Wright Denny Intermediate School

Christopher Walter, Principal

209 W. Congress Street - Charles Town, WV 25414

(304) 725-2513 / (304) 725-1721 fax

Link to Wright Denny Intermediate School's Website:

https://wdis.jcswv.org/o/wdis

STUDENT HANDBOOK

Jefferson County Board of Education Mission Statement

Grounded in What Works

Jefferson County Schools cultivates an educational community grounded in evidence-based best practices, with a commitment to excellence, ensuring that every student is valued and prepared for the future.

Wright Denny Intermediate School Mission Statement

To put our hands, hearts, and minds together as an educational community in order to contribute and succeed in a changing world.

Wright Denny Intermediate School Programs and Policies

Attendance

Regular, daily attendance is of prime importance in the educational process. Attendance is the responsibility of the student, the parents, and the school. We ask for your support in stressing the importance of good attendance. We recognize students with outstanding attendance at the end of the school year.

On the day following an absence from school, a student must bring a written excuse dated and signed by a physician or parent/guardian. Absence notes can be submitted via text message on the Wright Denny Intermediate School Absence Text Line is 304-884-0027. This number is for attendance reporting only. For questions about grades, schedules, etc., continue to contact your teacher in Rooms or Canvas.

To Text Your Absence Note:

1. Text your school when you know your student will be absent or respond to the absence text from the school.

2. Include the reason for your absence and send a picture of a doctor's note or other documentation.

3. You will receive an automated confirmation text that your submission has been received and we will personally text you back if we have any further questions. if absences accumulate, the school will send a letter informing the parents.

Parents requesting make-up work for an absent student should call the office before 10:00 a.m. to give teachers time to prepare it. The make-up work will be ready by 3:00 p.m. on the day it was requested.

Students arriving to class after 8:50 a.m. will be marked tardy. Tardy students and parents must complete a tardy form in the office before being admitted to class. The form will be signed by the guardian and an office staff member. Students leaving school prior to the end of the day will be counted as an afternoon tardy.

Students arriving after 10:34 AM will be counted absent for the morning; students leaving school before 1:46 p.m. will be counted absent for the afternoon.

Daily Schedule

8:20 Cafeteria doors open for breakfast walkers/car riders

8:30 All doors open: bus riders and all other walkers/car riders

8:40 Homeroom Session Begins

12:00 Fourth grade lunch and make up work, reteach, and recess.

12:40 Fifth grade lunch and make up work, reteach, and recess.

1:15 Third grade lunch and make up work, reteach, and recess.

3:30 Dismissal

*Unless they are eating breakfast, students should not arrive at school before 8:30 a.m.

Academics

It is our purpose to develop within the students the ability to read and communicate effectively and apply math skills/science knowledge to solve everyday problems. We also strive to provide students with an appreciation of the differences between cultures as well as knowledge of their own native heritage.

Wright Denny has chosen as one of our school goals the skill of organization. We will be teaching children to budget their time, keep track of their assignments, take notes and be responsible for their schoolwork. To assist us in meeting this goal, we ask that you review and sign your child's agenda book every day. We feel this will help improve organizational skills and enhance communication between school and home.

Homework is assigned when individual or class needs can best be met through its use, or work is not completed within regular classroom allotted time. Completing homework assignments promptly instills in students a sense of responsibility and furthers their academic ability. When a student returns to school after an absence, he or she is expected to find out what work has been missed and see that it is completed. If parents know a child will be absent, they may call the school to request make-up assignments for the child in advance.

Assessment and Reporting

Student achievement is assessed through various methods. All students take an end-of-the-year assessment. Report cards are issued at the end of every nine-week grading period. Parent-teacher conferences are scheduled at intervals throughout the year. In addition, parents may schedule an individual conference by calling the school at any time. Teachers are most often available immediately before school hours, but other times may be arranged.

Student Conduct

Wright Denny places a strong emphasis on good student conduct and citizenship. We expect our students to meet the standards of common courtesy, respect for themselves and others, self-discipline, and accountability. Our students will use the motto: Treat others as you would wish to be treated.

The discipline policy is designed to prevent discipline problems. It is our belief that students learn best in a safe, orderly environment of mutual respect in which all students are given responsibility for their own behavior. To achieve this goal, the teachers discuss school rules and consequences with the students at the beginning of each school year, apply rules consistently throughout the school, and review and reteach behavior as needed.

Appropriate behavior is recognized by schoolwide programs that reward students who display it. In addition, programs are in place which focus on behavior areas and on students at risk because of their behavior.

Rules of Behavior: The following classroom rules were promulgated by staff to present to students consistently applied standards of behavior conducive to an atmosphere of learning and cooperation in the classroom.

