

**Wrights Mill Road
Student Handbook
2020-2021**



**KEEP
CALM
AND
SMILE
ON**

WRIGHTS MILL ROAD SCHOOL
FACULTY AND STAFF
2020-2021

Principal: Karen Mason

Assistant Principal: Tracey Streetman^

Counselor: Tami Nelson

Bookkeeper: Tracy Pevehouse

Clerical Aide: Leah Meadows

THIRD GRADE

Krista Arnold

Meredith Burnett

Katie Callahan+^

Laura Collard^

Nicole Harrison+^

Callie Hanahan

FOURTH GRADE

Sidney Bugg^

Kim Chavis

Laura Corder

Melissa Neighbors+^

Stephanie Yarbrough

FIFTH GRADE

Karla Hines+

Marie King+^

Leann White+

Christi Keith+^

Monica Lumpkin+

Dawn McCord^

TITLE ONE

Amber Goolsby+

VENTURE

Beth Bass^

Andrea Beall+^

MUSIC

Joy Brinkley

ART

Sharon Goodman^

P.E.

LaDextric Oliver^

Aide: Bari Hodges

MEDIA CENTER

Jennifer Dempsey

Aide: Anne Lipscomb

RESOURCE

Leslie Agerton- Speech

Angela Payne- ESL

Lindsay Collins

Alisha Fomby

Kaitlin Hoffmann

Maddy Howard

Aide: Rana Alamadine

Aide: Monyana Mixon

Aide: Madelyn Moore

Aide: Kimberly Pitts

Aide: Donell Scott

Aide: Diane Taylor

Aide: Yolanda Smith

READING COACH

Amanda Kaye Bain

COMPUTER LAB

Aide: Sabrina Durham

FOOD SERVICE

Ashley Britton (Manager)

Minnie Whitlow (Asst. Manager)

Doris Purifoye

CUSTODIANS

Angie Ogletree

Herman Stinson

Jimmy Dowdell

ACS AFTER SCHOOL PROGRAM

Kelly Chase

SCHOOL NURSE

Kristina Woody#+^

Grade Level Leader

#Diabetic Training

+ UAP ^CPR trained

Bold-grade level leaders

7/15/20

revised

ARRIVAL AND DISMISSAL PROCEDURES

Student Bell Schedule

7:05 am	Students may enter building. Students who need breakfast items will proceed to the cafeteria to pick up their tray and return to their classroom. Students not needing breakfast items will report directly to their classroom. <ul style="list-style-type: none">• Buses will unload one at a time beginning at 7:05.• Assistance will be given during car line daily by school personnel unless there is inclement weather.• Social Distancing will be practiced in the hallways. School personnel will monitor hallways to assist in social distancing.
7:30 am	School begins; students who arrive after this time are considered tardy and must be signed in through the office.
2:15 pm	Dismissal begins; van riders, walkers and bike riders. These students will dismiss from the front doors. Vans will load one at a time and social distancing will be practiced to prevent mixing of large crowds.
2:20 pm	Buses will be loaded one at a time.
2:30 pm	Car riders and WIN (After-School Care). All car rider students will remain in their classrooms until their name is called, and they will be dismissed through the car rider line. All car riders should be picked up by 2:45. WIN students will dismiss to cafeteria in small groups and will remain in small groups to reduce exposure. * Please refer to WMR Reopening Information FAQ 2020-2021.

BUS

Bus schedules are available in the office. (Refer to ACS Parent and Student Handbook for rules and regulations for bus riders). The bus rules have been established and are in place to ensure the safe transportation of students to and from school. If a child is suspended from the bus, it is the parent's responsibility to transport their child to school.

BICYCLES

Students must push bicycles on and off school grounds for the safety of all. Students must wear helmets when riding bikes to school and secure his/her bicycle upon arrival. It is advisable that bikes not be left at school overnight.

IMPORTANT:

- Every teacher is required to send a student home by way of the student's regular route each day unless a parent/guardian has sent a note or called the school with a change. We ask that you not wait until the end of the day, if it can be avoided, to contact the school. We ask that the office be notified by 1:45 of any changes in transportation.
- E-mail should not be used for a dismissal change since it is possible that the e-mail will not be read until after the last dismissal bell.
- Friends or relatives of a student or his family will not be allowed to take a student home or out of school without permission from the child's parents or legal guardian.
- Early dismissal requires checkout through the office.
- No early checkouts after 2:00.

RAIN PLAN

- If your child is a walker or bike rider, we ask that the parents/guardians fill out the school's Rain Plan form in order for the school to know how your child will get home if there is inclement weather at dismissal time. Students will not be allowed to walk or ride bikes in bad weather. Parents will be notified if the rain plan has been put in place through BB Blackboard. Parents will be notified by text, email, or phone message.

TRAFFIC

Students who live more than two miles from school can be transported by a school bus.

A crossing guard will assist students at the Camellia/WMR crosswalk.

Please observe the following:

- Drive slowly when approaching and departing the school and do not talk on your cell phone.
- Please drop children off in the school driveway and not on Wrights Mill Road no earlier than 7:15. School personnel will be out front to assist the unloading of students unless the weather is extreme.
- Students should be loaded and unloaded only on the right side of the driveway. **Please do not park on the left side of the driveway and walk across traffic to enter the building.**
- Please do not park on the right side of the school driveway thirty minutes prior to the beginning or ending of school.
- Allow school buses the right-of-way when they approach the front of the school.
- **Do not pass school buses when the bus STOP arm is extended as they are unloading in front of the school.**
- Allow extra time on rainy days.
- Carpool, if possible.
- **Do not check-out your child early to avoid traffic.**
- Place the colored card provided by the school on the right side of the dashboard that identifies your child's name and grade. (Please write your child's name on the pass and display it on your car's sun visor or front right dashboard.)

