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SCHOOL VISION STATEMENT

U. S. Wiggins College Preparatory Lab Family School is a safe and caring learning community for students, families, and staff, together moving students from Pre-K to B.A.

SCHOOL MISSION STATEMENT

U. S. Wiggins College Preparatory Lab Family School is a community of learners. We strive to ensure that all students can meet and exceed the Common Core State Standards, acquire the skills necessary to become lifelong learners, appreciate cultural differences, develop good character traits, and meet the challenges of the 21st century. We expect the best from our students and give no less of ourselves.

CORE BELIEFS

- All students are unique and can learn.
- The keys to success are accountability and collaboration.
- Effective instruction makes the most difference in student academic achievement.
- Students learn best in a safe, caring, motivating, and mutually respectful environment.
- School and community are partners in inspiring students to become lifelong learners and to reach their full potential.

EXPECTATIONS FOR STUDENTS

- Come to school every day on time and be in line on time.
- Wear uniforms every day.
- Respect yourself, others, personal and school property.
- Be prepared for class.
- Follow school rules and classroom rules.
- Follow lunchroom and playground rules.
- Listen to and follow directions of anyone in charge.
- Treat others as you want to be treated.
- Always do your best.
- Be a positive leader.

EXPECTATIONS FOR STAFF

- Come to work every day and be at your post on time.
- Dress professionally.
- Speak with a positive, calming tone.
- Have high expectations for **all** students.
- Provide and expect support.
- Be respectful to students, staff, parents and visitors.
- Communicate frequently with parents/guardians.
- Develop partnerships with community.
- Be responsible and accountable - no excuses.

U.S. WIGGINS COLLEGE PREPARATORY LAB FAMILY SCHOOL CHANT

I am somebody...I can achieve...
With my mind I can conceive it...
With my heart I will believe it...
Then I know I can achieve it...
For I am...

A Wiggins College Preparatory Lab School Student...
I am better than the best!

SCHOOL HOURS

Before School Program	7:30 A.M. – 8:25 A.M.
Full Day of School	8:30 A.M. – 2:50 P.M.
After School Programs	2:50 P.M. – 6:00 P.M. (Must Register to Attend)
Early Dismissal Day	8:30 A.M. – 1:00 P.M.

All students must arrive at school no later than 8:25AM. Any student arriving after **8:40AM** will be marked late. Remember, 3 Lates = 1 Absence.

SCHOLAR DROP OFF/ PICK UP AREA – MT. VERNON STREET

Please be sensitive to others when dropping off or picking up scholars. **Pull over to the curb to drop off scholars** in order to avoid traffic delays during the morning and afternoon. All students should cross at the corners and not the middle of the street for their safety. Also, please make sure your child comes into the building, and **does not** go to the store or any other place off school grounds without your supervision.

ATTENDANCE POLICY

NJ State Law, Title 18A, Section 38-26 states that, **“Parents or guardians have the responsibility to have their children in school on days when schools are declared open (other than for reasons of illness)”**. Every scholar is expected to come to school on time every day except for illness, religious holidays and emergencies. Please adhere to the state laws as you plan your family vacations and other appointments.

In order to gain maximum success in academic achievement and obtain mastery of grade level skills, scholars must attend school every day on time. All scholars are required to submit a note from the parent on all absences. If the child was seen by a doctor when absent, a doctor’s note must be submitted.

Scholars with 100% attendance for any month will receive school wide recognition and attendance incentives. Scholars with 100% attendance for any marking period will receive Perfect Attendance recognition and incentives.

Consequences for absences and lateness may include: denied participation in co-curricular activities (i.e., field trips, Fun Day, promotion exercises etc.); denied participation in athletics/extra-curricular activities; detention; and accommodation room.

LATENESS

We encourage regular attendance at our school; however equally important is having the children arrive at school on time each day. Punctuality is important at this level as we aim to develop our scholars lifelong habits of being on time. Late arrivals cause disruptions in the classroom and a rushed start for the day.

