

Wrens Elementary

Warriors



Student Handbook

2024 -2025

"Where EVERY student matters and EVERY moment counts!"

This Student Handbook belongs to:

Student Name: _____ **Homeroom Teacher:** _____

Address: _____

Home Phone # _____ **Parent's Work #** _____

Parent Cell # _____ **Parent Cell #** _____

How I get home in the afternoon

Ride Bus # _____ **to** _____



Wrens Elementary School

1711 Hwy. 17 North
Wrens, GA 30833

Mrs. Jessica Howard, Principal
Mrs. KeKenyette Heath, Asst. Principal

WRENS ELEMENTARY SCHOOL

MISSION STATEMENT

Wrens Elementary provides a supportive, learning environment for students to become productive thinking citizens in our changing world.

Vision

In collaboration with all stakeholders, Jefferson County Schools will be the economic future of Jefferson County and prepare students for success in an ever-changing world.

Motto

Wrens Elementary where EVERY student matters and EVERY moment counts!

Beliefs

We believe in Restorative Practices which is a framework for healthy relationships built on a culture of:

- **Personal Accountability**
 - **Compassion**
 - **Empathy**
 - **Equity**
 - **Trust**

Philosophy

In consideration of beliefs held by our administration, faculty, and community, Wrens Elementary School proclaims the following as our philosophy of education:

Our elementary school exists to ensure that each child reaches his or her full potential intellectually, socially, physically, and emotionally. We recognize each child to be an individual with individual capabilities, learning styles, and needs--and that we, teachers and administrators, must accommodate these differences. We further recognize that our school is a part of a larger community and an even larger world, both requiring not only a sound philosophy, but also convincing results. Following is a closer examination of areas in which we seek to facilitate each child's growth.

As a school, we must ultimately strive to advance our student body intellectually. Our community has told us through conversation and surveys that language arts and mathematics skill development should be our primary goals, and indeed they are. In addition to this fundamental core, social sciences, health, and science instructions are a prominent part of our curriculum. Each child is recognized as an individual and our staff works to best accommodate each student. To best serve each learning style, manipulatives, computers, and a literacy-based environment are used at every level. We feel our multifaceted educational approach results in an acquisition of knowledge along with well-developed problem-solving skills for each student.

The development of a positive self worth and emotional growth, are also paramount at Wrens Elementary School. No education is of value without respect of the pupil from the teacher and developing self-respect within each student. To be a functioning member in this society, a healthy self-concept is required. Each student is nurtured through the varied experiences of elementary school, resulting in a positive self-concept.

Physical development in tandem with intellectual development is an ancient concept and is one we continue at Wrens Elementary School. The students are exposed to a multitude of activities daily, ranging from free play to organized group activities. A healthy mind and healthy body can not follow diverse paths. Each is a requirement for the other. The realization of each child's physical potential is an important goal of the staff at Wrens Elementary.

Educators act as role models to the student body in our interactions with fellow co-workers, as well as, our interaction with the students. Social skills are many and varied, and we must seize every opportunity to promote these skills. While trust, communication, cooperation, sharing, and caring may not be found on a paper and pencil test nor written in a lesson plan, they are ideas we promote daily. Wrens Elementary faculty and staff realize our importance as educators and role models. Support staff, students, administrators, teachers and parents work together for the educational process to succeed.

For Your Information

SCHOOL HOURS -- The school instructional hours are 8:00 a.m. until 2:45 p.m.

STUDENT MORNING DROP-OFF --- If you need to drop your child off for school in the mornings, drop-off time is at **7:30**. **NO child should be dropped off prior to 7:30**. Students should remain in the car until an adult assists with exiting the vehicle.

ABSENCES--Upon returning to school after an absence of one day or more, the student **MUST** bring a note signed by the parent stating the reason for the absence. This note is vital to our homeroom attendance records. If a note is not sent to school, the absence will be marked unlawful. If a doctor's visit is required, please remember to ask for an excuse. He will be happy to provide one.

