WILLIAM PERRY ELEMENTARY SCHOOL

P.A.W.S.
Practice Respect, Accept Responsibility, Work Together, Safety

PARENT/STUDENT HANDBOOK
2017-2018
Waynesboro Public Schools

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MISSION STATEMENT

William Perry Elementary School, in partnership with parents and community, strives to create life-long learners with the understanding that we are all connected, responsible, and actively involved in making our world a better place.

Student Policies/Responsibilities
William Perry Elementary School

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William Perry Elementary School
Discipline Plan

William Perry Elementary School is a community for learning where students feel safe and everyone is respected. William Perry has a Code of Conduct which students themselves help define. Standards of behavior are modeled and taught in the classroom everyday. If expectations of appropriate behavior are not met, parents will be contacted and students will receive consequences.

Code of Conduct

As a William Perry student . . .

- I will follow all directions of all adults and staff (not just my teacher).
- I will show respect for myself, for others and their possessions.
- I will keep my hands and feet to myself.
- I will use respectful language and appropriate voice levels.
- I will put my best effort into learning.

This Code of Conduct is an important part of all classroom rules and expected student behavior in the common areas of our school. The common areas are places we all share: the playground, cafeteria, hallways, walkways, waiting areas, bathrooms and assembly programs.

Guidelines for Student Behavior in the Common Areas of William Perry Elementary School

Playground

The playground at William Perry Elementary will be a place of respect, sportsmanship, and positive interaction.

Rules to Have Fun and Be Safe!

- Students will use nice words and actions and keep personal space (hands/feet to one's self).
- Students will exit the playground equipment carefully – no jumping off.
- Students will go down the slide and up the ladder.
- Students will keep the mulch on the ground.
- Students will walk on and around the playground equipment.
- Students will only use playground equipment under adult supervision.
- Students will play away from the windows and from the road.
- Students will not participate in gymnastics, tackle football, or wrestling.
- Students will report (and avoid) any animals.
- Students will follow teacher directions at all times!
Cafeteria/Hallways/Waiting Areas

The cafeteria at William Perry Elementary will be a safe and clean environment where people interact with respect.

1. Students will use good manners.
2. Students will treat each other with respect.
3. Students will use quiet voices when talking.
4. Students will stay in their seats and raise their hands to get help.
5. Students will clean up their area before leaving.
6. Students will walk in the cafeteria and on the right side of hallways.
7. Students will use nice words and actions and keep personal space (hands/feet to one’s self).
8. Students will only eat food from their tray or from their lunch packed from home – sharing of food is not allowed (medical/allergies).
9. Students will report strangers to the office or their teacher.

Bathrooms

The bathrooms at William Perry Elementary will be an environment of cleanliness, safety, and respect.

Responsible Behavior in the Bathrooms

1. Students will keep the restrooms clean.
2. Students will respect each other and the need for privacy.
3. Students will remain quiet.
4. Students will use the restrooms in a timely manner.
5. Students will wait patiently for their turn.
6. Students should use good hygiene skills.
7. Students should use designated bathrooms.
8. Students will not climb on nor under stalls.
William Perry Discipline Plan - Offenses and Consequence

Category #1 Offense:
- Incomplete homework/class work, Cheating/Lying, Interfering w/ Instruction,
  Hitting/Pushing, Throwing Objects, Unauthorized Location, Failure to obey safety rules

1st Offense – Teacher warning, note home, document
2nd Offense – Classroom Consequence, Teacher call home, behavior plan/contract, document
3rd Offense – Office referral, lunch detention/1 hour time out/after school detention, Admin call home, referral home
4th Offense – Office referral, ½ day ISS, Admin call home, referral home
5th Offense – Office referral, 1 day ISS, Admin call home, referral home
6th Offense – Office referral, Overnight suspension, referral home
7th + Offense – Office referral, 1 day OSS (can be increased on subsequent offenses)

Category #2 Offense:
- Obscene Language/Gestures, Defacing school property, Theft, Leaving class without permission, Biting (not breaking the skin), Persistent defiance, Bullying, Threatening others, Indecent exposure