Any scholar arriving late must report to the Main Office for a late pass. The student should bring in a written note explaining the reason for the lateness. It is the responsibility of the parent/guardian to contact the school whenever the child is going to be absent or late.

The following administrative actions will be taken regarding multiple lateness:

- For every 3 lateness, a warning letter will be sent home.
- After 10 lateness, a warning letter will be sent home and a parent conference will be required with School Administration.

EXCUSED ABSENCES

It is the responsibility of the parent to contact the school whenever a child is going to be absent or late. Our school shall attempt to notify all parents by phone when the child is absent. In accordance with the Attendance Policy of the Camden City School District, the following procedures will be taken:

- A Truancy Notice will be sent beginning with the third day a student is absent from school.
- After 3 unexcused absences a 3-day warning letter will be sent home.
- After 5 unexcused absences, a 5-day warning letter will be sent home.
- After 6 absences, a parent conference will be requested with the principal.
- After 10 unexcused absences, a 10-day letter will be delivered and court proceeding will be initiated.

An excused absence is an absence that the district has determined shall be excluded from counting towards the accrual of days that lead to court action or dropping a scholar from the school's register. All class work missed during an excused or unexcused absence must be made up by the scholars. Except for religious holidays, excused absences count as an absence on the child's attendance record.

Parents shall submit a note for each absence on the first day that the child returns to school. Based on the note, an absence may be determined excused by the principal. Examples of excused absences are: illness, death in family, and religious holidays. Extraordinary absences, whose request is initiated by the parent, may be excused by authority of the principal in consultation with the Superintendent. Extended absences or multiple absences will only be excused with a doctor's note. Please note, extended absences such as family vacations, weather related absences when school is in session, and others will not be accepted and will be marked as unexcused absences.

Any student absent three or more days is required to submit a doctor's note stating the reason and when the child is ready to return to school. The note and the child should be seen by the school nurse. Please notify the school nurse, if a communicable disease (i.e., chicken pox and measles) is involved.

EARLY DISMISSAL

It is strongly recommended and advised that students bring a note from their parent/guardian if they are to be released from school before 2:50 P.M. Please come directly to the office—not the classroom. Sign the Early Dismissal Log and your child will be called from the classroom. The safety of your child is very important. We will not release your child to anyone but the parent/guardian or the person on the emergency card. Please keep in mind that repeated early dismissals may have an adverse effect on your child's performance and will count against perfect attendance. Please note, **the school is closed to visitors from 2:30 p.m. until 2:50 p.m. dismissal. No one will be admitted to the building during this time. There will be no scholar pick up during this time. If you have an emergency situation, please contact the Main Office at 856.966. 5120.**

ACCIDENTS, SICKNESS, MEDICAL EXCUSES

Any accident, sickness, or medical problem occurring during the school hours, on school grounds, or at any event sponsored by the school, must be reported immediately to the person in charge, the nurse, and the school office.

EMERGENCY SCHOOL CLOSING

School will be delayed or closed as a safety precaution when weather conditions make travel hazardous. If the closing of school becomes necessary, announcements will be made over the local radio and TV stations. Our school closing number is 614.

SCHOOL VISITORS

Our school policy is to accept only visitors who have legitimate business at the school. Such visitors are expected to leave promptly when their business is completed. **STUDENT GUESTS ARE NOT PERMITTED AT ANY TIME.** Parents are always welcomed guests. Upon arrival, all visitors must sign in at the Security Desk and receive a visitor's pass from the Main Office before going to any classroom or office. **Please be advised, the school is closed to visitors daily from 2:30 p.m. to 2:50 p.m.**

MEETING WITH YOUR CHILD'S TEACHER

Conferences with teachers must be scheduled in advance. During the school day, teachers are instructing classes and cannot receive phone calls or meet with parents/caregivers. We encourage you to schedule a conference with your child's teacher. This can be arranged by contacting your child's teacher. Conferences may be requested through the Main Office or the Family Operations Coordinator, (FOC).