We want to create the safest situation possible for children. Your cooperation with these procedures will ensure that your child (ren) will enjoy the safety everyone desires.

LATE PICK-UP

Please call the school office immediately if an emergency arises that will result in the late pick-up of your child. If late pick-up becomes a pattern, students will be admitted to our after-school program and a late pick-up fee of \$15 will be charged.

ATTENDANCE/ABSENCES

Daily attendance supports success in school. Absences for any reason other than illness are discouraged. Any absence due to family trips, vacations, or family business trips is considered unexcused. Extended family trips should be discussed with the principal prior to the student's absence. If a child is absent, parents wishing to pick up schoolwork should call the office by 9:00 a.m. and pick up the work between 2:30 and 3:00 p.m.

ABSENCE MONITORING BY PARENTS

Parents of students in grades 3-12 can routinely monitor absences by accessing their student's information on the Parent Portal on the ACS web site (www.auburnschools.org). If a parent has a question or concern about an absence, the parent should contact the school as soon as possible.

EXCUSED ABSENCES

State law allows for absences to be excused for the following reasons:

- Illness of the student
- Death in the immediate family

- Inclement weather which would be dangerous to the life and health of the student as determined by the principal
- Legal quarantine
- Emergency conditions or extenuating circumstances as determined by the principal
- Religious holidays, upon receiving prior approval from the student's principal (the Superintendent's designee)

UNEXCUSED ABSENCES

Any absence that does not fall under the category of excused absence is recorded as an unexcused absence. Any student with five (5) unexcused absences during the school year may be referred to Early Warning Intervention with the Attendance Supervisor.

In addition, absences are unexcused if the student and parent fail to provide the excused absence written statement with required information to the school officials within three (3) days (including the return date) of the student's return to school.

WRITTEN EXCUSE

The parent/legal custodian or guardian must provide a written explanation (excuse) to the school principal for each student's absence within three (3) days of the student's return to school.

For a student's consecutive days of absence, a parent/legal custodian or guardian may submit one written excuse. The number of days absent covered in that written excuse will be counted as individual written excuses toward the allowed maximum five (5) parent written excuses per semester.

The written excuse must include the following:

1. Written statement from the parent or doctor stating the reason for the absence
2. The date of absence(s)
3. The parent's signature

Parents of students in grades K-9 may submit up to five (5) parent written excuses per semester, and may be required to submit an excuse for late check-ins and early checkouts. After five (5) absences have accrued in a semester, a doctor's or legal excuse may be required for additional absences to be excused.

Parents of students in grades 10-12 may submit up to five (5) parent written excuses per semester, which includes check-ins/outs that constitute an absence in the class. A student is considered absent from a class if thirty minutes or more is missed. After five (5) absences have accrued in a semester, a doctor's or legal excuse may be required for additional absences to be excused.

Parents are encouraged to provide medical documentation to the school principal **at the beginning of the school year** if their child has been diagnosed by a physician with a chronic medical condition that impedes regular school attendance.

If a student fails to attend school without submitting a timely parent, medical or legal excuse, the student and parents/guardians are subject to court intervention.

PERSONAL TRIPS AND ACTIVITIES

Students are expected to schedule out-of-town trips and other activities during preset vacation periods and holidays on the ACS academic calendar. Advance notice of personal trips/activities during the school day should be provided to the student's teacher or principal. Personal Trips are not excused absences. Students may be required to attend school after hours to make up for school time missed due to trips and activities.

ABSENCES AND ACADEMIC CREDIT

According to Auburn City Schools Board policy, a student who has more than ten (10) unexcused absences per year (grades K-7), or more than five (5) unexcused absences per semester (in grades 8-12) may be retained.

Waiver

The requirement pertaining to denial of credit may be waived in the event of: serious illness, accident, death in the immediate family, inclement weather which would be dangerous to the life and health of the student as determined by the principal, and/or religious holidays as approved by the Superintendent or his/her designee.

Missed Academic Work and Make up Opportunity

Written excuses for absences must be submitted by parents/guardians within three (3) school days (including the return date) of the absence. If not, the absence will be coded as unexcused and zeros may be given for the missed work. Appeals of this procedure will be reviewed by the principal. After five (5) absences have accrued in a semester, a doctor's or legal excuse may be required for additional absences to be excused.

Students with **excused absences** have five (5) school days in a semester upon returning to make up any missed work. At the teacher's discretion, they may or may not be given the same work done by the students who were in class.

Students with **unexcused absences**, may be allowed to make up some or all missed work at the discretion of the school administration. The student may or may not be given the same work done by the students who were in class.

STUDENT WITHDRAWAL DUE TO ABSENCES

The Code of Alabama § 16-28-40 defines withdrawals as "more than ten (10) consecutive days or fifteen (15) days of total unexcused absences during a single semester." A student meeting these criteria (without acceptable parent, doctor, or legal excuses) is subject to withdrawal from school.

For students seventeen (17) years of age or older who are withdrawn from school due to attendance issues, the Attendance Officer notifies the Department of Public Safety of the withdrawal. The Department of Public Safety shall deny or revoke a driver's license or learner's permit for the operation of a motor vehicle to any person under the age of nineteen (19) who has obtained the withdrawn status.

TRUANCY

TRUANCY DEFINITION

Parent/legal guardian or other persons having charge of any student officially enrolled in Alabama public schools (K-12) must provide the school, within three (3) school days of each and every absence (or consecutive absences), a written explanation of the reason(s) for each absence.

