW campus, you are expected to follow the JXW rules.