ACADEMIC PARENT TEACHER TEAMS – (APTT)

AT WCPLFS, we believe in all of our scholars and their capacity to learn and achieve academic success. Educational research clearly documents that when families support student learning at home, there is a definite increase in grades, attendance, attitude, behavior, homework completion, social skills, state test results, and college attendance. Our school utilizes Academic Parent-Teacher Teams (APTT) to support all scholars in reaching their full academic potential. The goal of the APTT model is to promote family-teacher collaboration to drive student achievement.

The APTT model restructures the traditional parent teacher conferences with a focus on group learning and collaboration. Family members of all the children in a single class meet together with the teacher (3) times a year for 75 minutes, along with a single 30 minute parent teacher conference. The APTT Initiative provides a structure for parents to meet with teachers and converse, build networks with other parents, and learn ways to support their child's academic skill development.

Team meetings begin with icebreakers and time to celebrate the progress that students have made. Parents share with teachers and one another the areas that their child is struggling with, and the successful strategies they have been using to support their child's learning. Teachers, in turn, explain what knowledge and skills the students are expected to master at each grade level. They present academic performance data for the entire class and give parents individual information about their own child's performance. Teachers then model activities that parents can do at home with their child, and assist parents in setting goals for their child's progress.

APTT MEETING DATES

APTT 1 – Fall Meeting 1 st Marking Period	Monday, November 25, 2019 2pm to 6pm
APTT 2 – Winter Meeting 2 nd Marking Period	Tuesday, February 18, 2020 3pm to 5pm
APTT 3 – Spring Meeting 3 rd Marking Period	Monday, April 27, 2020 2pm to 6pm

BACK-TO-SCHOOL NIGHT

One evening each year (Wednesday, September 25, 2019) is set aside by our school as an *Open House*, when parents are invited to come in and meet the teachers and other school personnel. The program provides parents and teachers the opportunity to get acquainted while at the same time it acquaints the parents with some aspects of the school life.

CHANGES OF PERTINENT INFORMATION

Please notify the office if you have changed your address, home, cell or work telephone numbers or any other important information. It is essential to have current information should an emergency occur.

STAFFING & INSTRUCTIONAL PRACTICES

At WCPLFS we have an appreciation for all our scholars' diverse abilities to learn and grow. In our school there is an Inclusion class for Grades 4-8. The typical inclusion classroom has the same teacher-student ratio, however up to one-third of the scholars may be classified. This district provides the opportunity for all students to learn and grow together and to be enriched by each other. The school also has self-contained/ learning disabled classrooms for scholars in Grades 4-8.

Every classroom has a certified, highly qualified teacher. The inclusion classrooms have a certified regular education teacher and certified special education teacher. In grades Pre-K and K, there is a certified teacher, and a paraprofessional. In the Special Needs classes, there is a certified special education and a paraprofessional, if the class has more than ten scholars. All of our instructional staff plans sound instruction based on the Common Core State Standards/New Jersey Core Curriculum Content standards and researched based best practices.

DAILY SCHEDULE

7:30 a.m. – 8:25 a.m.	Before School Program
7:30 a.m. – 8:15 a.m.	Hot Breakfast Served
8:15 a.m. – 8:30 a.m.	Grab & Go Breakfast
8:30 a.m.	Morning Exercises
8:40 a.m.	1 st Period Begins
10:55 a.m.	First Lunch Begins
11:42 a.m.	Second Lunch Begins
12:29 p.m.	Third Lunch Begins
2:45 p.m.	Pre-K Students Dismiss
2:50 p.m.	Dismissal
2:50 p.m. - 6:00 p.m.	After School Program

DISMISSAL

All scholars are to leave the grounds promptly at the end of the school day unless attending a school club, afterschool program, athletic game/practice, or sponsored activity with an adult in attendance. Scholars are to use safety when crossing the street. Parents are asked to keep the street open when picking up students. Scholars involved in after school activities must report to the location where the activity is scheduled to meet. Scholars in after school activities are not permitted to leave school grounds.