LAWFUL ABSENCE--Children may be temporarily excused from school:

1) who are personally ill and whose attendance in school would endanger their health or the health of others; 2) in whose immediate family there is a serious illness or death which would reasonably necessitate absence from school; 3) on special and recognized religious holidays observed by their faith; 4) when absence is mandated by order of governmental agencies, e. g., meeting with Social Security or a court appearance. Children will be excused from school attendance when prevented from such attendance due to conditions rendering school attendance impossible or hazardous to their health or safety.

UNLAWFUL ABSENCE--Any absences not permitted under the compulsory school attendance law or by policies and regulations of the Jefferson County Board of Education are considered to be unlawful. (See Lawful Absences above.)

TARDINESS – Students are tardy at 8:00 AM. Students should be in class and ready to go to work by this time. **Students should be in school by 7:50 AM if they eat breakfast at school**. After an excessive amount of tardiness has occurred a parent conference must be held before the student can return to class.

PICKING UP STUDENTS EARLY--Standards require school to be in session a certain number of hours per day. ***Students should not be picked up early except in special circumstances (illness, doctor's appointments, etc.). Class work will be missed. No students will be released after 2:20***, parents must go through the car-rider lineup. The reading and math blocks allow for no interruptions. Please make any appointments for later in the afternoon if possible.

BUS CHANGES – NO Bus changes should be made over the telephone. If a student has to change buses, a written note, from the parent, must be given to the teacher with the date and accurate address of where the student is going. Forms are available in the office to make bus changes. **The school will not be responsible for bus changes made over the telephone**.

ATTENDANCE OFFICER - Excessive absences will result in a home visit by our County Attendance Officer/Social Worker. In cases where the visit does not result in proper attendance, warrants will be served and an appearance in the Superior Court of Jefferson County may be required.

ATTENDANCE CHECKS - If a child is out of school, our Attendance Officer will contact a parent or guardian to find out why the student has been out and encourage him/her a speedy return to school.

ACCIDENTS - From time to time students get hurt at school. We must get in touch with a parent when this happens. **Therefore, we must have a telephone number of a parent/guardian or close relative.** If there is a friend or relative we can call when parents are not at home, please notify the teacher. We require at least three telephone numbers (home, work, friend or neighbor) in our records for our student's protection and to ensure that we will be able to find someone in case of an emergency. Please make sure someone will know what to do in case we cannot reach a parent. Let the office know if any of these telephone numbers change for any reason so that we may update our records. The safety and well-being of your child may depend on it. The school may call 911 for emergency personnel assistance in case of serious illness, seizure or injury if deemed necessary.

BIRTH CERTIFICATE - (Required by Law) - A CERTIFIED copy of a child's Birth Certificate MUST be provided when enrolling a Kindergarten or first grade student. Other students should provide the school a copy of the Birth Certificate to be put in their permanent records.

IMMUNIZATION CERTIFICATE - (Required by Georgia Law) - An adequate Georgia Certificate of Immunization must be given to the school when a student enrolls. If the student transfers from another school outside Jefferson County, a 30-day waiver may be given by the principal. To receive this waiver the parent must give the school a valid statement from a physician, an immunization clinic or the local Health Department that the immunization requirements will be completed within the 30 days.

The State of Georgia mandates, for entrance into the sixth grade or its equivalent age (age 11), each child must have at least one additional dose of Measles-Mumps-Rubella (MMR) vaccine, for a total of two inoculations. Parents must submit proof of immunization on a form from the health department.

EYE, EAR, AND DENTAL CERTIFICATE - (Required by Georgia Law) - A certificate of Eye, Ear and Dental Screening (EED) must be given to the school when a student enrolls in a Georgia school. If the student transfers from another school outside Jefferson County, a short-term waiver may be granted by the school.

PARENT-TEACHER CONFERENCES - In order to offer parents flexibility in scheduling conferences, teachers schedule conferences from 3:00 PM to 4:00 PM Monday through Thursday on designated days after report cards are sent home or as needed. Parents may also schedule before school from 7:30 – 8:00 if given prior notification to the

teacher. Parents may schedule conferences during the school day during the teachers' planning time. At least 24 hr. notification should be given.

