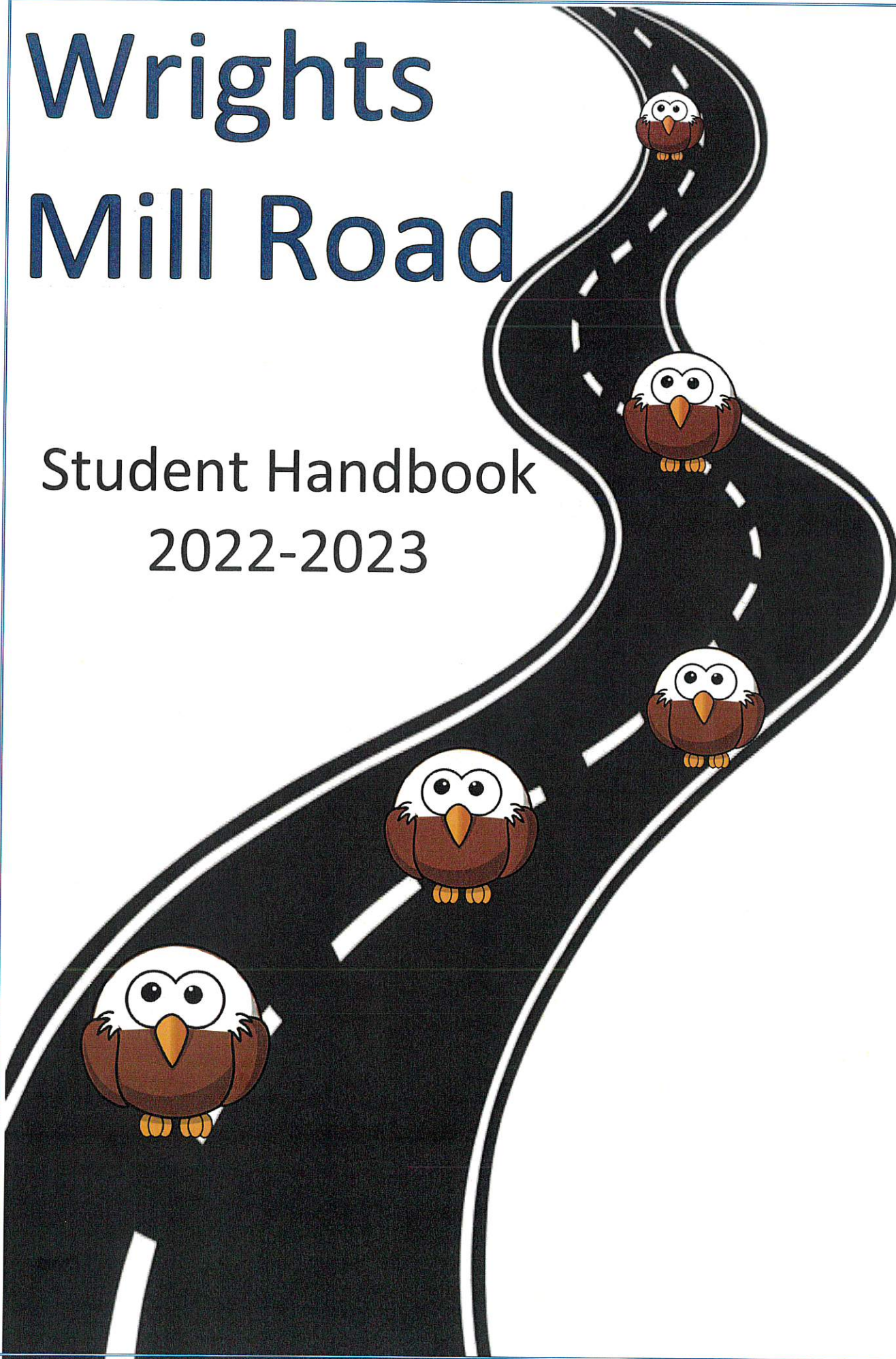


# Wrights Mill Road

Student Handbook  
2022-2023

EAGLES  
ON THE  
ROAD TO SUCCESS





## GRADING PERIODS AND REPORT CARD DATES 2022-2023

**Grading Period** dates for each nine-week period:

- 1<sup>st</sup> nine weeks: August 9<sup>th</sup>-October 11<sup>th</sup>
- 2<sup>nd</sup> nine weeks: October 12<sup>th</sup>-December 16<sup>th</sup>
- 3<sup>rd</sup> nine weeks: January 5<sup>th</sup>-March 17<sup>th</sup>
- 4<sup>th</sup> nine weeks: March 20<sup>th</sup>-May 25<sup>th</sup>