PARENT/GUARDIAN CONTACT FORM INFORMATION

The information on this form is important and should be completed and returned to the classroom teacher as soon as possible. This form contains telephone numbers where you, your spouse, a relative or close friend can be reached in an emergency. When indicating an emergency person, please make sure that the person is willing to help out during an emergency. **Be sure telephone numbers are up to date** and you notify the office of any changes. Updated Parent/Guardian Contact Sheets will be requested every marking period.

EMERGENCY DRILLS

The New Jersey State Law requires that one fire drill and one security drill per month will be held during the school year. All children should adhere strictly to the fire and security drill procedures. Directions for exiting are posted in each room. Anyone found tampering with the fire alarms or fire safety equipment will be suspended and turned over to the police officials for prosecution.

STUDENT/FAMILY SERVICES

NURSE'S OFFICE/ HEALTH CENTER

The school nurse's office exists for emergency situations and to provide services to students who become ill. If a scholars must take medication while at school, he or she must bring it to the nurse along with specific instructions signed by the prescribing physicians. The nurse is also responsible for determining that all required immunizations are properly documented. Scholars who do not have the required immunizations will be excluded from school. Our Family Support Specialists are available to connect families to services through our partnership with Cooper Health System. Services range from access to immunizations, physicals, specialists, and wellness appointments.

STUDENT SUPPORT CENTER

The focus of the Student Support Center is to provide services to our scholars to ensure our students achieve to the best of their ability. A Guidance Counselor and Behavioral Specialists are available to assist our scholars and families with addressing social emotional needs and navigating school based services.

PARENT CENTER

The focus of the Wiggins Parent Center is to provide support services for families to ensure our scholars achieve to the best of their ability. Family Support Specialists and the (FOC) Family Operations Coordinator are available to assist families with navigating community and school based services. The Parent Center offers a variety of programming to support families through school-community partnerships.

CAFETERIA

Breakfast is served on a daily basis to all students. Lunch is served on a daily basis, including one session days. Every student will have a free lunch and breakfast.

Hot Breakfast Program – 7:45 a.m. to 8:15a.m.

Grab & Go Breakfast: 8:15 a.m. to 8:30 a.m.

1st Lunch – 10:55 a.m. to 11:40 a.m.

2nd Lunch - 11:42 a.m. to 12:29 p.m.

3rd Lunch – 12:29 p.m. to 1:14 p.m.

Healthy Snacks are available for a fee. Parents/Caregivers are able to set up a prepaid account with the school cafeteria through Aramark, the Camden City School District Food Services provider. For menus and nutritional information, please visit: www.camden.k12.nj.us/for_families/school_menu or use the **MY Camden City School District App** available for download on Itunes or Google Play Store.

CHILD STUDY TEAM

The Child Study Team is available to assist scholars and parents in the event a child may need additional educational services. The Child Study Team is responsible for helping to determine if a child needs to be classified and prepares the student's IEP.

BEHAVIOR EXPECTATIONS & DISCIPLINE

At the Camden City School District, the observance of order is of most importance if students are to learn. Therefore we expect an orderly school climate. Scholars are expected to always behave in a responsible manner. Any infraction against good order will be dealt with by the classroom teacher. If the teacher should find a situation beyond his/her control or that the seriousness of the situation requires the attention of others. Administration will decide the appropriate course of action based on the Camden City School District's Discipline Policy and in conjunction with the Student Support Services Team at Wiggins. Appropriate punishment may include: detention, loss of privileges, and in most cases a parent teacher conference will be conducted. Suspensions will be carefully administered after any serious incidents of misconduct and a parent conference.

For further information regarding Camden City School District's Discipline Policy and the Student Rights and Responsibilities Guide, please visit: www.camden.k12.nj.us – Click the drop down "For Families".