SCHOOL VISITATION/PARENT PASSES - All parents/visitors should report to the office for a pass before going to a classroom. A child who is leaving early must sign out in the office. Students that leave early on a regular basis without proper excuses will adhere to the same rules used for excessive tardiness. Our campus is much larger; therefore, we ask that messages be left with the secretaries. Your message is important and will be given to the teacher or student as soon as possible. If you need to talk to your child's teacher, please ask for the teacher's planning period and schedule a meeting during that time. Instructional time should not be interrupted for conferences. Parents/Guests must enter the building through the front lobby doors and not through side doors. Safe doors remain locked at all times.

CHANGE OF ADDRESS - Parents should notify the school of any change of address, telephone number or employment. This is vital should a child be involved in an accident or need medical attention while at school.

MEDICINE - County policy stipulates how medicine should be dispensed to children at school. If a child must take medicine at school (aspirin, etc.) a parent should come by the school and sign a release for us to be able to administer the medication. Prescription medicines cannot be administered unless we receive the proper form signed by the doctor. These forms may be picked up in the office. Please come by and fill out the paperwork on the first day that the child needs the medicine. Designated personnel will be responsible for administering all prescription medications. Please notify the school if your child takes medication on a regular basis or has a medical condition (asthma, diabetes, allergies, etc.).

HEAD LICE POLICY - Jefferson County School System has a No Nit Policy which states that students must be nit free before returning to class. Students who have been identified as having head lice will not be allowed to attend class. Parents/Guardians will be notified immediately to transport the student home. Students will be allowed to return to class once cleared from physician/health department or cleared by school nurse/designated staff member.

WITHDRAWALS - Parents should notify the homeroom teacher a day or two in advance of withdrawal, if possible. The student will be given a transfer sheet and his report card. Permanent records will be forwarded to the new school upon receipt of the Request for Records signed by the parent. No permanent records will be given to parents to hand carry to the new school.

PARENT VOLUNTEERS - Parent volunteers are appreciated at Wrens Elementary School. If you have a few hours to contribute to your child's class or to our school, please contact Mrs. Jessica Howard, principal at (706) 547-2063. Volunteer Guidelines are available in the school office.

SCHOOL RULES AND EXPECTATIONS

SCHOOL-WIDE BEHAVIOR SUPPORT

WES incorporates PBIS (Positive Behavior Intervention Support) school-wide. Expectations below define what is expected of students in specific school locations and in relation to our three R's.

SCHOOL-WIDE EXPECTATIONS

Expectations	Cafeteria	Playground/ Recess	Bathroom	Hallway	Bus
Be Respectful	<ul style="list-style-type: none"> * Sit at your assigned table * Use indoor voice * Listen to all adults while in the cafeteria * Use please, thank you, excuse me * Music on "QUIET TIME" 	<ul style="list-style-type: none"> * Enter and exit building quietly * Wait your turn to play on equipment * Use appropriate language * Respect the school's property 	<ul style="list-style-type: none"> * Use indoor voice * Respect other's privacy * Flush toilet * Wash and dry hands 	<ul style="list-style-type: none"> * Quiet zone * Walk in a straight line on right side * Keep hands and feet off walls * Keep Hallway clean 	<ul style="list-style-type: none"> * Listen to driver * Keep hand, feet and personal objects to self. * Use inside voice
Be Responsible	<ul style="list-style-type: none"> * Stay in seat until given permission * Clean up after yourself pick up all trash on the floor and table * Throw trash in the garbage * Raise hand 	<ul style="list-style-type: none"> * Share equipment with other students * Report problems to a teacher * Listen for signal ending recess to line up 	<ul style="list-style-type: none"> * Clean up after yourself * Use bathroom near your class * Return to class promptly 	<ul style="list-style-type: none"> * Keep belongings to yourself (book-bag, lunchbox, books, coats, etc) * Listen to all adults 	<ul style="list-style-type: none"> * Be at bus stop on time * Stand back from road * Keep up with personal things
Be Ready	<ul style="list-style-type: none"> * Enter quietly * Keep hands and feet to yourself * One person at a time in tray return. * Line up in a single file line * Walk at all times 	<ul style="list-style-type: none"> * Stay at assigned station * Use all playground equipment appropriately 	<ul style="list-style-type: none"> * Walk * Report all problems to an adult 	<ul style="list-style-type: none"> * Walk with body forward * SAFE DOOR 	<ul style="list-style-type: none"> * Quiet at Railroad Crossing * Keep food and drinks in book-bag * Sit correctly in seat