1st Offense – Classroom Consequence, Teacher call home, behavior plan/contract, document
2nd Offense – Office referral, lunch detention/1 hour time out, Admin call home, referral home
3rd Offense – Office referral, 1 day ISS, Admin call home, referral home
4th Offense – Office referral, Overnight suspension, referral home
5th + Offense – Office referral, 1 day OSS (can be increased on subsequent offenses)

Category #3 Offense:
- Violence against staff, Sexual Harassment, Drugs, Alcohol, Tobacco, Fire Items, Possession of Weapons, False Alarms, Biting (Breaks skin), Fighting, Leaving School Property

1st+ Offense – Office referral, TBD OSS, Conference with parent

***These are guidelines. All situations will be handled on a case-by-case basis.
STUDENTS WILL LEAVE NON-SCHOOL RELATED ITEMS, SUCH AS TOYS, CELL PHONES, ELECTRONIC GAMES, TRADING CARDS, ETC. AT HOME.

School Hours

- Office Hours: 7:45 AM – 3:45 PM
- Student Hours: 8:00 AM – 2:35 PM
- No Transportation Changes after 2:15 PM
- No Early Releases after 2:15 PM
- On Early Dismissal Days, No Early Releases or Transportation Changes 11:00 PM

Attendance

Regular attendance is necessary to achieve school success. The William Perry staff works to provide a rich instructional program so that students want to be at school.

Two of the most important times of the school day are the first thing in the morning when the day’s plan is given and the last thing in the afternoon when the learning activities for the day are summarized. Individual student attendance data (absences, tardies, and early dismissals) is kept on file in our school office and is used by the school Truancy Officer when school attendance becomes a concern.

If a student is absent due to illness or for other reasons:

a. Parents are to telephone the school by 9:00 AM to let the secretary know that their child will not be attending.

b. Students are to bring a note, written by their parent or a doctor, when returning to school after an absence.

c. Make-up work may be requested for the day(s) missed by calling the school office no later than 9:00 AM. Assignments may be picked up in the office between 3:15 and 3:45 PM.

Parent Presence in School

We welcome all family members to come visit or volunteer in our school. But, when you do, please make an attempt to:

1. Refrain from using your cell phone, especially in the vicinity of our students. If you need to use your phone, please go to a more private area (hallway, outside, etc.)

2. Please bring HEALTHY food/snacks for your child(ren) to eat. We try to maintain a healthy eating environment and ask you to help in that initiative. **Cupcakes cannot be brought in for birthdays or other celebrations.**

3. Ask teachers/administration for assistance if you have a poor interaction with any student or staff member. We want to support you in your visit.

4. Prior to Volunteering, volunteer packets must be completed and turned in the office at least 3 days prior to the event in question.

5. Fast-food/restaurant food cannot be eaten in the cafeteria.
**Breakfast and Lunches**

1. Student breakfast costs: Full Price: $1.60/day or $8.00/week. Reduced Price: $0.30/day or $1.50/week. Adults: $2.00/day.
2. Student lunch costs: Full Price: $2.65/day or $13.75/week. Reduced Price: $0.40/day or $2.00/week. Adults: $3.50/day.
3. Students can charge one breakfast/lunch. After that, students must pay for their charge and have their account current or they will receive an alternate lunch.