WCPLFS utilizes Positive Behavior Intervention and Systems (PBIS) in conjunction with Restorative Justice and Peer Mediation to foster a school environment where children are:

- Recognized and rewarded for positive behaviors
- Held accountable for negative actions by amends to those offended
- Empowered to resolve conflicts on their own or in a small group setting

Wiggins Dollars may be received as recognition for scholars' achievements and positive behavior. Wiggins Dollars may be used to make purchases in the School Store and for admission to special events

Our Lions Pride values are:

- Perseverance
- Respect
- Integrity
- Disciplined
- High Expectations

WCPLFS has adopted a unified discipline policy to be observed in all classrooms. The purpose of our discipline policy is to maintain a positive school environment where individual growth is fostered, while our scholars become self-disciplined. It seeks to encourage responsible behavior and to provide all scholars with a satisfying school experience as well as to discourage misconduct. Rewards and consequence are determined by each individual classroom teacher.

CLASSROOM RULES

- Quiet on Teacher’s signal
- Keep hands, feet, objects, to yourself
- Have class materials ready
- Participate in classroom activities
- Raise your hand if you need assistance
- Cooperate with adult directions

To learn more about our unified discipline policy, please see the PBIS Handbook and the Camden City School District’s Student Rights and Responsibilities Handbook.

SUSPENSION POLICY

Scholars may be suspended when school rules and regulations are violated. When suspension is determined, the parents will be advised and a conference will be arranged. Scholars will be assigned school work during the period of suspensions and it must be completed and signed by the parent upon return to school. The length of suspension is determined on the basis of the violation. During the suspension a scholar may not participate in any class or any school activities, nor may he/she be on school grounds at any time. Scholars must remain at home during school hours during the suspension period.

DRESS CODE

Camden City School District has a mandatory uniform policy. We expect **all** of our students to be in uniform every day. Our uniform is as follows: Navy Blue, Light Blue, or White tops; Khaki or Navy Bottoms; and Black shoes. Scholars in Grades 6-8 are also required to wear a blazer.

Please be advised that blue jeans are **not** considered part of the uniform. Additionally, we do **not** have dress down Fridays. You will be notified of spirit days when students may not be required to wear their uniforms. If your child is not participating in the spirit day, he/she is expected to be in uniform.

We believe that every scholar should follow the school rules and policies. If your child continuously disregards our uniform policy, the parent/guardian will be required to attend a parent conference and your child may be unable to participate in extracurricular activities and events.

Scholars may be required to serve detention as a result of violating the dress code. If there is a financial hardship that prevents you from getting uniforms for your child, please contact Mrs. Lidia Carrero, Family Operations Coordinator, (FOC) at (856) 966-2000 ext. 29421 for possible assistance.

PERSONAL ITEMS

Occasionally things happen at school where personal items belonging to a student get lost, broken or stolen. All parents and scholars are cautioned that the school will not be held responsible for the repair or replacement of these items when situations such as that occur.

If a scholar's possessions are damaged or taken by another scholar, the issue of replacement/repair must be settled between the parents/guardians of the involved scholars. In circumstances where the damage or loss occurred during the transgression of items in the school's discipline code, the scholars will be held accountable by the school for their actions.

PROHIBITED ITEMS – ELECTRONIC DEVICES/ TOYS

All Electronic Devices, to include: Cameras, Electronic Games, Fidget Spinners, I-Pods, MP3 Players, Radios, Stuffed Animals, Toys, Walkman and all other unnecessary non-academic items are not permitted in school and should be left home. Large sums of money should not be brought to school. Any scholar who brings electronic devices to school does so at her/her own risk. The school will not be responsible for items that are lost, stolen or damaged.

Possession of any Prohibited Item will result in the following administrative response:

- First Offense Warning:** Confiscation with return at end of day
- Second Offense:** Confiscation and Parent/Guardian must pick up item
- Third Offense:** Confiscation/ Administrative Conference with Parent/Guardian

CELL PHONES

Cell phones are not to be used in school. They are a violation of school policy and will be confiscated. Scholars are not permitted to make and/or receive phone calls during the school day, except in case of an emergency. Scholars may use the phone in the Main Office with proper permission.