Failure to furnish such explanation shall be evidence of the student being truant each day he/she is absent. The student shall be deemed truant for any absence determined by the principal to be unexcused based upon the *State Department of Education's School Attendance Manual*.

TRUANCY INTERVENTION PROCESS

STEP ONE - Third truancy/unexcused absence (warning)

Upon the third unexcused absence, the parent(s)/legal guardian(s) shall be notified in writing by the school principal or his/her designee that the student was truant and the date of the truancy.

STEP TWO - Upon the fifth unexcused absence

Upon the fifth unexcused absence, the parent(s)/legal guardian(s) shall be notified by letter from the school principal or his/her designee of the student's truancy status.

STEP THREE - After the fifth unexcused absence

After the fifth unexcused absence, the parent(s)/legal guardian(s) are subject to the filing of a complaint to and participation in the Early Warning Intervention with the Attendance Supervisor. The parents/guardians and student are informed of the Alabama State Compulsory Attendance Laws and consequences of further unexcused absences.

STEP FOUR -Upon the seventh unexcused absence

Seven (7) unexcused absences within a school year constitute a student being truant for purpose of filing a petition with the Court.

- Any student ordered to court with a truancy petition could be adjudicated to CHINS (Children in Need of Supervision) by a court judge. A judge can order additional supervision and services through juvenile probation, East Alabama Mental Health, Department of Human Resources, or alternate placements outside the home setting. Additional fees and community service may also be ordered by a judge.
- Any custodial adult who is prosecuted for failing to require a student to attend school may be jailed for up to one (1) year or fined up to \$500.00 or both.

CHECK-OUT

Please email the office (lmmeadows@auburnschools.org) 30 minutes before checking your child/children out at WMR. This is to minimize exposure while waiting to check-out. If you cannot email, please call the office from your car to request your student. (334) 887-1990. *We will still have a policy of NO CHECKOUTS AFTER 2:00.

Students will be called from the classroom to meet the parent/guardian in the office. If anyone other than the parent is to checkout the student, the parent must notify the office staff by email or phone call (887-1990).

We discourage early checkouts. These checkouts interrupt end-of-the-day discussions/instructions.

If there is a change in transportation, the transportation form must be completed. If you have questions, please call the front office by 1:00. Change of Transportation form is located on the WMR webpage.

Visitors to Wrights Mill Road

Auburn City Schools utilizes Raptor Technologies as an added level of security at all elementary campuses.

Raptor Technologies is a visitor management system that has replaced our previous method of signing guests in and is employed by more than 18,000 K-12 school systems across the country.

All visitors to the school will have their government identification (driver's license) scanned and instantly checked against the NATIONWIDE sexual offender database.

Raptor Technologies allow us to better protect our students, staff and guests while making Wrights Mill Road more safe and secure.

Visitors to WMR during COVID

Visitors to the building during normal operating hours will be limited and by appointment only. Mrs. Meadows will continue to welcome parents and support any needs that arise. To minimize exposure, personal deliveries to students will be limited to medical needs only. We will have a basket located at the front office for you to drop off belongings. **All visitors are expected to wear masks and practice social distancing upon entering the building. THIS INCLUDES THE FIRST DAY OF SCHOOL.** Resource teachers and staff will be available on the first days of school to ensure students know where to go.

STUDENT WITHDRAWAL

Parents/guardians of a student who withdraws during the school year should notify the office at least one day prior to the student's last day. All library books and textbooks must be returned and all financial responsibilities met before a transfer of records may be issued. Student records will be transferred to the new school upon the school's request.

COMMUNICATION

Our goal is to have an open line of communication between the school and home. Report cards, progress reports, notes, e-mail, or letters sent home by teachers or school personnel should be read by parents and, if a response is requested, parents are asked to do so as soon as possible. Communicate with the teacher or call the school (887-1990) to schedule a conference. Conferences with the principal, assistant principal, or counselor may also be scheduled by calling the school.

*Conferences will be held via phone or WebEx due to COVID.

Note: If an e-mail is sent to a teacher during the school day, it may not be checked until after school due to the teacher's teaching schedule. If you need to talk with your child's teacher, another staff member, or an administrator, please call the school office (887-1990) and, if that individual is unavailable, leave your name and number and your call will be returned.

Auburn City Schools subscribes to **BB Blackboard**, a notification provider. This automated phone call system will call you with recorded information when circumstances require mass notification. It will be used to notify parents about situations such as schools closing for severe weather, change in arrival time from field trips, or general school reminders. **In order to receive important emergency messages from the school, your phone numbers must be current. Should your phone number change since completing InfoSnap registration, please notify the school immediately.**

EMERGENCY CLOSING OF SCHOOL

In the event of severe weather, the Superintendent of Schools will determine if the safety of students and staff is in question and will then decide whether or not the schools should be closed. Please listen to local radio stations for announcements regarding Auburn City Schools. Additionally, the BB Blackboard automated phone system will be used. (Announcements about Lee County Schools do not pertain to Auburn City schools.)

DISCIPLINE

Wrights Mill Road School complies with the Auburn City Schools Board of Education policies concerning discipline (refer to the *ACS Parent Student Handbook*). We expect our WMR Students to create and foster a positive school climate that promotes respect and responsibility. WMR focuses on three expectations to develop growth and understanding: Learn, Serve, Lead. WMR has a school-wide positive behavior plan which establishes consistent behavior expectations through strengthening social and emotional development. Mindsets-stories, lessons, and activities will promote: Everything is Possible, Passion First, We are Connected, 100% Accountable, Attitude of Gratitude, Live to Give, and The Time is Now.