Discipline procedures:

Wrens Elementary recognizes that teaching self-discipline to children is an important life-lesson. Furthermore, good discipline is crucial for learning. The school will use positive behavior interventions and restorative strategies to help teach students appropriate behavior. Students who consistently break rules, use profanity, disrupt class, or refuse to cooperate with teachers and staff will be addressed on an individual basis. Students who habitually disrupt the learning of others will have their parents contacted. The Jefferson County school district does not condone bullying. Our discipline concerning bullying is in accordance with GA state law.

A copy of the Jefferson County Code of Conduct, containing further details about the disciplinary procedures, will be available to every student at the beginning of the school year. Parents should read this pamphlet and be familiar with its contents.

DRESS CODE

Clothes and shoes should be comfortable and conducive to long hours of work at a desk, but non-restrictive when in PE or on the playground. According to county policy, clothes must be worn as they were intended, i.e., properly buttoned, pants around the waist properly, straps hooked, shirts worn as intended, etc. In addition, the policy states that clothes may not contain references to alcohol, tobacco, drugs or vulgar language. **Shorts and skirts are allowed provided they are at or near the knees (no more than one to two inches).** Students in the third, fourth and fifth grades (or at that age) **should not** wear the following items: *muscle shirts, tank tops with spaghetti straps without covering, sundresses without a covering, halter tops, biking (spandex) short/pants, headbands, wristbands, bandanas, hoods, hats or sunglasses.* **Girls wearing leggings must have long shirt that comes to the thigh (tunic length).** Clothes with inappropriate language are not allowed, neither are pants showing undergarments. Clothes should never inappropriately show a lot of the body or be too tight nor should they be torn or ripped (unless worn with tights underneath the pants). In addition, pants that have belt loops should be worn with a belt. No bedroom shoes or slippers are permitted. **If you have doubts, then don't wear it.** Schools are teaching and learning institutions and the purpose of our dress policy is to see that nothing distracts our students in that undertaking. REMEMBER: A STUDENT WILL NOT BE ALLOWED TO REMAIN AT SCHOOL IF IMPROPERLY DRESSED. Please help us by following these few simple guidelines.

BUSES

Students are expected to show the proper respect and courtesy to both the bus driver, monitor and their peers. The privilege of riding the bus will be taken away from any student who misbehaves and/or refuses to obey the instructions of the bus driver. The bus is considered to be a classroom on wheels with the driver in charge. The same rules apply that apply in our classrooms.

In case of inclement weather (snow, sleet, etc.), please listen to WPEH radio (92.1 FM) or WJBF TV, Channel 6 to find out if we are having school. They are notified as soon as a decision is made.

Finally, occasionally a student will get on the wrong bus, especially at the beginning of the school year. This happens, usually, before they learn bus numbers even though our teachers try to keep it from happening. Please be assured that the bus drivers will always bring your child back to the school or deliver him/her home. This year all buses have radios and we can communicate quickly if we suspect a child is on the wrong bus. Again, we will make sure your child gets home safely. You can help in two ways:

1. Bus numbers should be memorized as soon as possible, write them in the child's school agenda.
2. If you wish your child or children to ride a different bus, be sure to send a note with all available information. We will not allow a child to ride another bus without a note from a parent/guardian. No phone bus changes called in to the office after 11:30 please. Make arrangements early.

Bus Drivers:

Brenda Newsome, #119

Joyce Arrington, #216

Marc McGee, #320

Sabrina Nelson #110

Peggy Sasso, #109

Freddie Dogan, #120

Mary Avera, #223

Deborah Abercrombie, #219

(Call the school for route inquiries) (706) 547-2063***Drivers and bus numbers are subject to change***SCHOOL BUS SAFETY TIPS****Walking to the Bus Stop**

- Always walk on the sidewalk to the bus stop, never run. If there is no sidewalk, walk on the left facing traffic.
- Go to the bus stop about five minutes before the bus is scheduled to arrive. While at the bus stop, wait quietly in a safe place well away from the road. Do not run and play while waiting.