1. Follow directions the first time given.

2. Remain in their seat unless permission is given otherwise.

3. Keep hands, feet, and objects to themselves.

4. Raise their hand and wait to be called on before speaking.

5. Be courteous when speaking to others.

6. Come to class prepared.

In addition, general school rules include prohibitions on chewing gum on school property, misusing school supplies, leaving the classroom or any other area in the school without

permission, fighting, profanity, destruction of property, disrespect to others, and bringing knives or similar implements to school.

Consequences for violation of rules: If a student breaks a classroom rule, the child will be given a warning. At the second offense, the child will be given 5 minutes immediate reflection time in the classroom. At the third offense, the child will receive a behavioral reteach session and the parent will be notified. At the fourth offense, the child will be removed to the principal's office. Violations of general school rules will result in behavioral reteach session, BAS, or suspension at the discretion of the teacher and/or principal, depending on the severity of the offense. If a reteach session is assigned four times in one nine-week grading period, the student will be assigned a Behavioral Assistance Session to be served after school. After the sixth reteach session in one grading period, the student will be assigned another BAS, and after the eighth reteach session, the student may be assigned a one-day suspension.

In the case of out of school suspension, it will be the responsibility of the student to complete assignments missed upon returning to school. The teacher will not be responsible for sending work home during the suspension. The child will be given a day to complete work for each day absent.

Parent Responsibility and Involvement: The school will communicate its discipline policy to parents and encourage them to work together with teachers in providing a safe and orderly learning environment at school. Regularly scheduled parent-teacher conferences will give parents and teachers an opportunity to discuss any discipline concern they may have about a student. If a student earns three reteach sessions during a grading period, parents will be informed and invited to have a conference with the teachers involved with the child's discipline. Parents will be notified in writing of their child's BAS or suspension, and, in the case of suspension, will have the right to appeal through due process. A child returning to school after a suspension must be accompanied by a parent.

Student Health and Safety

Please inform us of any changes throughout the year of your child’s emergency contact information: https://jcswv.jotform.com/262113606996967

For small bumps or scrapes, we provide band-aids and ice, if needed. School employees are not permitted to dispense medication except under the following conditions:

- A Medication Order Form must be on file in the nurse's office for us to administer medication at school when necessary to maintain the student's health and facilitate regular school attendance. These forms are available in the office.
- Medicine must be brought to school in a properly labeled container from the pharmacy, with the date not expired. Pharmacies will provide parents with an extra, labeled container for school at no charge.
- All medicines, prescription or non-prescription, must have a school medication form completed by your child’s doctor and signed by the parent or guardian, even for Tylenol,

cough drops, etc. A school nurse is available on a full-time schedule to deal with medical emergencies and minor health concerns.

Breakfast and Lunch

If you have any questions about the food program, please call the Cafeteria Manager Valerie Gallahan at (304)-725-2513

Transportation

Due to overcrowding of school buses, students will not be able to ride a bus that is not their normal run without approval from the transportation department.

If you pick up students at dismissal time, please park on either side of the street in front of the school. City police observe traffic frequently and will give tickets to cars that are double parked. Come to the auditorium door to pick up your child. If your child is a regular bus rider and needs to be a car rider for a day, please send in a note that morning to your child's homeroom teacher.

School Closings

News about school closings is broadcast on several radio and television stations and with use of the JCS app download:

https://apps.apple.com/us/app/jefferson-county-school-dist/id1571165975

https://play.google.com/store/apps/details?id=com.apptegy.jeffersoncounty

For more information, see the Jefferson County Schools website: https://wdis.jcswv.org

In case of bad weather, please stay tuned to your radio or television for an announcement of early dismissal, app.

Arrange early in the year where your child is to go if you cannot be home when there is an early dismissal.

Social Media Links:

https://www.facebook.com/JeffersonCountySchools

https://www.youtube.com/channel/UC3DNQtwdIT4WnZvYx9LuUng

Local School Improvement Council

LSICs were created in 1991 to encourage the involvement of the school community in the operation of a school to improve educational quality. The council consists of parents, teachers, service personnel, and members from the local area at-large. Meetings are held regularly during the school year, and all interested people are invited to attend.

Volunteer Opportunities

Volunteers enrich every aspect of education at Wright Denny. Classroom helpers work with individual teachers to prepare teaching materials, read to the class, or work one-on-one with

individual students. Volunteers also help in the office, and the computer lab; they chaperone field trips and organize fundraisers. PASS (Providing Academic and Self-esteem Support) volunteers mentor students to boost their self-esteem and learning skills. We are deeply appreciative of all our parents, grandparents, and community friends who do so much for our school! If you wish to share your time and talent with our students, please call us.

Business Partners

Wright Denny has formed partnerships with several local businesses and organizations: Charles Town Kiwanis Club, Jefferson Security Bank, City of Charles Town, American Public University, Papa John's Pizza, Spectrum Martial Arts Academy, Benchwarmers Sports Bar & Grill, and Cardigan Group Corporation.