Engaging in physical or verbally aggressive behaviors toward others including, but not limited to bullying or harassment of any kind with the intent of hurting, intimidating, or humiliating another individual will not be tolerated.

RESPECT is the foundation of discipline at Wrights Mill Road Elementary School. An effective discipline program reflects the mutual respect among students, parents, staff, and faculty. Every student has the right to a positive learning environment. No student will be allowed to disrupt the learning of others. General rules are established in individual classrooms and in all resource classes at the beginning of the school year. If necessary the homeroom teacher, school counselor, assistant principal and principal will offer positive support for any child who experiences difficulty in following school rules. Parents are notified if there is a problem. Parents/guardians are an important part of helping the school resolve any discipline problems with a child.

Parental Responsibilities:

- Listen to your child and serve as an advocate for him or her but encourage your child to take **responsibility** for his/her own actions.
- Sign and return all written communications from school personnel.
- Attend all counselor and parent/guardian sessions arranged by the counselor.
- Spend time in the regular classroom as requested by the homeroom teacher.
- Attend all meetings arranged by the assistant principal, principal and/or counselor.
- Participate in formulating a behavior contract or alternative discipline plan when your child returns to the regular classroom.

Out-of-School Suspension is at the principal's discretion. Fighting results in automatic out-of-school suspension. (**Please sign and return Discipline form.*)

School-wide celebrations for good behavior will be held at each mid-term and at the end of each nine-week grading period.

DRESS CODE

Auburn City Schools is a working and learning environment. All ACS students are encouraged to observe a standard of grooming and dress consistent with the importance of the school's mission of education. The Board and Administration recognizes and appreciates the role of parents in assisting their children in making appropriate choices regarding their clothing while attending school within the boundaries provided by this Dress Code. The school principal or his/her designee will have the final decision in determining whether apparel meets the system's dress code.

Students in violation of the dress code will be required to change immediately. If this requires a student to checkout, the absence will be marked as unexcused.

WMR strongly encourages our students to follow the dress code as written in the ACS Parent Student Handbook. We encourage students to wear tennis shoes to school on a daily basis for their safety and protection during P.E.

District Wide Grades K-12 Guidelines

1. Clothing should fit properly; be the correct size for the student's body size and type.
2. Clothing must be in good taste for the age and maturity of the student, safe, and not a distraction to others.
3. Any apparel or appearance that may be distracting in the classroom (as deemed by the school administration) is not permitted.
4. Clothing that displays immoral or illegal behavior is not permitted. Any article of clothing, apparel, jewelry or haircut with words, colors, patterns (ex: bandana) or pictures depicting gangs, gang slogans or symbols, violence, sex drug, alcohol, mutilation or language that could be considered obscene or vulgar will not be permitted.
5. Undergarments must be worn in an appropriate manner and not be visible.
6. Clothing that is not able to provide coverage to undergarments and private body areas at all times, and during all activities, is not permitted. This includes clothing with rips, tears, or holes that expose underwear or private areas of the body.

7. Students must not wear clothing that reveals the body in an inappropriate manner. (Examples: clothing that is too tight, too short, bare at the mid-drift, bare at the sides, sheer or see-through clothing, etc.).
8. Students cannot wear jewelry or accessories that distract other students or interfere with the learning environment. Items such as heavy metal chains, spikes, etc. are not permitted.
9. Appropriate shoes must be worn at all times. House shoes, slippers, shoes with cleats, shoes with wheels are not permitted.

Dress Code for Elementary Schools Grades K-5

Our goal is to prepare and guide students in Grades K-5 to follow the dress code listed for secondary students; a student found in violation of the dress code will be required to change their clothing with appropriate clothing. School administrators will have the authority to allow for variances that are appropriate to students in this age range.

FRUIT BREAK

Each homeroom teacher will offer suggestions for what is considered appropriate fruit break food. Please remember to send in a healthy snack.

GRADING

The purpose of a grade is to show academic progress and the mastery level of a skill. Teachers in each grade level will provide information at the beginning of the academic year regarding grading practices and weighted scores. It is the goal of each teacher to determine how to best meet each child's academic needs. If there is ever a question concerning grading, please contact your child's teacher to ask for clarification.

The grading scale below reflects Auburn City Schools' grading policy as stated in the [ACS Parent and Student Handbook](#).

Grades 3-5

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

Teachers may use a variety of methods to assess your child's work. Some examples of assessment techniques might include: rubrics, self-assessments, criteria goals with points, paper/pencil tests, fill in the blank, written answers, bubble-in (STAR, etc.), projects, small group projects, computer-based assessments, presentations, oral assessments or a combination of more than one of the above.

It is our goal at Wrights Mill Road Elementary School to help your child feel and be successful each and every day. Your involvement in your child's education is crucial to your child's success. By creating a home environment that encourages learning, your child will see the importance you place on his/her education.

Grading Period dates for each nine-week period:

1st nine weeks: August 10-October 12, 2020

2nd nine weeks: October 13-December 18, 2020

3rd nine weeks: January 5-March 5, 2021

4th nine weeks: March 15-May 20, 2021

REPORT CARDS

Report cards are sent home at the end of each nine-week grading period. Unless unforeseen circumstances occur, report cards will be sent home on the following dates:

1st nine weeks - Week of October 12th

Parent Conference Day: October 16, 2020

2nd nine weeks - Week of January 4th

3rd nine weeks - Week of March 22th

4th nine weeks - Last day of school

***Watch for information coming from your child's homeroom teacher concerning the scheduling of a convenient conference date and time.**

Mid-term Progress Reports will be sent home the week of: September 7, November 16, February 8, and April 19.