**School Pictures**

1. Fall Pictures: These are prepaid
2. Class Pictures: These are prepaid
3. Spring Pictures: (More information to come)

**Morning Arrival and Dismissal**

1. The doors open for students at 7:40AM. This is when staff is on duty and ready to supervise students. If students arrive before this time, they will have to wait out in front of the school until 7:40AM.
2. Students should arrive between 7:45 and 8:00.
3. The bell rings at 8:00.
4. **After 8:00, a student is tardy. Parents must accompany their student into the office to sign them in and make their lunch selection.** Students will be allowed to make lunch choices until 10AM.
5. If your child’s afternoon transportation changes, please let the classroom teacher know by sending in a note. If you have to make a change in your child’s transportation after 8:00am, please call the school office (946-4650) **before 2:15 pm.** It is very difficult for us to release students to parents after 2:15 PM. After 2:15, please wait out in front of the school building, or in the car pick up loop (out front) to get your child.
6. Dismissal for car riders will begin at approximately 2:45 PM, after the buses have been released. While waiting in the loop, please stay in your car and follow instructions given by William Perry staff members. **PLEASE DRIVE SLOWLY AND CAREFULLY AND PULL AS FAR UP AS POSSIBLE.** Please be respectful of others and for the safety of everyone refrain from passing other vehicles in the car loop. Please have your car visor sign displayed when you pick up your child. If someone else is picking up your child please call the school and give them your car visor. **The visor signs will be collected at the end of the school year so it can be reused.**

In the afternoons, please avoid picking your child up early as instruction continues until dismissal every day. We want the best for your children and our goal is to help them grow both academically and socially. In order to do that, it is important that they attend school every day.
**Student Dress**

Appropriate student clothing or attire promotes self-esteem, respect, and safety during school activities. Hats, bandanas, and other head coverings are not to be worn in school, except for special school events. Any clothing that is considered to be a disruption to the learning environment will not be allowed. If a student is not dressed appropriately, a parent/guardian will be contacted to bring a change of clothes. Or, the school will provide a temporary outfit more appropriate for school.

**Medication**

- School personnel may give prescription medication to students only with a written order from a doctor that is signed by the parent/guardian.
- Non-prescription medicines can be given at school by trained personnel (nurse, administrator, secretary) with signed permission from the parent.
- **Students may not carry any prescription or non-prescription medications without permission from the office. (Includes Sunscreens)**
- Please contact the nurse with your questions and prescriptions.
- Medications (unless approved as self carry) and signed medication permission forms must be turned into the school nurse at least 10 days prior to scheduled field trips or field trips can be denied.

**Textbooks**

Students are responsible for textbooks or paperback books assigned to them by their classroom teachers. Fines will be charged for the books that are lost or damaged.

**Library/Media Center**

The library/media center provides resources and services for students, teachers and parents. Students are encouraged to use library materials responsibly.

1. All books may be checked out for one week and can be renewed as long as no one else wants the book.
2. A student must return all books to the library before borrowing any additional books.
3. A fine will be charged for damaged or lost books.

**Field Trips**

Teachers may schedule educational field trips throughout the year. Specific information about field trips will be sent home before each trip. Students must have parental permission to participate. Student and chaperone cooperation and appropriate behavior is expected and necessary for participation.

- Field trip permission slips and money must be completed and submitted to the teacher 5 school days prior to the field trip date.
- Chaperones must sign a WPS Chaperone Expectation form before attending the field trip.
- Chaperones must complete a volunteer application and return it to school 5 school days prior to the field trip. We want to keep your child safe and 5 days gives the review team time to review the application.
- Chaperones are not allowed to follow the field trip buses.
- Approved chaperones should ride the bus and others who are not approved (such as older/younger siblings, family members or visitors) are not allowed to go on the field trip or travel with the school group.
School Bus Procedures

Student behavior (while waiting for a school bus, on a school bus, or after being discharged from a school bus) must follow the Standards of Conduct given in the Transportation Section of the Waynesboro Public Schools’ Parent/Student Handbook. Students are expected to ride their assigned buses. Permission to ride another bus may be granted if a parent sends a written note. If changes of transportation are required, please contact the office before 2:15 PM on the day of the change.

- If your child is returned to the school 3 times, then he/she will lose his/her bus privilege will be denied for a length of time to be determined by the director of transportation.

