

Wright Elementary School Parent/Student Handbook

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Welcome to Wright Elementary School!

It is my pleasure to welcome you to Wright Elementary School! The faculty and staff join me in expressing how happy we are to have you as part of our school family. We hope your time at Wright School will be rewarding. It is our desire to provide the best education and learning environment for our students. We recognize the importance that parents play in the educational process and ask for your interest and support in the upcoming year.

As we begin a new school year, we hope this handbook will help to inform you of the rules, procedures, and events of the school. Please read the information carefully and review the contents with your child. We feel that clear communication between home and school is important to the success of our educational program. Any time you have questions or concerns, please contact the school office. You may also visit our website at www.wes.anderson2.org.

Working together as a team, we will be able to accomplish the important job of educating our children as we prepare them for tomorrow's world. I look forward to working with you and the students at Wright Elementary School!

Sincerely,

*Laurie L. McCall
Principal*

Mission Statement

Wright Elementary School emphasizes the dedication of home, students, school, and community to provide a quality education in a safe learning environment.

Philosophy of Wright Elementary School

We believe ...

- *Student achievement, emotional well-being, and social development are our top priorities.*
- *Excellence in education is a partnership bridging students, home, school, and community.*
- *Instruction must be current, engaging, challenging, and equally accessible to all students.*
- *A rigorous standards-based curriculum and specialized programs are foundations for success.*
- *Competence in technology is critical for equal access to communication, information, and enhancing instruction.*
- *All learners achieve their maximum potential in a safe, respectful, and supportive environment that recognizes, values, and accommodates unique abilities and interests.*
- *An effective educational system anticipates, plans, and acts in response to a changing world.*

ARRIVAL & DEPARTURE - Drop-off in the **morning** may begin **no earlier than 7:15 am**. Car riders should be let off at the new main entrance where the second covered doorway is located. In the **afternoon**, Kindergarten and 1st Grade car riders are to be picked up at the old main entrance (pyramid-shaped awning) while 2nd - 6th Grades are picked up at the new main entrance. If you choose to park when dropping off or picking up, please walk across the driveway/road with your child as we do not let them cross either alone. **Please do not park your vehicle on the side of the road or block parked cars already parked in our parking area. You must park in a designated parking space if you plan to walk your child across the crosswalk upon arrival / dismissal.** At no time should cars be parked in the bus circle. This is for bus transportation only. Older siblings/"riders" of Kindergarteners and first grade students will be picked up with their younger sibling/"rider" in the afternoon. Kindergarten and 1st grade parents/guardians should display the name card for the child they are picking up in the front windshield. Our traffic in the afternoon clears quickly so please be patient for just a few minutes so that we may safely get all of our students away from school. Please refrain from passing and parking in front of other cars that are lined up in the afternoon. Do not leave your vehicle while parked in the pick up line. This delays the flow of traffic once students are dismissed.

ATTENDANCE & ABSENCES - Good attendance is a major determining factor of success in school. Students are expected to be in school every day unless there is a valid reason for missing. Anytime a student is out of school a doctor's excuse or parent note explaining the absence should be turned in to the child's teacher by the third day he/she returns or the absent days will be marked "unexcused." **Parents will be required to attend an Attendance Intervention Meeting when a child misses three consecutive or five or more cumulative unexcused days from school or ten excused days.** Cases of severe non-attendance will be referred to family court. Also, if there is a special event or after-school activity, a student is not allowed to attend the event if he/she is absent from school the day of the event.

Wright Elementary School will adhere to the Anderson County Attendance Board guidelines for Perfect and Faithful Attendance. These guidelines are as follows:

- ✓ Perfect Attendance - No absences, unexcused tardies, and/or early releases for the entire school year
- ✓ Faithful Attendance - No more than 2 absences or unexcused tardies, and/or early releases for the entire school year

BOOKS - As we all know, books are an important part of the learning environment in school and at home. Please remember that all books issued to students or checked out to them are borrowed. If these books are not returned in good condition, replacement or repair costs will be assessed to the student. (See technology guidelines regarding Chromebooks.)

BUSES - School buses are provided free of charge to all students in our bus attendance zone. Bus riding, however, is a privilege that requires the student behave properly to help

make our buses as safe as possible. Bus behavior concerns will be addressed by the drivers whenever possible, but unresolved issues will be turned in to the principal who will have the authority to suspend a student's bus riding privileges. Anyone with questions concerning bus transportation should contact the school principal at 296-1776 or the district bus supervisor at 369-4037.