PROMOTION REQUIREMENTS FOR GRADES 3-5

1. Satisfactory completion of the grade level Reading/Language Arts and Mathematics objectives (satisfactory shall be not less than 60%; refer to the State Course of Study).
2. Satisfactory completion of one (1) of the following courses (satisfactory level of no less than 60%): Science or Social Studies.

HOMEWORK

Homework is assigned to achieve the following purposes:

1. To provide practice time to strengthen skills and reinforce information taught in class;
 2. To encourage students to follow directions, work independently, develop organizational skills, manage their time, and promote responsibility;
 3. To develop good study habits necessary for success in later grades;
 4. To provide parents an opportunity to praise their child's efforts and to support the school's program.
- Please provide an appropriate place for your child to work on homework and encourage him/her to complete and return the assignments on time.
 - Reading is expected nightly
 - Please communicate with your child's teacher if you do not understand an assignment. Check the teacher's web page for more information regarding assignments, due dates, and projects.

MEAL PROGRAM/SNACKS

We encourage your students to eat a school lunch! You will receive a monthly menu in the PTO Newsletter and on our school's website. This year, students will have the option to choose either a box salad or the traditional meal on Tuesdays and Thursdays. National School Lunch and Breakfast Program regulations do not allow for charged meals. Therefore, it is the responsibility of the parent or guardian to pay for student meal purchases in advance or on a daily basis. Students in grades K-9 will not be denied a meal. These students will be allowed to charge up to 2 lunch and 2 breakfast meals. When this limit is reached, students will be given an alternative meal until charges are paid in full.

The Food Service Program is computerized. Parents may establish an account for their child, which will be debited electronically. Every student has an account and a PIN number assigned to him/her. The funds in the account may be used to purchase a meal or extra items at lunch. Your student's account can receive any amount of money, from \$5.00 to \$100.00. **If you pay by check, please write student's first and last name, telephone number and account number on the check. If you pay by cash, please send money in a sealed envelope with student's first and last name and account number written on the envelope. Parents may access student meal accounts online at www.mealpayplus.com.** Money for accounts should be turned in prior to 7:30 a.m. to the WMR Food Service Director, Mrs. Britton. She may be contacted at 887-1997.

Lunch Price - Full price - \$2.50 for students

Reduced price - \$.40 for students

Visitor's price - \$3.50

Milk may be purchased separately for \$.30 a carton.

Cost can be deducted from the student's meal payment account.

Breakfast Program: Breakfast will be served every morning from 7:05 - 7:30am.

Breakfast price - Full price - \$1.50

Reduced price - \$.30

Visitor's price - \$2.00

Free and Reduced Priced Lunch: Applications will need to be completed on line the first week of school. All students who were eligible for free or reduced lunches last year in this system will continue receiving free or reduced-price lunches for a limited time until the **new application is processed**.

Food Allergies: If your child is allergic to any of the major foods, please discuss this problem with our food service manager who will work out substitute foods for your child. A doctor's statement about the specific allergy is required. **Important notice:** We do have students at Wrights Mill Road School who have severe allergic reactions to peanuts. We need to make every effort to provide these children with as much of a peanut-free environment as possible. Therefore, please do not send food to school that contains peanuts in any form. (Our school lunches are peanut-free.) Every school in our system has the rule in place that **no fast foods** are allowed. Please support our efforts by following ACS Board policy.

Guidelines for Auburn City Schools (ACS) Food Allergy and Anaphylaxis
(ACS Parent/Student Handbook)

The Anaphylaxis Preparedness Program focuses on providing a safe and healthy environment for all students to learn. School personnel are provided food allergy anaphylaxis education and training. Students receive food allergy anaphylaxis awareness education.

Responsibilities of Parents/Guardians

- Because certain food items or ingredients may be dangerous for an individual to eat, you should tell your child not to share any food item with another student or accept and eat any food from another child. You should ensure your child knows, understands, and follows your plan for his or her daily school meal and snack.
- You should teach your child to wash his or hands with soap and water before and after eating.
- You should not send in any food items to be shared during classroom parties or celebrations without speaking with your child's teacher and principal and adhering to the school's guidelines for sending food items from home. **All food items should be pre-packaged with the ingredient label intact.**
- If your child is diagnosed with a food allergy or anaphylaxis, you must notify the school nurse before the beginning of the school year to develop a written plan of care for your child. If your child requires any food substitutions or accommodations, you must have your child's medical provider complete and sign the Medical Statement for Students Requiring Special Meals and Accommodations (located on the ACS Health Services webpage). Completed forms must be submitted directly to the school nurse.

MEDICATION, ILLNESS, SAFETY

When your child becomes too ill to remain at school, we will contact parents immediately. **It is most important that emergency contact information is up-to-date.** Please notify WMR immediately regarding changes to the information. It is imperative that you are prompt in arriving to pick-up your sick child. If your child has an elevated temperature (100 degrees or higher) he/she must be cared for at home and be fever-free for 24 hours prior to returning to school.

Auburn City Schools & COVID-19

ACS will follow the guidance of local, state, and national health professionals and adopt a symptom-based strategy that recommends a 10-14-day quarantine period for persons both exposed to COVID-19 through close contact or for persons with a positive test.

The recommendations below are based on current information and are subject to change as new information is gathered.

COVID-19 Positive Diagnosis:

A student or staff member with a positive COVID-19 diagnosis will be subject to a 10-14-day quarantine and will follow the guidance of their healthcare provider and the Alabama Department of Public Health.