**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:

- 1<sup>st</sup> nine weeks – October 20<sup>th</sup>
- 2<sup>nd</sup> nine weeks- January 12<sup>th</sup>
- 3<sup>rd</sup> nine weeks – March 30<sup>th</sup>
- 4<sup>th</sup> nine weeks – May 26<sup>th</sup> (Last day of school)

**Parent Conference Day:** Monday, October 17<sup>th</sup>

- Homeroom teachers will send home information concerning the scheduling of a convenient conference date & time.

**Mid-term progress reports** will be sent home on the following dates unless unforeseen circumstances occur:

- 1<sup>st</sup> nine weeks- September 8
- 2<sup>nd</sup> nine weeks-November 17
- 3<sup>rd</sup> nine weeks-February 9
- 4<sup>th</sup> nine week-April 20.

## ARRIVAL AND DISMISSAL PROCEDURES

### **Student Bell Schedule**

- |         |   |
|---------|---|
| 7:05 am | Students may enter the building and proceed to the cafeteria to read quietly and purchase breakfast if they choose.                   |
| 7:30 am | School begins; students who arrive after this time are considered tardy and must be signed in through the office.                     |
| 2:20 pm | Dismissal begins, van riders, walkers and bike riders. These students will dismiss from the front door.                               |
| 2:25 pm | Bus riders will dismiss through the front doors.  |
| 2:30 pm | Car riders and WIN (After-School Care) dismissal. All car riders should be picked up by 2:45. WIN students will dismiss to cafeteria. |

### **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 are not 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 7:05. 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 car tag provided by the school on your rearview mirror that identifies your child's name and grade.

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.

#### **CHECK-OUT**

To checkout a student during the school day a parent/guardian or authorized pick-up should go to the front office to sign out the student. Students will be called from the classroom to meet the parent/guardian or authorized pick-up in the office. Students will only be released to contacts that are authorized for school pick-up.

**\*We will still have a policy of NO CHECKOUTS AFTER 2:00. 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.

#### **DROP OFF & PICK-UP PROCEDURES**

Please make sure your child is not dropped off any earlier than 7:05. PLEASE KEEP IN MIND THERE IS NO ADULT SUPERVISION UNTIL 7:05. Students need to be picked up no later than 2:45. If late pick up become a pattern, parents/guardians will be charged \$15.

Students will be issued new car tags for the 2022-2023 school year. Please make sure your car tag is hanging from the rearview mirror and is visible to the carline caller. This will help assist with the flow of the carline. If your student is being picked up by an alternate person, please make sure they have the original car tag. If they do not have the original car tag, they will need to park and come into the school office to check out. This is to ensure our students are getting home safely with the correct pick-up person.

#### **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](http://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 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, ages 13-18) or dependent (ages 5-12) by a family 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.

#### **VISITORS TO WRIGHTS MILL ROAD**

We welcome and enjoy parent participation in their child's education. However, at the start of the year our focus will be on ensuring the health of our students, creating a classroom community, and teaching procedures. Thank you for allowing our teachers to get our students acclimated to their routines/procedures before enjoying lunch with your child.

Parents are welcome on campus when they have an appointment or a purpose. Teachers and/or parents are allowed to make face to face appointments and parents will be able to come in when the purpose is to assist a teacher with a task or coming to do the purposeful work of PTO. This work will be done in common areas and not in teacher classrooms.

- 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.



