

# **William Wright Elementary**

## **Student Handbook**

### **2025-2026**



**8425 Bob Fisk Avenue**

**Las Vegas, NV 89178**

**Telephone: 702-799-5701**

**Fax: 702-799-5711**

**Principal: Kimberly Fundaro**

**Assistant Principal: Michelle Basolo**

Welcome to  
William V Wright Elementary School  
Grades PreK-5

# We Are Wranglers! Four Houses, One Family!

Established ..... August 2006

School Colors ..... Royal Blue & Silver

School Mascot ..... Wranglers

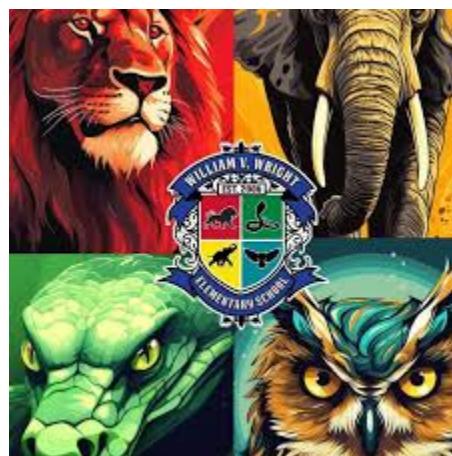
CCSD ..... Region 2

Community ..... Mountain's Edge

Website.....<https://williamvwright.wixsite.com/wright/home>

Facebook ..... William V. Wright Elementary School

Twitter ..... Twitter @Wright\_CCSD



**SCHOOL TELEPHONE NUMBER:**

**702-799-5701**

**SCHOOL FAX NUMBER:**

**702-799-5711**

**SCHOOL ADDRESS:**

**8425 Bob Fisk Avenue**

**Las Vegas, NV 89178**

### **Daily School Schedule**

**OFFICE HOURS:**

**7:30 a.m. – 4:00 p.m.**

<b>7:30</b>	Office Opens	
<b>8:05</b>	Teachers Start Time	
<b>8:05-8:40</b>	Teacher Meeting Time	*Designated Days
<b>8:30-8:50</b>	<b>Breakfast available</b>	
<b>*8:40</b>	<b>Gates Open</b> /Recess	All Personnel on Playground Duty
<b>8:50</b>	Morning Opener	Students Line up with their teachers
<b>*8:55</b>	<b>Gates Close</b>	Teachers & Students head to class
<b>*9:00</b>	<b>Instruction Begins</b>	<b>Tardy Bell</b>
<b>9:10-10:00</b>		<b>5th Grade Specials</b>
<b>10:05-10:55</b>		<b>3rd Grade Specials</b>
<b>11:00-11:35</b>	<b>Lunch &amp; Recess K/1st</b>	<b>Lunch- 11:00-11:20 (20) / Recess-11:20-11:435(15)</b>
<b>11:00-11:50</b>		<b>4th Grade Specials</b>
<b>11:30-12:05</b>	<b>Lunch &amp; Recess 2nd/3rd</b>	<b>Lunch- 11:30-11:50 (20)/ Recess-11:50-12:05(15)</b>
<b>11:30</b>	<b>Am Pre-K Dismissal</b>	
<b>12:00-12:35</b>	<b>Lunch &amp; Recess 4th/5th</b>	<b>Lunch- 12:00-12:20 (20)/ Recess-12:20-12:35 (15)</b>
<b>11:55-12:25</b>	Specialists Lunch	
<b>12:25-1:15</b>	Kindergarten Specials	
<b>12:30</b>	<b>PM Pre-K Enter</b>	
<b>1:20-2:10</b>		<b>1<sup>st</sup> Grade Specials</b>
<b>2:15-3:05</b>		<b>2<sup>nd</sup> Grade Specials</b>
<b>3:11*</b>	<b>K-5<sup>th</sup> Grade Dismissal</b>	<b>P-K &amp; K (Kinder gate) Grade 1-5 dismiss from sunray</b>
<b>3:16</b>	Teachers End Time	

If you need to pick up your child early, please make sure that he or she is picked up before 2:50 p.m. We will not interrupt classes after 2:50 p.m.

**PLEASE NOTE:** Any student picked up before 3:11 pm or after 3:26 pm will only be released to parents or guardians who have a valid ID and are listed as a household member in Infinite Campus.

### **SCHOOL ADMINISTRATION AND OFFICE STAFF**

Principal

Kimberly Fundaro

Assistant Principal

Michelle Basolo

Office Manager

Liliana Herrejon Gomez

Elementary School Clerk

Vanessa Guzman

SHA (School Health Aide)

Charissa Pooley

## **EMERGENCY DATA**

The school **must have a current address, home telephone number, work telephone number, and an emergency phone number on file**. This information is essential in case of student illness or accidents. **Please notify the school of any changes in this information.** If, for any reason, the parent or emergency contact listed in Infinite Campus cannot be reached, the principal and/or designee (nurse, office manager, assistant principal) will use his/her best judgment in deciding on medical attention.

## **MEDICATION**

If a physician has prescribed medication for your child to be taken during the school day, a form must be obtained from the office and completed by the parent or guardian. This record permits for authorized school personnel to administer medication to your child and is kept on file in the school health office. Parents must bring the medication to school along with the authorization form. Do not send the medication with your child. Non-prescription medication, such as aspirin may not be dispensed by school personnel. For safety reasons, students cannot bring over-the-counter medication to school. Any medication that a student has in his/her possession will be confiscated and given to the office. A parent will be notified and must personally visit the office to pick up the medication.