- Anytime that a student is going home with another bus-riding student, a note from both parents with phone numbers must be presented to the office first thing in the morning.

CHANGES IN STUDENT INFORMATION - Anytime there is a change in information concerning your child, please notify the school so that we can update our computer. It is very important that we have correct phone numbers in cases of emergency or if your child becomes sick while at school.

CONFERENCES - Parents receive frequent information from the school about their child's work. Report cards and other progress reports are issued each quarter. Teachers are also available to discuss a child's progress at any time. Usually it is best to set up a meeting with your child's teacher or call them on the phone at school to discuss specific concerns. Open House nights, car line discussions, etc. do not allow enough time or privacy to discuss a particular student's needs. Please call at any time you have a concern about your child.

DISCIPLINE POLICY - Each parent will receive two copies of either the Anderson School District Two Discipline Policy. One copy should be signed by both the parent and student and returned to the school within one week. The other copy should be kept for the family's reference. Teachers will also send home information on discipline steps that will be taken in each classroom before behaviors are reported to the office.

DRESS CODE

- **General rules** - Students should dress neatly and appropriately.
 1. Clothing should not be too short or too tight. A way to check shorts or skirt lengths is to have your child stand with their arms by their side. Hems should be below their fingertips, with shorts and skirts at knee length.
 2. All shirts should come below the beltline of pants or skirts. Midriff and see-through clothing are not appropriate. String-strap or back-less tops should not be worn.
 3. No cut or torn clothing worn to school. Any holes in clothes above the knee must have patches covering them.
 4. Clothing with bad or offensive language or advertisements of alcohol or cigarettes is prohibited. Any clothing which causes distractions is not allowed.
 5. Shoes are to be worn at all times. Tennis shoes should be worn on P. E. days. P. E. shoes should cover the entire foot. No shoes with wheels are allowed.
 6. Hair (one's own or a wig) that has a non-human color or styled in a distracting way is not permitted.
- **Other concerns** - One of our major clothing concerns is that we serve children from kindergarten through 6th Grade. Styles and maturity vary greatly across this range.

We do not wish to have to address the clothing of any child, so please help us by monitoring your child's school clothes as you shop and before they leave home. If you **think** it might be inappropriate, it probably is.

- **Violations of the dress code** - Violations of this policy will result in either the child being told to not wear the clothes back to school or calling the parent for a change of clothes. Persistent problems will lead to disciplinary action. We would rather students not wear flip flops as children tend to fall easily in them. If a student's flip flop breaks, a parent must be available to bring another pair of shoes to the school.

EARLY DISMISSALS - We hope that early dismissals can be kept to a minimum. **Parents will be required to attend an Attendance Intervention Meeting when a child accumulates five early dismissals (excused or unexcused).** If a student must leave, however, he/she must bring a note from home stating the time to be dismissed and who will be picking them up. If the child is to be released to someone other than the parent, a phone number where the parent can be reached must be provided. Someone must come into the office to sign out any child who is leaving school early. On days of special events (after school), students who are dismissed early will not be allowed to return to attend the activity/event unless he/she has a doctor's note. **Please refrain from calling the school and asking to dismiss your child early except in emergency situations. We cannot "hold" a child in the office while you are on your way to pick them up. This will be a loss of instructional time.**

EMERGENCY PROCEDURES - We have in place and regularly practice emergency plans. In the event of a real emergency, please know that we will do all in our power to keep the children safe and supervised.



END OF YEAR - At the end of each school year, it is each student/parent's responsibility to be sure all fees, lunch, or other monies owed the school are paid. Report cards cannot be issued to students who owe money to the school. No report cards will be issued until the last school day unless all schools in the district have made other arrangements. Students may not register at a school until all fees are paid. Students may be prohibited from participating in year-end events, field trips, etc. if monies are owed.

ENROLLMENT and/or WITHDRAWAL - Whether a new student is entering school or a student is leaving during the school year, the parent must come to the school office and

complete the proper paper work. In order to **enroll** new students, the school must be provided with information about the student, birth certificate, immunization record, and proof of address. If the student is transferring from another school, the parent must also sign a request for student records form. When a student **withdraws** during the school year, the parent must come to the school so that we may account for all books on loan to the student and that the student has no outstanding monies owed. We have a cap of 25 students in grades K - 2 and 28 students in grades 3 - 6. The students who live in the Wright School attendance zone will be enrolled first. Afterwards, the next available spots in the class will be on a first-come first-serve basis. The parents of these students will be responsible for providing transportation.