COVID-19 Positive Exposure:

If a student or faculty member is diagnosed positive for COVID-19, the parents or guardians of any student with risk of infection due to close contact will be notified.

Parents and guardians will be advised to contact the student's healthcare provider to be assessed and given further directives.

A student or staff member with positive exposure will need to complete a 10-14-day quarantine measured from the date of last exposure.

Return to School

For both a positive diagnosis and a positive exposure, the parent/guardian must provide to WMR in writing one of the following statements about the student from their healthcare provider:

- The student has a negative COVID-19 test and is symptom free at the completion of the 10-14-day quarantine, OR
- The student has been symptom free during the 10-14-day quarantine.

MEDICATION

Medication Policy: Please refer to the ACS Parent Student Handbook-Health section. The required School Medication Prescriber/Parent Authorization form* is located on the Auburn Schools website. www.auburnschools.org This form must be filled out and brought to the school office if your child is to take medication at school.

All medications must be delivered to the school by a parent/guardian. All medications must be picked up by a parent/guardian on or before the last day of school or it will be destroyed/discarded by 3:00 p.m. that day.

1. Prescription Medication
 - Must be in a pharmacy labeled container with child's name and instructions matching the Medication Prescriber/Parent Authorization form*
 - Physician and parent must sign the Medication Prescriber/Parent Authorization form
 - Or a parent may come to school and give child the medication
2. Over the Counter Medications
 - Must be in original container
 - Must be given as prescribed on container
 - Parent signature required on Medication Prescriber/Parent Authorization form

Questions regarding the Medication Policy may be directed to the school nurse.

PARENTS AS PARTNERS

The primary responsibility for the education of children belongs to the parents. Though shared with the school, the parents' responsibility remains paramount. The greatest single factor in building a child's intellectual, emotional, and moral attitude is the example parents provide in the home.

Some examples of the parent's responsibilities are:

- To keep the school informed as to special needs of your child
- To read all communications sent home from school and respond when appropriate.
- To attend meetings, conferences, and request conferences as needed.
- To make sure the child attends school and arrives on time with homework and supplies.
- To be an example for your child. Demonstrate respect for school policies, teachers and staff.

- To serve as an advocate for your child but encourage him/her to take responsibility for his/her own actions.
- To contact the school if you have any questions/concerns.
- To keep phone numbers and email addresses up-to-date
- To provide a healthy balance of sleep, good nutrition, and exercise.
- To provide an appropriate place for students to work on homework and to encourage completion of assignments.
- To encourage the development of your child's individual talents and interests.
- To read to your child on a regular basis.

BOOKS

Students are responsible for school-issued textbooks and checked-out library books. Parents are responsible for the cost of lost or damaged books. Prices for textbooks can be obtained from the school office. Replacement fee for library books is: \$20.00

CHECK POLICY

Auburn City Schools uses a check recovery service to collect returned checks. By making payment to the school, a person authorizes Auburn City Schools to recover the face amount of a check returned unpaid for any reason. In addition, a returned check fee of the maximum amount allowed by law will be recovered. All checks must have name, address and home telephone number. The School District will not accept unsigned, postdated, counter or starter checks. For questions regarding this procedure, contact the ACS accounting coordinator, Liz Springer at Central Office (887-1912).

FIELD TRIPS

**** NO FIELD TRIPS UNTIL SPRING DUE TO COVID-19**

Field trips are planned to provide students with educational experiences. Scholarship money is available if payment of the requested fees creates a hardship for a student's family. In such cases, parents/guardians should contact their child's teacher. **Completed permission slips must be returned by the deadline noted on the permission slip and must have parent/guardian signature.** We cannot accept verbal permission.

- Students are encouraged to wear their WMR team shirts for field trips.
- Parents may only transport/check-out their own child to and from a field trip. Prior to departing for the trip, the child must be officially checked out of school through the office.
- Siblings are not to be brought on school field trips.

LOST AND FOUND

Personal possessions and clothing should be labeled with the student's name. Students are responsible for all personal belongings, books and other items brought to school. Please check the lost and found located by the cafetorium. At the end of the year, all unclaimed items are donated to charity.

PARTIES

No outside food or snacks may be brought into the classroom for group consumption. This includes treats for student birthdays or holidays. We will not have a Veterans' Day Program, Holiday program, clubs, Thanksgiving lunches, nor book fairs. We WILL find ways to celebrate all the wonderful children and events that occur throughout the year and behavior celebration will continue in conjunction with our school-wide positive behavior support model. WMR will continue to provide ALL students in a school experience with virtual book fairs, activities, and celebrations. Safety circumstances will be reassessed in January to determine spring semester activities.

PTO

WMR's Parent/Teacher Organization provides a tremendous support network for the school. The fund-raising efforts help with field trips, classroom activities, building and grounds needs (such as the school's pavilion), and other school "extras". It is designed to benefit our school and children. We encourage everyone to join and help us achieve 100% membership. Membership dues are \$5.00. Please contact this year's PTO president Allyssa Northcutt (awnorthcutt@gmail.com) with any questions or concerns.

WMR's PTO is proud of the **Dad's League** program that is beginning its ninth year. This program is designed to get fathers/grandfathers/guardians actively involved with their children's school. WMR will continue Breakfast Buddies for family and friends.