### **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.

### **CLASSROOM OBSERVATIONS BY AUTHORIZED AGENTS**

Education is a shared responsibility between parents/guardians and school personnel. At times, parent/or other authorized outside providers (such as doctors, psychologists, and other educational evaluators with parent approval) may wish to formally observe a specific student in a classroom. As assigned by the Superintendent, each Principal shall be responsible for and have authority over the actions of students, professional support staff, visitors, and persons hired to perform special tasks. To ensure a successful observation, the following procedures will be followed:

1. Parent/legal custodians must contact the building Principal to arrange a mutually agreed upon date and time for the requested classroom observation.
2. All observation sessions will be scheduled in advance and at least 48 hours in advance prior to the requested time of the classroom observation. Observations will be limited to no more than one time per month to avoid distraction or disruption to the instructional schedule. Only in exceptional circumstances involving an evaluation, upcoming IEP or other educational Team meetings or crisis intervention, in the event that additional or longer observation times are needed, a parent/legal custodian or provider may request additional days or times for observation. The Principal is directed to use his or her discretion and authority to either approve or decline such requests.
3. In the case of a request for a classroom observation by an authorized outside provider, the parent/legal custodian must provide to the Principal at the time of the request a signed FERPA release and written consent that describes the reason for the observation.
4. To protect the learning environment, the parent/legal custodian or authorized outside provider will be the only visitor in the classroom during the observation, and they will be allowed to observe from a designated location that minimizes disruption and distraction.
5. Observers are not permitted to use any electronic equipment, such as cell phones, while observing in the classroom. Audio and/or video recording of the observation is prohibited unless expressly approved in writing by the Principal prior to the observation. Even with prior written approval of the Principal, all recordings are subject to the District's Use of Audio and/or Video Recording Device Procedures.
6. During the observation, the Principal or his/her designee may be present in the observed setting in order to accommodate follow-up discussion or clarify questions that may arise.
7. Observers should not disrupt the learning environment by engaging any student or the teacher in conversation. A follow-up teacher conference may be scheduled as needed to answer questions or concerns.
8. The Principal has the authority to decline any request for classroom observation if it is determined that such an observation would cause undue disruption to the educational process. The Principal has the authority to prohibit the entry of a person to a school or to expel any person from school property if there is reason to believe that the presence of the person would disrupt the orderly and efficient operation of the school. If such an individual refuses to leave school grounds or creates a disturbance, the Principal has the authority to issue a trespass warning and thereafter request assistance from appropriate local law enforcement for the removal of the individual.
9. Parents/legal custodians who disagree with any decision by the Principal under these procedures may appeal the decision in writing to the Superintendent. The decision of the Superintendent shall be final.

These procedures apply to formal classroom observation and do not include times when parents/legal custodians are invited to a classroom for a special event or presentation, to serve as a volunteer with a teacher, or to have lunch with their student.

For security reasons, all visitors are required to adhere to all school sign in procedures at the school office, which includes signing in, providing identification in order to receive a visitor's badge, and to indicate the name of the teacher or destination before proceeding to contact any other person in the building or on the school grounds. All visitors must adhere to all signing out procedures when leaving the building.

### **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 can be held in-person.

*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.**

### **Keep Your School Contact Information Current Through Your School Office**

Do not miss important notifications sent by your child's school through their notification systems and protocols. It is your responsibility, and to your benefit, to keep the school informed of your student's current contact information

### **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. As information on an actual, verifiable emergency, crisis and/or weather concern becomes available, details will be posted online at [www.auburnschools.org](http://www.auburnschools.org), ACS Facebook, various social media outlets, electronic broadcast, and/or televised. (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. 7 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.

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.

Head Gear:

1. Students may not wear hats or head coverings in school buildings or on school premises. This includes but is not limited to bandanas, athletic headbands, headscarves/hair wraps, and other forms of headgear or hair covering.

A. Exceptions include:

- i. Head gear for dress up days/team celebrations
- ii. Religious purposes, which have been approved prior to wearing.
- iii. During extreme cold weather, students will be allowed to wear toboggans outdoors on campus.

### **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.

### **Grading Scale**

- A-Excellent= 90-100%
- B- Above Average= 80-89%
- C- Average= 70-79%
- D- Below Average=60-69%
- F-Failing= 59% and below

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.