Getting on and Off the Bus

- Enter the bus in line with the younger students in front. Hold the handrail while going up and down the stairs.
- When entering the bus, go directly to a seat. Remain seated and face forward during the entire ride.

Riding the Bus

- Always speak quietly on the bus so the driver will not be distracted. Always be silent when a bus comes to a railroad crossing so the driver can hear if a train is coming.
- Never throw things on the bus or out of the windows. Keep the aisles clear at all times. Feet should be directly in front of you on the floor and book bags should be kept on your lap. Large instruments or sports equipment should not block the aisle or emergency exits.
- Never play with emergency exits. If there is an emergency, listen to the driver and follow instructions.
- Hands should be kept to yourself at all times while riding on the bus. Fighting and picking on others creates a dangerous bus ride.

Exiting the Bus

- If you leave something on the bus, never return to get it. The driver may not see you come back and he/she may begin moving the bus. Make sure that drawstrings and

other loose objects are secure before getting off the bus so that they do not get caught on the handrail or door.

- Respect the “Danger Zone” which surrounds all sides of the bus. The “Danger Zone” is ten feet wide on all sides of the bus. Always remain 10 steps away from the bus to be out of the “Danger Zone” and where the driver can see you.
- Always cross the street in front of the bus. Never go behind the bus. If you drop something near the bus, tell the bus driver before you attempt to pick it up, so they will know where you are.
- Never speak to strangers at the bus stop and never get into the car with a stranger.

Source: North Carolina Department of Public Instruction

SCHOOL FACILITIES AND SERVICES

SELLING OF ITEMS AT SCHOOL BY CHILDREN

The sale of ALL items at school by students is prohibited.

STUDENT OR PARENT GRIEVANCE

A student or parent may make a complaint to the principal at any time. If the parent/student is dissatisfied with the disposition of the matter by the principal, they may then go to the Superintendent of Schools. If dissatisfied with the Superintendent's disposition, the complaining party may request a hearing before the Board of Education.

PARENT PORTAL FOR MONITORING GRADES

The portal allows WES parents to see the grades and attendance of their student at any time. Visit our school office for more information.

LOST AND FOUND

Lost and found items are usually kept in the school office. **Write your child's name on book bags, coats, lunch boxes, etc.** Please check as soon as an item is lost. Unclaimed items are given to the needy. **PARENTS PLEASE NOTE: OVER 100 COATS, HATS, AND OTHER ITEMS ARE LEFT UNCLAIMED IN OUR OFFICE EACH YEAR. PLEASE CHECK IN THE OFFICE IF YOUR CHILD LOSES AN ARTICLE OF CLOTHING.**

PERSONAL ITEMS/ CELL PHONES

Wrens Elementary School cannot be responsible for personal items brought to school. Toys and games are **not** allowed at school. Students who find lost articles are asked to take them to the office where they may be claimed by the owner. **Student cellphones are not recommended at school.** However, if one chooses to bring a cellphone, it will be collected and safely stored until the end of the day if it is seen out. If a student doesn't turn in his/her phone, a consequence will be imposed. Cellphones cause a distraction to the learning environment and we want to ensure that we are providing all students with the best educational experiences possible.

- As Jefferson County School Systems update Cell Phone Policies, Wrens Elementary will implement them and communicate any new information.

SCHOOL CAFETERIA

A nutritious lunch is served each day by our dedicated Cafeteria Staff. Breakfast is served daily beginning at 7:30 – 7:50 a.m. Students eating breakfast should be in the cafeteria before 7:50. Information on lunch and breakfast menus can be found on the WES website or the school's Facebook/Instagram page.

Food Allergies: Please notify in writing (doctor's statement) of any food allergies (milk, peanuts, or red dye) your child may have.

MEDIA CENTER

The Media Center is open from 8:00 AM until 3:00 PM during the school day. Students have the opportunity to check out books individually, in small groups or with their class. Books may be kept for one week. Books that are lost or damaged must be paid for.