Dad's League/Breakfast Buddies will not meet until the spring or until further notice due to COVID-19

Dad's League Contact: Cal James, cal_james1@yahoo.com

Breakfast Buddies Contacts: Mrs. Bain, akbain@auburnschools.org, Mrs. Streetman, tjstreetman@auburnschools.org, or Mrs. Nelson, twnelson@auburnschools.org

RABREN LEARNING CENTER (Media Center)

The Rabren Learning Center (RLC) is the heart of our school! The shelves are full of wonderful books that encourage our students to read. Books circulate for 1 week. The cost for lost/damaged books is \$20.00. Payment plans can be arranged on an individual basis. If the book is found, it may be kept, or it can be donated to the Media Center. No reimbursement can be made.

Students will be able to check out library books from the library with temporary book isolation taking place upon return of books. Upon return, books will be sanitized with a portable UV sterilizer. Mrs. Dempsey will travel to classrooms to provide story time and literacy instruction to students.

Join the **WMR Birthday Book Club!** Celebrate your child's birthday by purchasing a book for the RLC in honor of your child! For a \$15.00 donation, a book will be purchased in honor of your child and a bookplate will be put in the front of the book with your child's name on it.

The Media Specialist is Jennifer Dempsey. Her office number is 887-1996.

RESOURCE CLASSES

Special area teachers will teach lessons in homeroom classrooms. Students will be able to check out library books from the library with temporary book isolation/sanitizing taking place upon return of books. Students will use hand washing or hand sanitizing protocols when they transition to different parts of the building.

- **ART**

Individual art supplies will be provided by WMR to prevent cross-contamination between students.

Mrs. Goodman will travel to the classrooms and provide weekly art instruction. All materials used will either belong to specific students or be sanitized between each use.

- **COUNSELING**

Mrs. Nelson will offer one on one and whole group counseling. Whole group counseling will take place in the homeroom classroom. All materials utilized will either belong to specific students or be sanitized between each use. You may contact the counselor, Tami Nelson, at 887-1993.

- **MUSIC**

Students at WMR will continue to learn music and enjoy musical experiences this year. Mrs. Brinkley will travel to the classrooms and provide weekly music instruction. All materials used will either belong to specific students or be sanitized between each use.

- **PHYSICAL EDUCATION**

Physical Education will take place daily at WMR. Class homerooms will remain distanced as practically as possible. Outside PE will be utilized as much as possible at WMR. Students will use hand sanitizer upon entry and exit each day. If PE equipment is utilized, it will be sanitized between classes. **TENNIS SHOES ARE STRONGLY ENCOURAGED TO ENSURE SAFETY.**

We request the following:

1. A parent's excuse sent when a student is unable to participate for a short period of time with specific dates included.
2. A doctor's excuse sent when a student is unable to participate for an extended period of time with specific dates included.
3. Information provided regarding relevant health problems.

- **VENTURE**

Students will continue to explore STEM related topics in innovative and fun ways. Mrs. Bass will travel to the classrooms and provide weekly instruction. All materials used will either belong to specific students or be sanitized between each use.

- **COMPUTER**

Mrs. Durham will come to each homeroom on a weekly basis to provide computer experiences for students. All iPads/keyboards will be sanitized daily before and after use with a portable UV sterilizer and other approved cleaners.

RESPONSE TO INSTRUCTION (RtI)

Auburn City Schools (ACS) has embraced the Response to Instruction (RtI) model where students progress through a continuum of services that focuses on providing quality core instruction in Tier I, targeted interventions in Tier II and intensive interventions in Tier III. Each of these tiers will include both academic and behavioral instructional programs and interventions. The expectation in this tiered approach is that all teachers in grades K through twelve will provide high quality, research-based core instruction (Tier I) that follows the best practices included in the Alabama Quality Teaching Standards. When student performance data indicate that the core instructional program is not effective in supporting students in reaching desired levels of success, early intervention strategies (Tier II) will be implemented in an effort to prevent the need for longer term, more intensive interventions (Tier III).

These strategies may take place in the regular classroom, during an intervention and enrichment time, or at some other time provided for within the school schedule. Interventions are not designed to replace core instruction. Every child will continue to receive their core instructional program but interventions are designed to add benefit to that instruction so that students can make faster progress toward reaching grade level mastery in all areas. These processes will be monitored by a group of teachers and administrators working together in a Data, Support and Intervention Team. This team will monitor student progress and help design the right instructional support for each student.

These approaches are part of the general education program for all students. Every student in ACS will be assessed periodically, through a variety of methods, to determine their skill level. This is a normal part of good teaching. RtI requires that when we find skill deficits that we act early by providing different teaching strategies and materials designed to help the student eliminate those deficits so that they are mastering all skills at their grade level. Parents will be notified when additional support through RtI is being provided to their child so that we are working in partnership to help maximize the educational benefit to each student. Interventions are deemed necessary through various assessments that are required by the Alabama State Department of Education.

SAFETY

A comprehensive safety plan is in place at WMR and frequent drills (fire, tornado, secure your area, and intruder) are conducted to ensure staff and student preparedness during emergency situations. Visitors must enter through the office and sign in with the Raptor System. Visitors will be given a guest sticker to wear. Please help our teachers provide uninterrupted instructional time by not going to classrooms during the instructional part of the day. Visitors to the building during normal operating hours will be limited and by appointment only. At WMR, all faculty and staff will wear masks and face shields during the school day. We are aware that wearing masks for 7 ½ hours for students may be difficult, however students in Auburn City Schools will be required to wear masks as feasible. Students attending school at WMR will be provided a reusable, washable face cover at the beginning

of school year. Parents/Guardians are asked to provide additional masks, as needed. Disposable masks will be available for incidental use but should be reserved for an emergency in which the provided or personal mask is not available. Students should be practiced and prepared in managing their mask independently. The wearing of masks by students during the school day will follow practical guidelines that are appropriate for the student's health needs and developmental stage. This will allow the teacher to require masks during certain portions of the school day when physical distancing is not possible, and instruction requires collaboration and student interaction. Some examples: transitions, partner reading, small group guided reading, etc. Please note: WHEN WE MOVE, WE MASK.