FEES - Materials fees for students are assessed each year. Fees should be paid at registration or within the first few days of the school year.

FIELD TRIPS - Educational field trips are a part of teaching and learning at our school. Whenever a trip is planned, chaperones are chosen at the discretion of the principal and the teachers directing the trip. In order for children to go on the trip, parents must fill out a "power of attorney" form allowing the chaperones to take necessary action in the event of an emergency. This form also exempts the school or chaperones from responsibility in the event of an accident. Chaperones will also be required to complete a volunteer application and submit it to the District Office for approval prior to the field trip. Please see "Volunteer" section in the handbook.

FOOD SERVICES: - Our school serves nutritious meals daily in a very friendly setting. Both breakfast and lunch are available to all students, including half days on the school calendar. Free or reduced price lunches are available and all parents who feel they may be eligible for this benefit are encouraged to apply. Free/reduced lunch forms are distributed to all students at the beginning of the year. Approval is subject to guidelines administered by the school district.

- **Breakfast** is served beginning at 7:30 each morning. Students who are eating breakfast at school should be here at least by 7:45 so they may finish by 8:00.
- **Lunch** is served between 10:45 and 12:30 daily. Each grade has an assigned time. If parents would like to arrange to eat with their child, they may contact the school **before 9:00 a.m.** so that a meal may be prepared for them.
- **Meal Accounts** - Lunch/Breakfast money should be paid at the beginning of each week. All accounts should be kept paid up so that the school does not have to constantly notify parents that money is owed. We encourage students to bring money on Monday and Friday. Breakfast and lunch fees are established to meet the federal guidelines.
- Breakfast = \$0.90, Lunch = \$1.90

GETTING HOME FROM SCHOOL - Please send your child to school knowing how they will get home. When children have to be notified of changes between buses and cars or that they are to ride with someone other than the usual person, classes must be interrupted to

deliver the message. If you know your child is going home other than the usual way, a note will be required explaining what is to happen.

GRADES -

Kindergarten - 2nd Grade: Beginning August 16, 2016, Anderson School District Two will move towards Standards Based Grading in Kindergarten through 2nd Grade. Standards-based grading communicates how students are performing on a set of clearly defined learning targets called standards. In a traditional grading system, a student's performance for an entire quarter is averaged together. Standards-based report cards separate academic performance from work habits and behavior in order to provide parents a more accurate view of a student's progress. Parents will also receive a Lifelong Skills Report which will indicate a student's ability to meet pre-established behavioral guidelines in the areas of respect, responsibility, communication, and work habits. The standards-based report card scale for grades K - 2 is noted below:

3	The student is consistently and independently mastering grade-level standards at this time.
2	The student is meeting grade-level standards with some assistance at this time.
1	The student is not yet meeting grade-level standards.

3rd - 6th Grades: The State Superintendent of Education and the South Carolina Board of Education voted unanimously to adopt a 10 point grading scale for all high school courses in SC. Anderson School District Two has made the decision to adopt the 10 point grading scale for grades 3 - 8 to maintain consistency across the district. Beginning August 16, 2016, the following 10 point grading scale will be in effect for grades 3 - 12:

90 - 100	A
80 - 89	B
70 - 79	C
60 - 69	D
59 and below	F

All students will receive report cards each quarter. Nine-week grading periods are designated on the calendar you receive at the beginning of the year.

GUIDANCE SERVICES - Our school has a Guidance Counselor two days each week. Along with providing counseling, she teaches classes in character, careers, and stresses other positive behaviors. When she is not involved in teaching, she is available to assist students or parents. Please contact her at school if you feel that your child may need her assistance. Our Guidance Counselor is Mrs. Melissa Bigby.