### **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.

### **Summer School**

Students, who are retained because of unexcused absences in excess of ten (10) days per year, and are referred to summer school and who choose to attend, must not have any unexcused absences during summer school and must satisfactorily meet the requirements for summer school in order to be promoted.



### 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.

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 the student's first and last name and account number written on the envelope. Parents may access student meal accounts online at [www.mealpayplus.com](http://www.mealpayplus.com).**

Money for accounts should be turned in prior to 7:30 a.m. to the WMR Food Service Director, Ms. Ray. 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 \$.50 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 - \$.40

Visitor's price - \$2.00

**Free and Reduced Priced Lunch:** Families may complete a Free and Reduced-Price School Meals application during registration and/or at any time during the school year. Applications are available at the school or can be accessed online at [www.myschoolbucks.com](http://www.myschoolbucks.com).

**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. (See **Anaphylaxis Parent Packet** on ACS website under **Health Services**).

**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. Thank you for your willingness to keep our students healthy & safe!**
- 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.

**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](http://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. This recovery may be done electronically or by traditional collection methods.

All checks must have name, address, and home telephone number. Include the associated student's name and school in the memo section of the check. 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**

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 cafeteria. At the end of the year, all unclaimed items are donated to charity.

### **PARTIES**

School-wide parties are held at scheduled times during special occasions throughout the year. Room parents, in conjunction with the classroom teacher, will request pre-packaged food items needed for parties.

Parents wishing to celebrate their child's birthday in the classroom may purchase birthday ice cream cones with sprinkles for the class via our school cafeteria. Please follow the procedure outlined below.

1. Contact your child's teacher no later than one week prior to your child's birthday week to let him/her know that you plan to purchase ice cream for the class.
  2. Your child's teacher will let you know the cost based on class size and if more than one child is celebrating a birthday that week.
  3. Put money into your child's My School Bucks lunch account.
  4. Due to our ordering procedures, requests for ice cream parties made after one week prior to the birthday cannot be accommodated. However, we are happy to celebrate your child's birthday the following week.
- Should your child or other children in the class have a food allergy, this will be accommodated by our school nutrition staff.

### **POWERSCHOOL**

As of Spring 2021, ACS will utilize the **PowerSchool** software program to allow parents to have access to a variety of their student's information. Depending on how your child's school uses the program, parents may access the Power School Home/Parent Portal to view the student's demographics, attendance, discipline, fees, grades, schedule, reports, and alerts. Power School offers accessibility for K-2 for demographic information only. Grades 3-12 offers accessibility to a variety of information listed above.

Access to the Power School link can be found on our website, [www.auburnschools.org](http://www.auburnschools.org) by selecting the Parent Portal link from the blue navigation toolbar at the top of the screen. To obtain a login and the website to access your child's information, contact the ACS Board of Education at 334-887-2100.

### **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](mailto:awnorthcutt@gmail.com)) with any questions or concerns.

WMR's PTO is proud of the **Dad's League** program. This program is designed to get fathers/grandfathers/guardians actively involved with their children's school.

Dad's League Contact: Chris Northcutt

### **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.

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**

Elementary students will travel to Art/Music/Computer/Venture/Counseling/Library classrooms.

### **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.

#### **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.

#### **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:

- STAR CBM (Curriculum Based Measurement), administered TO THIRD GRADERS
- ACAP-State Testing (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

computer lab, 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](http://www.auburnschools.org/wrightsmill/New_web/WMR/index.htm)

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

*\*Parents/Guardians completed during online registration.*

### **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 is 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.

### **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 for activities. Snacks & water will be provided to the students daily.

Afternoon members will assist with homeroom help for every student.

### **YEARBOOKS**

WMR's yearbooks are sold only online through Jostens. The cost is \$25.00. Price will increase to \$30.00 after October 1<sup>st</sup>.

*It is the policy of the Board that no person in this district shall, on the basis of race, color, disability, creed, religion, sex, age or national origin be denied the benefits of, or be subject to discrimination in, any education program or activity and provides equal access to the Boy Scouts and other designated youth gr*

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 2022-2023 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.