SCHOOL SUPPLIES

All students are responsible for providing their own school supplies. Each grade level has a list of requested supplies. The lists are listed on the WMR website and are kept in the school office. Unnecessary items such as toys, trinkets, miniature pencil sharpeners, and novelty pencils and erasers should be left at home.

If you ordered school supplies online, they will be delivered to your classroom and will be waiting on your child on the first day of school. If you did not order supplies, we will have a date for drop off prior to the first day of school to minimize students needing to bring them on the first day. You will be notified of the drop of date through BB Blackboard.

STUDENT LEADERS

The purpose of the Student Leaders is to promote school spirit and to help plan and direct service and school projects. Two students from each class are elected to serve on the WMR Student Leaders.

TESTING

The following state tests will be given this year:

- DIBELS, administered TO THIRD GRADERS
- ACAP (3-5)
- ACCESS for English Language Learners

Other assessments will be administered in order to provide data to assist teachers in determining student need as well as to help guide instruction.

TECHNOLOGY

WMR embraces the use of technology in the curriculum. Technology is integrated into all subject areas. WMR is a wireless school! Students have access to computers in their classrooms, the two computer labs, and in our wireless Media Center. All homerooms and resource classrooms have SMART Panels (interactive white boards). Each class has Internet access, and teachers have their own e-mail and web site. We also have iPads available for student use.

For additional information and current events, please visit our school's website at:

http://www.auburnschools.org/wrightsmill/New_web/WMR/index.htm

**Every student must read, sign, and comply with "ACS Acceptable Use Policy."*

CELL PHONES/INTERNET

Please refer to the *ACS Parent Student Handbook* for the acceptable use of the internet/computer agreement.

Note: The display of and/or use of pocket pager, cellular telephone, or any use of other electronic communications device used by students is not permitted on our WMR campus during regular school day instructional hours. If a violation occurs, the device will be taken up and held in the office until a parent can come and pick it up.

IN-SCHOOL TELECASTING - The "WRIGHT News"

We begin each morning (7:35) with our in-school telecast of the "Wright News". 5th grade students lead the broadcast, which includes daily announcements, song of the week, and the Pledge of Allegiance to the flag. It's a great way to start our school day!

UNIVERSITY PARTNERSHIP

Students from AU, Tuskegee, and Troy serve as lab students/interns at WMR. Our students have the added advantage of additional instructors in the room.

VOLUNTEERS

Parents and friends who volunteer at WMR play a vital role in helping to meet our students' needs. Each year help is needed in a variety of ways. New volunteers are always welcome. Visitors to the building during normal operating hours will be limited and by appointment only. **All visitors are expected to wear masks and practice social distancing upon entering the building.**

WIN - After School Program

WMR offers WIN, an after-school program. The hours are from 2:30 until 5:30 p.m. The program is designed to provide quality after-school daycare. There is limited enrollment. For information, please call the director, Mrs. Kelly Chase, at 887- 1999 after 1 p.m. Monday through Friday.

Students will be divided in small groups overseen by one after-school staff member who will stay with that specific group of students in order to minimize exposure. Students will be grouped by homeroom to the extent possible. Students will rotate through various activity stations that will be sanitized by trained staff members upon exit. During activities students will be seated as far from each other as possible. We will utilize the outdoor spaces as weather permits. Snacks will be distributed by staff members wearing masks and gloves. All snacks will be individually pre-packaged and will not be prepared by staff members. After-school employees will be required to wear masks and will receive training on safe practices related to COVID-19. When picking up your student, please be mindful of social distancing procedures. Please do not crowd the check-out table.

YEARBOOKS

WMR's yearbooks are sold only online through Jostens. The cost is \$25.00. Price will increase to \$30.00 after December 18th.

Notice to the Public: It is the official policy of the ACS Board of Education that no person shall, on the grounds of race, color, sex, disability, religion, national origin, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment. Any person having inquiries concerning ACS District's compliance with the regulations implementing Title VI, Title IX, The American Disability Act (ADA) or Section 504 is directed to contact: Director of Special Education, Auburn City Schools, P.O. Box 3270, Auburn, AL 36831-3270, 334-887-1927.

WRIGHTS MILL ROAD ELEMENTARY SCHOOL
807 WRIGHTS MILL ROAD
AUBURN, ALABAMA 36830

The purpose of the Wrights Mill Road Student Handbook is to present school policies and general information for students in regard to the procedure for school operation. This handbook is a supplement to the ACS *Parent and Student Handbook* and some information is not duplicated. Please be aware that the appeal procedures are available to parents and students and are documented in the same booklet.

We respectfully request that both student and parent/guardian read this handbook in order to be familiar with these policies and regulations. This form, with appropriate signatures, must be returned to the homeroom teacher.

We wish you a successful 2020-2021 school year.

I have read the Wrights Mill Road Elementary Student Handbook.

Signature of Student

Date

Signature of Parent/Guardian

DATE

***Sign and return this page to your child's homeroom teacher.**

Disclaimer

This handbook is not intended to nor does it contain all rules, policies, procedures, and/or regulations that relate to students. Every effort has been made to provide parents and students with complete and accurate information. However, Wrights Mill Road Elementary School reserves the right to change and to modify, amend, or revoke any rules, regulations, and schedules both academic and financial.