Open possession of a Cell Phone will result in the following administrative response:

- First Offense Warning:** Confiscation with return at end of day
- Second Offense:** Confiscation and Parent/Guardian must pick up item
- Third Offense:** Confiscation/ Administrative Conference with Parent/Guardian

Scholars must have their cell phone turned off and turned into their teacher. Middle School Scholars cell phones will be collected during morning meetings and returned at the end of the school day.

Any improper use of cell phones, including recording inappropriate behavior or using the camera, will be dealt with by administration based on the severity of the offense.

MAIN OFFICE TELEPHONE

All scholars intending to use the telephone located in the Main Office MUST be accompanied by a pass specifically for the Main Office phone. Scholars without a pass or those who abuse the privilege of the office phone will be sent back to class. The phone is to be used to call home if a scholar has forgotten an item, needs transportation home, or is informing his or her parent of an after school activity in which he or she already has permission to participate. All other phone calls regarding problems with discipline, etc. must be made from an Administrator's office.

BOOKS

Textbooks issued throughout the year and books checked out of the library, or borrowed from the classroom library, are the property of the school district. Scholars are expected to return the books they are issued. It is the responsibility of each scholar to keep books in good condition. Parents must pay for lost or damaged books. ALL textbooks kept at home must be covered.

LOCKERS

Lockers will be assigned to Middle School scholars. The locker is used solely for storage of outerwear and school related materials. The locker is property of the Camden City School District and is **NOT** scholar property. School officials have the right to open and inspect the locker at any time. Locker inspections will be held on a regular basis, and can be done for any reason and at any time - without notice, without student consent, and without a search warrant. Scholars are expected to keep lockers clean and free from damage. Inappropriate stickers and other items must be removable from lockers or fines may be assigned. Scholars will be provided a combination lock for the locker – no other lock may be used. If the lock is lost or damaged, fines may be assigned. Scholars should not share their lockers or locker combinations with other scholars. The school is not responsible for any valuables left inside the lockers. This includes electronic devices, I-pods, mp3 players, jewelry, cash, etc. Scholars will be able to use their locker before first period, after lunch, before dismissal and with teacher permission during class time only. If scholars fail to adhere to the locker policy, they will lose their locker privileges.

TRANSPORTATION

In the interest of student safety, it is important your child follows the bus rules and listens to directions of the bus driver. Improper behavior jeopardizes the safety and well-being of all students on the bus. State law (18A:25-2) provides that a student may be excluded from the bus or suspended from school for disciplinary reasons.

Scholars **MUST COOPERATE** with the drivers by observing the following policies:

- Scholars should be on time at the designated bus stop. Buses cannot wait.
- Scholars should stay off the roadway at all times waiting for the bus.
- Scholars should wait until the bus has come to a stop before attempting to enter or leave.
- There should be no moving around or changing of seats on the bus.
- There should be no loud talking. Normal conversation is permissible.

- Scholars should keep their hands and heads inside the bus at all times.
- Throwing articles of any kind are very dangerous and will not be tolerated.
- Damage to the bus should be reported to the driver at once.
- Scholars should help to keep the bus clean, sanitary, and orderly.
- No eating or drinking is permitted on the bus at any time.
- Fighting or using obscene language or signs on the bus will not be tolerated
- When crossing the highway after leaving the bus, scholars should cross in front of the bus after first looking both directions.

Bus drivers shall enforce all the above regulations governing the conduct of scholars being transported on buses. Drivers have the right to assign children to certain seats. Safety must be the primary concern of everyone, including scholars. Transportation is a privilege and should be treated as such.