William Perry Bus Discipline Plan

Category #1 Offense:

- Violation of Safety Procedures, Excessive Mischief, Writing, Eating/Drinking/Littering, Rude/Discourteous/Annoying, Unacceptable Language, Pushing/Tripping

1st Offense – Office referral, Warning, Assigned seat, Admin call home, referral home
2nd Offense – Office referral, 1-day bus suspension, Admin call home, referral home
3rd Offense – Office referral, 3-day bus suspension, Admin call home, referral home
4th Offense – Office referral, 5-day bus suspension, Admin call home, referral home
5th + Offense – Office referral, Loss of bus privilege

Category #2 Offense:

- Destruction of property, Fighting, Smoking

1st Offense – Office referral, 3-day bus suspension, Possible school consequences, Admin call home, referral home
2nd Offense – Office referral, 5-day bus suspension, Possible school consequences, Admin call home, referral home
3rd + Offense – Office referral, Loss of bus privilege, Possible school consequences

***These are guidelines. All situations will be handled on a case-by-case basis.
**William Perry Elementary Homework Policy**

*Homework is to provide meaningful reinforcement of curriculum objectives and skills taught, and it is a means of providing consistent communication between school and home.*

- Homework will be a review of skills taught during classroom instruction, therefore students should be able to complete homework independently.

- Homework will focus on SOLs and the four core subjects: English, Math, Social Studies and Science.

- It is important to complete homework assignments on time because assignments will be followed up in class.

- **Reading** (orally, silently, or with a parent/family member) each night is essential to student achievement and success.

- Each classroom teacher has an established routine for assigning homework. If parents have questions, they may contact their child’s teacher.

**Approximate Time Spent on Homework per Grade Level**

*(Times are APPROXIMATE. If you feel the time your child spends on homework is drastically different than the times listed, please contact your child’s teacher to further discuss the concerns)*

<table>
<thead>
<tr>
<th>Grade Level</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kindergarten</td>
<td>15 minutes</td>
</tr>
<tr>
<td>1st Grade</td>
<td>20 minutes</td>
</tr>
<tr>
<td>2nd Grade</td>
<td>30 minutes</td>
</tr>
<tr>
<td>3rd Grade</td>
<td>40 minutes</td>
</tr>
<tr>
<td>4th Grade</td>
<td>50 minutes</td>
</tr>
<tr>
<td>5th Grade</td>
<td>1 hour</td>
</tr>
</tbody>
</table>

Students should be spending “no more than” the times listed above on nightly homework.
**WILLIAM PERRY VIRTUES**

These core virtues are taught both by word and deed at William Perry Elementary. Through the curriculum, through school climate, and through service, students learn good conduct and citizenship.

**RESPECT** = Treating others the way that you would want to be treated.

**RESPONSIBILITY** = Doing what you need to do when you are supposed to do it.

**THANKFULNESS** = Being grateful about what you have! (GRATITUDE)

**GIVING** = Being willing to share with others without expecting anything back. (GENEROSITY)

(Stewardship/Service)

**PERSEVERANCE** = Not giving up when something is hard. Keep trying!

**CARING** = Being kind and helpful to others. (Empathy/Compassion)

**HONESTY & INTEGRITY** = Telling the truth and being fair; Doing the right thing even if no one is watching!

**SELF CONTROL** = Controlling your words, your body, your actions!

**COOPERATION** = Working together; to help each other; teamwork! (Community Building)

**PANTHER PAWS**

Students often get recognized for demonstrating these and other virtues by receiving Panther Paws. Ask your child about the program!
I have explained and discussed the William Perry Student Handbook Code of Conduct and Guidelines for Behavior in the Common Areas with the students in my classroom. As a staff member of William Perry Elementary School, I agree to support all students in following the guidelines maintaining their right to learn in a safe and respectful environment.

Teacher’s Signature___________________________

I will take pride in William Perry Elementary School by following the Student Handbook Code of Conduct

Student’s Signature___________________________

I have read and discussed William Perry Elementary School Student Handbook with my child. As a parent, I agree to support him/her in following these rules for student behavior.

Parent’s Signature____________________________
William Perry Elementary School Pledge

I pledge as a William Perry Student: to respect myself; the rights and property of others; to be responsible for my behavior; to be resourceful by sharing and communicating with others; to do my best work and maintain a safe and clean environment.

Being respectful, responsible, and resourceful will enable me to build a positive reputation for myself and William Perry Elementary School.