HEALTH SERVICES

- **Concerns** - If there are any medical conditions or situations concerning your child, please call the school and speak with someone about them. We will be glad to assist the children in any way we can as long as we know what to do.
- **Medications** - If your child needs to take any medications while at school, a permission form **must** be filled out explaining the type of medication and instructions for administering it. This form must be on file in the school office. **Parents must bring medication to the school.** This includes refilling prescriptions for children who take medication throughout the year. All medications must be picked up at the school. No medicines or medicine containers will be sent home by students.
- **Children who become sick at school** - If your child feels sick after coming to school, our first response is to determine whether they have a fever. If your child is running a fever before they leave home, please keep them out until their temperature is normal again so we do not spread illnesses about the school. We will call parents if we determine that children have a fever or are too ill to function at school.
- **Children who get hurt at school** - We will administer simple first aid in the event of cuts and scratches. We will inform parents immediately if the situation is more serious. It is very important that you stress following directions with your children to help us avoid hurtful accidents. It is also vital that we have proper emergency phone numbers.
- **Nurses** - District nurses travel from school to school conducting screenings and assisting with student health needs. They are all available to us if there are particular concerns about a child. Our school nurse, Mrs. Morrison, is at our school 2 - 3 days each week.
- **Head Lice** - If you are aware that your child has contracted head lice, please treat them and carefully comb out their hair at home. If we contact you about head lice, please be sure that there are no attached nits (eggs) in your child's hair before returning them to school. If your child is sent home with lice, you must bring them to the office on the first day they return so that we may check them before they return to class. They will not be allowed to stay if it is determined that they may still be contagious.

INSTRUCTION - Our students receive daily instruction in English-Language Arts, Math, Reading, Science, and Social Studies from the South Carolina Curriculum Standards. All students also have a daily Related Arts class in Art, Library, Music, or Physical Education. In addition, students receive thirty minutes of daily instructional support in our Computer Lab. Students receive 30 minutes each month of instruction in Guidance. All lessons are developed from the South Carolina Standards for each subject area.

INSURANCE - Information about accident insurance will be given out when children register at the beginning of the school year. If you wish to purchase insurance, you will mail your payment directly to the insurance company.

LOST AND FOUND - You would not believe the number of items that are lost, left, or just lying around the school with nobody to claim them during the year. Please check to be sure your child is wearing his/her coat, etc. home from school each day. If you suspect that your child has misplaced something, please come by the school and check our Lost and Found box. We will donate any unclaimed items to charity at Christmas time and at the end of the school year. Labeling clothing and other items with your child's name will help tremendously.

MEDIA CENTER - Our school has a beautiful Media Center. A wide range of fiction, non-fiction, and reference books are available to students. Our media specialist sponsors two Book Fairs each year to allow students and parents to purchase books and other reading-related items. Our Media Center is open daily from 7:30 am - 3:15 pm. Parents and students are welcome to come in each morning from 7:30 - 8:10 am to read together. We welcome you to our Media Center.

PARTIES - Parents regularly bring refreshments to share at lunch with their children's classes on birthdays. These are wonderful treats for all students. If you choose to do this, please contact your child's teacher in advance to let them know which day you will be coming. If your child's birthday is in summer or on a holiday, feel free to pick any day to celebrate in "honor" of their special day. This year, we are stressing healthy treats in accordance with new state regulations. If you have questions about what you might bring, please call the school. If your child has invitations to a party or special event, please make sure that each classmate is included.

PERSONAL BELONGINGS NOT NEEDED AT SCHOOL - Students are not to bring the following items to school:

- Toys
- Radios, game/electronic devices, cell phones, etc.
- Drinks in glass containers
- Other unnecessary items that may interfere with school

Administrative approval must be granted for use of personal technological devices such as cell phones, ipads, ipods, Kindles, Nooks, etc. Any of these items are subject to confiscation by school staff and disciplinary action if they become a persistent problem.

PROMOTION AND RETENTION POLICIES

All district guidelines and policies will be followed regarding promotion and retention of students.

PRINCIPAL CONFERENCES - Wright School has an open door policy with regard to seeing the principal about any aspect of school life. Because it is important that our principal spend adequate time involved in "instructional leadership," you may wish to call

ahead if you want to have a conference so that everyone's schedule can be accommodated.

PTO - At Wright School, we are very proud of our active PTO. All parents are encouraged to be involved in assisting with the annual fundraiser, events, suppers, and other activities throughout the year. Your attendance at our Open House is also greatly appreciated. All of the efforts of our PTO are aimed at improving our school and we are grateful. Such improvements may include but are not limited to:

- ✓ teacher staff development opportunities
- ✓ student and teacher celebrations
- ✓ purchasing furniture, equipment, technology, and/or playground needs
- ✓ other items deemed necessary by administration and/or school staff for the betterment of the school

SAFETY PATROL - In order to assist with hall traffic and help new students with directions, our 6th Graders may choose to serve as Safety Patrol members. They wear bright-colored vests and will assist any student in need. Any student participating as a Safety Patrol member must be in good standing in academics, attendance, and behavior.