Failure to comply with bus rules will result in the following administrative actions:

- 1st Offense – Parent Contacted/Warning Letter
- 2nd Offense – Parent Contacted/2 Day Suspension from Bus
- 3rd Offense – Parent Conference/1 Week Suspension from Bus – (5 consecutive days)
- 4th Offense – Loss of Transportation Privileges – (For the remainder of the school year)

Please Note: It is the parent/guardian’s responsibility during the time of suspension to transport the child to and from school. Any absences during the transportation suspension period will not be excused without proper documentation and at the Principal’s discretion.

STUDENT ACTIVITIES

SAFETY PATROL

The Safety Patrol consist of upper grade scholars who are responsible for maintaining a safe and orderly environment, under the direction of a staff member. Please encourage your child to respect and cooperate with the Safety Patrol.

ATHLETICS

Middle School Scholars in Grades 6-8 have the opportunity to join our school’s Athletic Program. Students participating in Athletics must complete required Physical paperwork with the Nurse’s Office. For further information regarding Athletics, please contact the Main Office.

CLUBS AND EXTRA-CURRICULAR ACTIVITIES

Various clubs will be available on Tuesday, Wednesday, and Thursday. These clubs and activities are available for participation by a wide range of grade levels and at times to be announced. Please encourage your child to participate. Students who feel a sense of belonging to the school and have opportunities to develop social skills, build meaningful relationships, and develop their talents and interests do better in school. This is important as we are committed to developing the whole child.

WIGGINS PROMISE YMCA AFTER SCHOOL PROGRAM

The Wiggins Promise YMCA Afterschool Program operates Monday thru Friday from 2:50pm to 6:00pm. This comprehensive program offers homework assistance, tutoring, enrichment opportunities, STEAM, sports, and nutrition education. Snack and Dinner is provided. The program is offered to scholars free of

charge. Registration is required in order to participate. For further information, please contact Mr. Ryan Gill, Program Director at (856) 966-5120 ext. 29420.

TESTING

The scholars in Wiggins School are assessed for two purposes:

- Formative assessment: used to track ongoing learning and to pinpoint challenging areas and guide instructional goals. It may include check lists, student participation, portfolios, and student-teacher conferences.
- Summative assessment: used to evaluate student learning and measure to what degree students have mastered concepts and skills. It may include teacher-made tests, district assessments, and standardized tests.

ASSESSMENTS

PARCC ELA and Math - Grades 3-8	April 20, 2020 – May 29, 2020
PARCC Science – Grades 5 and 8	End of May
ANET – ELA and Math - Grades 6-8	3 Times throughout the year
iReady Standards Mastery – ELA and Math - Grades 3-5	3 Times throughout the year
EdConnect – Science – Grades 6-8	3 Times throughout the year
STEP – Grades K-5	4 Times throughout the year
iReady – ELA and Math - Grades 1-5	3 Times throughout the year
iReady – ELA and Math - Grade K	3 Times throughout the year

GRADING POLICY

Promotion/retention is determined on an individual basis after careful consideration regarding what is in the best interest of the child. Parents are notified on a regular basis throughout the school year concerning their child’s academic progress. Report cards are distributed quarterly. Formal report card conferences are held twice a year and interim progress reports are sent out mid-way for each marking period.

On-going communication between home and school with teachers occurs frequently.

Scholars will be assessed and grades will be assigned using the following grading scale:

<u>Numerical Grade</u>	<u>Letter Grades</u>	<u>Explanation</u>
100—90	A	Outstanding
90—80	B	Above Average
80 —70	C	Average
70—65	D	Below Average/ In Danger of Failing
64 and below	F	Failing

Note: Pre-K/K and Special Area Subjects (i.e., Art, Music, PE, Technology, etc) are the exception. Additionally, modified instruction under an Individual Education Plan will be denoted on the report card.