SCHOOL PICTURES AND YEARBOOK

School pictures are taken twice during the school year. Individual pictures are taken in the fall and group or class pictures are taken in the Spring. Information will be sent home concerning dates and prices prior to picture day. In addition, a yearbook will be compiled and available for purchase in the spring.

OFFICE TELEPHONES

Wrens Elementary has business telephones to serve the business needs of about 450 students and about 80 personnel. Business activities keep the telephones busy most of the time. Students will be allowed to use the telephone in the case of emergencies, such as injury or illness, only. Normally, phone calls for students will be handled between classes or during lunch time.

SCHOOL CLOSINGS

In case of an emergency that prevents school from opening as usual, notifications will be made through Alert Now Calls, television (channels 6 or 12) and radio announcements (WPEH, 92.1 FM). If an emergency closing takes place after students have arrived at school, we will follow our school safety plan for contacting parents and dismissal of students. Please send current phone numbers and addresses.

EMAIL

You may contact most Wrens Elementary staff members via email. They may be contacted by using the following address: last name, first initial @ Jefferson.k12.ga.us (example; howardj@jefferson.k12.ga.us). Email messages may not be read until the following day, so please call the office with messages that need immediate attention.

EMERGENCY DRILLS/EMERGENCY PLAN

School-wide drills for fire, severe weather and lock-downs will be held periodically. A fire drill map and severe weather procedures are posted throughout the school. A school Crisis Management Plan has been developed and approved by GEMA.

TITLE I PROGRAMS/SERVICES

TITLE I FUNDING

As a Title I School, WES receives Title I funds. According to the U.S. Department of Education, the purpose of Title I funding is to “ensure that all children have a fair, equal, and significant opportunity to obtain a high-quality education and reach, at minimum, proficiency on challenging state academic achievement standards and state assessments. Title I funds can be used for supplies, technology, books, etc. that assist with the instruction program and support communication with parents. Two computers are available for parents/guardians use. Parents/Guardians are encouraged to complete surveys given on a yearly basis.

TITLE I SCHOOL-WIDE PROGRAM/SCHOOL IMPROVEMENT PLAN/SCHOOL PARENT COMPACT

The WES Title I School-Wide Program/Plan is available for parents/guardians to view. Plans are also located on the school website. The parent involvement policy explains how the school supports the role of parents. The school/parent compact is a written agreement of shared responsibilities. Jointly, parents/guardians, teachers and students define how they will work together to improve student achievement.

COUNSELING PROGRAM

The counseling program at Wrens Elementary offers many different types of services to the students of our school. Small group sessions, whole class sessions and individual counseling sessions are done by our school counselor. Any student is eligible for these services and may ask for assistance at any time. Parents may also request the services of the counseling program should they feel their child would benefit. Parent training classes are offered during the school year to assist those parents who wish to improve their parenting skills.

CLUBS

We have the Junior Beta Club to benefit our 4th & 5th grade students and prepare them for middle and high school. The purpose of The National Junior Beta Club is to promote ideals of character, service and leadership among students, and to reward students for their academic achievement. To be eligible for the club, 4th & 5th graders must have a 90 average or above in the academic subjects of science, social studies, reading and mathematics. In order to stay in the club, students must maintain a 90 average in their academic subjects. To remain in good standing in Beta Club students must:

- Maintain a distinguished honor roll average (90 and above)
- Behavior
 - No office referrals
 - Maintain a good relationship with peers and teachers (No more than 2 complaints about students from teachers – attitude, work ethics, etc.)
- Benchmark assessments should remain on grade level or above.

Students that fall below a good standing will remain on probation until the situation is reversed.

The 4-H Club is also available for our 5th grade students.

GIFTED SERVICES

The Gifted program is designed for the student who demonstrates the potential for exceptional academic achievement in grades K-8. The overall purpose for gifted education is to provide for the extension of learning opportunities, development of individual potential, enhancement of the student's self-concept and advancement toward becoming an independent learner beyond the experiences of the regular classroom.

A student may be eligible for gifted education services under two rules established by the Georgia Department of Education. To be eligible for services under the multiple criteria rule (160-4-2.38), a student must meet criteria in any three of the following areas: Mental ability, achievement, creativity and motivation.