SCHOOL EVENTS - During the school year, we will have several events or activities for students. Students who are dismissed early on the day of an after school event may not participate unless their dismissal is for a doctor or dental appointment. A doctor's excuse must be provided upon return. Students who are absent from school the day of the event will not be allowed to attend or participate in special activities.

SCHOOL HOURS - Students are marked absent if they are not in class by 8:10 am. Please see the "TARDY TO SCHOOL" section for students who come in late. School dismisses at 2:45, except on designated "early dismissal" days at the end of the year.

SCHOOL MESSENGER- Anderson School District 2 has a wonderful communication tool called School Messenger. This messaging service will be used throughout the year to inform you of upcoming events, closings/delays, testing dates, field trip reminders, breakfast/lunch balances, etc. It is imperative that we have correct contact information so that you receive these very important calls. You can never over-communicate when it comes to school and district happenings.

SCHOOL SUPPLIES - Teachers provide lists to students regarding what is needed for their school year.

SECURITY - To keep our school as safe as possible, all doors remain locked at all times. Please enter/exit the school through the main entrance anytime you come by. Security buzzer access and video surveillance are in use at all times. Proof of identification is required for school entry. A School Check In system is used for every visitor at Wright Elementary School. All visitors should have a license to scan. There are no exceptions.

SELLING - Students are not allowed to sell items at school.

TARDY TO SCHOOL - Students who arrive at school after 8:10 am will be marked tardy. It is very important for all students to be on time. Late students must be added to lunch counts and instruction is missed. It is also disturbing to the class when a student comes in late. If you know your child will be late, please call the school and let us know. Parents will be contacted if a student is continually tardy. Please see the "Attendance and Absences" section for more information. **Excessive tardiness will result in an Attendance Intervention Meeting and/or referral to family court. A meeting will be held once a child accumulates 5 tardies (excused or unexcused).**

TECHNOLOGY - All students will be exposed to various forms of technology and digital media which support the South Carolina State Standards and the Profile of the SC Graduate throughout the school year. Technology use will follow the acceptable use guidelines established. Specific guidelines and fees are in place for use of district technology (Chromebooks). All students are expected to follow the guidelines, rules, expectations, and policies set forth in school and district policies when using any form of technology. In the event that this does not happen, disciplinary action will result.

TELEPHONE USE - All school telephones are business phones. Students may not make calls to arrange activities or to have parents bring them things. If the school deems it necessary for students to call, we will assist them. If you must call to give your child a message while they are in school, we will deliver it as soon as possible. We will not dismiss students from class to come to the office to receive a phone call.

TESTING - As we all know, tests are a part of school. During the year, your child's achievement will be assessed in many ways. Your child's assignment pad and our school newsletter, *The Paw Print*, will help you keep informed about when tests are scheduled. Several times each year, your child will take a diagnostic test in all subject areas. We use the results of these tests to identify student needs and plan better instruction. Teachers will share information about your child's diagnostic scores with you. Near the end of the year, we will administer the final diagnostic test for grades K - 2 and the state assessment for grades 3 - 6, according to state guidelines. Results of these tests are used to determine which students require more academic assistance and to establish a report card score for our school.

VISITORS - All visitors to the school should stop by the office and sign in. All visitors are required to show a license to be scanned through the School Check In system. There are no exceptions to this. They will be given a "Visitor" pass. **At no point should parents, visitors, volunteers, etc. pass the office to go to a classroom, speak to a teacher or school employee, or visit any area of the school without prior approval from the office.** Please remember to sign out when you leave.

VOLUNTEERS - All volunteers are required to fill out an application and submit it to the District Office prior to volunteering at the school. You can find the application on the District Office website or stop by the school office and we will be glad to give you one.

WEATHER CONCERNS

School closings or delays due to bad weather - In the event of winter storms or other inclement weather conditions, watch the news or listen to the radio for information. Please refrain from calling the school. The School Messenger automated messaging system will be used to notify all parents/guardians of any changes. We will make every effort to contact all parents about an early dismissal. If we must dismiss early, please notify the school if someone other than you will be picking up your child.

Tornadoes or other forms of severe weather - see Emergency Procedures.

WEBSITE - <http://wes.anderson2.org>

Please check our website for information pertaining to all aspects of students' lives including helpful and interesting educational websites.