WEIGHT

- Class work/class participation 20%
- Projects 20%
- Homework 20%
- Tests/Quizzes/Unit 40%

MARKING PERIODS

- 1st - Beginning 1st day of school thru 45th day – Ends November 13, 2019
- 2nd - Beginning 46th school day thru 90th – Ends January 31, 2020
- 3rd - Beginning 91st school day thru 135th – Ends April 8, 2020
- 4th - Beginning 136th school day thru last day – Ends June 19, 2020

PROGRESS REPORTS

Sent home mid-way between each marking period

REPORT CARD DISTRIBUTION

- November, during Academic Parent Teacher Team Meetings/ APTT Night
- February, during Academic Parent Teacher Team Meetings/ APTT Night
- April, during Academic Parent Teacher Team Meetings/ APTT Night
- Last day of school, sent home with students

PRINCIPAL'S LIST AND HONOR ROLL

Qualifications for Principal's Honor Roll:

- Scholars must have A/90% average or better in EACH subject. Scholars will NOT qualify if there are incomplete assignments, failing marks, and conduct marks reflecting unacceptable conduct.

Qualifications for Honor Roll:

- Scholars must have B/80% average or better in EACH subject. Scholars will NOT qualify if there are incomplete assignments, failing marks, and conduct marks reflecting unacceptable conduct.

Qualifications for Honorable Mention Honor Roll:

- Scholars must have B/80% average or better and only one C/70% in EACH subject. Scholars will NOT qualify if there are incomplete assignments, failing marks, and conduct marks reflecting unacceptable conduct.

HOMEWORK POLICY

Homework is assigned Monday thru Thursday. Homework is a big part of your child's education and helps to reinforce skills taught in school, allows scholars the opportunity to practice and improve what they have learned in school, and extends lessons taught in school to the home. Scholars will receive assignments that are stimulating, carefully planned, and varied.

Scholars are expected to complete homework assignments on time. In addition, any missed work due to absence from school is expected to be made up.

As a parent, you can help your child with homework by:

- Making sure your child writes all assignments in the agenda book.

- Checking your child’s homework to make sure that she/he understands it.
- Allowing your child to work through the assignments himself/herself and not doing the work yourself.
- Providing a quiet, well-lit, and clutter-free place to do the work.
- Communicating with your child’s teacher whenever necessary in order for your child to succeed at homework.
- Signing your child’s at home reading log sheet daily.

ROLE OF PARENTS/GUARDIANS

WCPLS recognizes the vital role that parents/guardians play in the welfare and education of their children, and in shaping character and values. The lifeline for your child’s success is active parent participation in our school. Scholars are more likely to succeed when parents are actively involved in school activities. We encourage all of our parents to volunteer in the school and to help out in the classrooms.

Parents are requested to keep the school aware of changes in factors in the home situation which may affect a child’s conduct or performance at school. Parents are specifically requested to inform the school of any change in legal custody of the child.

Additionally, parents are responsible for providing the school with updated contact information. Should your address or telephone numbers change, please notify the Main Office, Nurse and Classroom Teacher as soon as possible.

In the case of an emergency, it is extremely important that we have current address and telephone numbers. Parents are also responsible for their child’s punctuality, attendance, and cleanliness/dress.

HOME/SCHOOL COMMUNICATIONS

- Scheduled Parent/Teacher Conferences
- Interim Progress Reports
- Report Cards
- Monthly Newsletter
- Monthly Calendars
- Notes Home
- APTT Sessions
- Flyers
- Telephone Calls
- Group Meetings
- Student Agenda Books
- Classroom DoJo
- Social Media: School Facebook/Twitter/Website

PTO (PARENT TEACHER ORGANIZATION)

We have a wonderful group of supportive parents who work together to help our school. This group works hard to help the school and students and we encourage all of our parents to be a part of the PTO.

The mission of the WCPLS PTO is to:

- Support the instructional program through development of team spirit among parents, teachers, students, and school staff;
- Encourage pride and enthusiasm; and
- Provide financial assistance for students and school activities.

The goals of the WCPLS PTO are to:

- Involve parents and students at every school level.
- Plan and coordinate school activities.
- Address social climate goals.
- Address public relations goals.
- Have school staff and families work together to study and act on problems,
- Help link the classroom and the home.
- Serve as a broker for and bridge to community resources that can aid children and families.

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