The Jefferson County Board of Education will provide services, quality texts, ancillary materials and equipment in order to meet the gifted students' needs for a differentiated curriculum.

MTSS

The **Multi-Tiered Systems of Support** provides specific help to students that have been identified as having problems in school. When students have problems that do not respond to traditional solutions, parents and teachers may work together during this process. Each grade has a multitude of things to try and help the student overcome any problem(s). This process may continue for as little as six weeks or as long as a year or more. If serious problems and no workable solutions are found, referrals will be made for further testing. The MTSS team includes the student's teachers, counselors, administrators and parents.

HONOR ROLL GUIDELINES

* Distinguished Honor Roll: 90 – 100 average per nine weeks

* Regular Honor Roll: 85 – 89 average per nine weeks

- Honors Day----

1. Distinguished Honor Roll---students must make Distinguished Honor Roll for the three Nine Weeks grading periods. They must perform at the grade level target.
2. Regular Honor---students can make a combination of both Distinguished and Regular or just Regular for the three Nine Weeks grading period.

HOMEWORK EXPECTATIONS

Students may have homework daily. Reasons for having homework include:

- To provide extra practice on learned skills.
- To provide further learning in areas covered in the classroom.
- To provide an opportunity for students to learn good work habits.
- To provide an opportunity for growth in responsibility.
- To provide parents an opportunity to see what their child is studying and how well he/she is doing.

Learning is important and should continue after school hours. Daily homework is a way to encourage and extend learning.

GUIDELINES AND POLICIES FOR HANDICAPPED INDIVIDUALS

It is the policy of the Board of Education that no otherwise qualified person shall, solely by reason of his/her handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity sponsored by this Board.

As used in this policy and any implementing procedures or guidelines, "handicapped persons" means a person who has, or had or is regarded or was regarded as having a physical or mental impairment that substantially limits one or more of that person's major life activities.

The educational program of this District shall be accessible to all students at each grade level. Barrier-free access to school facilities shall be provided to the extent that no handicapped person is denied an opportunity to participate in a District program available to non-handicapped persons.

All reasonable efforts shall be made to identify handicapped students of this District eligible for special education under IDEA or services under Section 504 in accordance with Board Policy. A free appropriate public education shall be provided to each child determined to need special education. Any handicapped student not eligible for services under IDEA shall be considered for eligibility under Section 504.

No student will be denied, solely because of his/her handicap, an equal opportunity for participation in non-academic and extracurricular services and activities offered regularly to the students of this District.

Due process shall be followed as appropriate.

Prohibition against Bullying

The Jefferson County Board of Education Policy JCDAG (Jefferson County District Attorney) states that acts of bullying shall be punished by a range of consequences through the progressive discipline process, as stated in the Code of Conduct. Upon a finding by a disciplinary hearing officer, panel or tribunal that a student in grades 6-12 has committed the offense of bullying for the third time in a school year, the student shall be assigned to an alternative educational program.

Gifted Education Program Notice

In order to qualify for gifted education services in Georgia, a student must show exceptional performance in the areas of mental ability, achievement, creativity, and motivation. In Jefferson County, all students in grades K-12 are screened for possible referral for gifted education services each year. A student may also be referred for consideration for education services for the gifted by teachers, counselors, administrators, parents or guardians, peers, self and other individuals with knowledge of the student's abilities. Referral forms are available in each of the school offices or they may be obtained from Mrs. Dana Williams at the Board of Education Office in Louisville.

TITLE I PARENT NOTIFICATION REGARDING HIGHLY QUALIFIED TEACHERS AND PARAPROFESSIONALS

We are committed to continually seeking to improve instruction for our students. We hope that as a parent, you will become involved in our school improvement initiatives as we continue to monitor student achievement and set high expectations. We encourage you to get to know your child's teacher and the class routines and expectations.

We are proud of the professional credentials of our teaching staff and will furnish to you, upon request, the professional qualifications of any of your students' classroom teachers. This includes information concerning the grade levels and subject areas in which the teacher is certified, the major fields and degrees held by the teacher, and the qualifications of any paraprofessional who provides services to your child.

Mrs. Jessica Howard, Principal
howardj@jefferson.k12.ga.us
(706) 547-2063

STUDENT RECORD INFORMATION

The Jefferson County School District has designated the following information as directory information:

- (a) Student's name, address and telephone number;
- (b) Student's date and place of birth;
- (c) Student's e-mail address;
- (d) Student's participation in official school clubs and sports;
- (e) Weight and height of student if he/she is a member of an athletic team;
- (f) Dates of attendance at schools within the school district;
- (g) Honors and awards received during the time enrolled in the district schools;
- (h) Photograph; and
- (i) Grade level.

Unless you, as a parent/guardian or eligible student, request otherwise, this information may be disclosed to the public upon request. In addition, two federal laws require school systems receiving federal financial assistance to provide military recruiters or institutions of higher learning, upon request, with the name, address, and telephone numbers unless parents have advised the school system that they do not want their student's information disclosed without their prior written consent. **You have the right to refuse to allow all or any part of the above information to be designated as directory information and to refuse to allow it to be disclosed to the public upon request without your prior written consent. If you wish to exercise this right, you must notify the principal of the school at which the student is enrolled in writing within 10 days after officially enrolling in school or within 30 days of the date of the release of this notice**

Promotion/Retention Requirements

At the time of this publication, the GADOE has not released promotion and retention policies based on the new GA Milestones Assessment. However, those students in 3rd Grade are required to pass the English Language Arts and in 5th Grade the English Language Arts and Mathematics sections of the GA Milestones.

Wrens Elementary School – Car Rider Guidelines

In an effort to continue to improve the efficiency of our car rider line, we would like to take this opportunity to review some basic guidelines with our families.

- Children can be **dropped off beginning at 7:30 AM**. We do not have staff on hand to supervise children dropped off before 7:30 AM.
- Cars will be unloaded the entire length of the sidewalk. Wherever your car stops along the sidewalk is where your child will need to exit and proceed down the covered breezeway into the building. This significantly delays our line.
- Please pull up as far as possible when dropping your child off in the morning. We do not have enough staff members to open all the car doors, so many children will need to get out of the car on their own. If there is a special circumstance, please let us know.
- If we have rainy days, we will continue to unload the entire length of the sidewalk. Please be sure your children are dressed appropriately (rain coat, umbrella, shoes) to walk into the building.
- Encourage your child to be prepared to quickly exit your vehicle as you stop. Please make sure they have put games away and have everything they are bringing into school ready to go.
- Children should always exit your vehicle on the passenger side. This is a huge safety concern for us. Please adjust car seats so your children can exit/enter on the passenger side.
- When the vehicle in front of you begins unloading, you should also begin to unload.
- Please remain in the line and wait for the cars in front of you to exit. Please refrain from pulling around other cars, as this is a safety hazard.
- If parents need to go into the building, they may park in the front of the school and walk with their children into the building. This is for the morning only. All carpool parents must go through the carpool line in the afternoon.
- School begins at 8:00. In order to be considered present, ***your child must be in their classroom by 8:00 a.m.*** Your child will need at least 5 minutes to get to their classroom. **If they eat breakfast, the serving line closes at 7:50 a.m.**
- The procedure for dismissing car rider students at the end of the day is as follows: ***Students are dismissed at 2:45 p.m.*** Students MAY NOT be picked up after 2:20. The students walk to the cafeteria with an adult and sit in their designated area. An adult will call out the student's name and the student will proceed to line up at the cafeteria door. School employees will assist students to their designated vehicles.
- At dismissal, for safety reasons, parents **may not pick up** children at the main entrance or pull out of the car rider line up. Please remain in the car line. Parents may pick up students directly from their classroom after 2:50 p.m. Students will only be released from the cafeteria or from the classroom. Therefore, please specify to your child's teacher whether you will pick them up from the classroom or if they will be a car rider. Thank you for helping us with safety precautions.

Of course, we encourage all of our students to take advantage of our bus transportation. This is the best way to ensure that your students arrive at school on time. We appreciate all you do in making our children's transportation as safe and efficient as possible.