## **ACCIDENT OR ILLNESS**

Every accident or injury occurring during school hours or during a school-sponsored event must be reported immediately to the teacher in charge and to the School Health Office. A student who is too ill to remain in class should report to the Health Office so that parents can be notified. School health personnel are not allowed to diagnose illness or injury. Please check with your family physician if you have a question about your child's health.

## **ATTENDANCE**

The importance of regular attendance cannot be overemphasized. During the 1997 legislative session, the laws about truancy were changed to reduce the high rate of habitual truants in schools (see Appendix A). We expect students to be in school every day that they are physically able. If your child is absent for more than two days, parents should notify the office. A student **MUST** make up work for absences; however, this should be done after the absences, not before. The teacher needs to provide necessary instruction before assigning work. Please do not request work in advance of a vacation. When a student returns from an absence, you must send a note explaining the reason for their absence within **3 DAYS**. The note must state the student's name and ID #, the dates of the absence, and the reason for the absence. If your child will have an extended absence due to a family emergency, please meet with the principal or assistant principal prior to the absence.

**PERFECT ATTENDANCE at William Wright consists of ZERO ABSENCES and ZERO TARDIES. If a student achieves the goals set forth in attendance all year, they will qualify for a perfect attendance award at the end of each semester.**

## TARDIES

If your child is tardy, he/she is to report to the office, where he/she will be given a tardy slip. Students arriving 30 minutes late or more must be signed in by parent/guardian. He/she is then to go directly to his/her classroom. *The first ten minutes of school sets the tone for the day, so please see that your child arrives on time. Tardies are disruptive to the classroom and also have an adverse effect on students' educational progress. Students are expected to be at school on time. Unexcused tardiness will result in disciplinary action and/or notification being sent to the parents. Habitual tardiness will be subject to CCSD disciplinary procedures.*

## DISMISSAL

Each parent/guardian is required to complete a written permission form stating how their child(ren) will get home each day and who is allowed to pick up their child(ren). Teachers will NOT release a student to anyone who is not listed on the permission form. If a parent/guardian wishes to update the form they must do so in person with the classroom teacher.

PLEASE NOTE: this form is ONLY for your child's classroom teacher and is only for an ON-TIME pick-up at 3:11 pm. Any students that are NOT picked up on-time will be taken to the front office hallway and will be dismissed from there until 3:21 pm. Any student picked up after 3:21 pm OR before 3:11 pm will **only be released to parents/guardians with a valid ID and listed as a household member in Infinite Campus.**

- Kindergarten students are dismissed outside the kindergarten playground to their parents. Written permission is required from a parent before any kindergarten student will be released to an older sibling. Teachers will hold students until a parent or person listed on the release form comes to pick them up until 3:15 pm. At that time, any students not picked up will be taken to the front office.
- Grades 1st and 5th will be dismissed from the sunray. Parents and Guardians are allowed on campus at dismissal to pick up their students. Teachers will hold students until a parent or person listed on the release form comes to pick them up until 3:15 pm. At that time, any students not picked up will be taken to the front office.
- Grades 1 – 3 will not be released to an older sibling unless the teacher has written parental permission. Teachers will hold students until a parent or person listed on the release form comes to pick them up until 3:15 pm. At that time, any students not picked up will be taken to the front office.
- Third-grade students will not be allowed to walk home by themselves unless the parent has completed the permission form indicating that their child can walk home.
- Kindergarten through 2nd-grade students will not be allowed to walk home by themselves. Teachers will hold students until a parent or person listed on the release form comes to pick them up until 3:15 pm. At that time, any students not picked up will be taken to the front office.
- Special Education students ride the bus or are picked up by a parent. Students riding the bus are escorted to the bus by their teacher. Students, who are picked up, wait with their teacher and are only released to a parent or approved adult.
- Pre-K children are released to a parent or approved adult outside by the Pre-K playground.
- ***Students not picked up by 3:15 pm will need to be signed out from the office by a parent or guardian. Parents/Guardians must show a valid ID in order to sign out their child.***

### **Late Pick Up:**

It is the parents' responsibility to pick up their child from school at 3:11 pm. If a child is not picked up by 3:15, he/she is brought to the office by their teacher. Every effort is made to contact the parents to ascertain why the child has not been picked up and to find a parent/guardian to come and get the child. It is imperative that the office has current phone numbers so that parents can be contacted. We know that emergencies occur. We encourage all parents to sign up for Safekey in the event that something happens and you are unable to arrive at school on time to pick up your child.

### **RAINY DAY DISMISSAL**

Students will be dismissed from the multipurpose room during inclement weather. The front gate and the MPR door will be open and supervised by duty personnel. Parents are asked to wait patiently as we secure the safety of all students during dismissal.

### **HOMEWORK**

Homework assignments shall take into consideration the individual needs and abilities of the students. Homework should be a continuation of work that has been taught by the classroom teacher, and can be completed by the students independently. **Reading practice is beneficial every night. Students in grades 1 and 2 should read for a minimum of 20 minutes nightly, and students in grades 3 through 5 should read for a minimum of 30 minutes nightly.**

Homework can be assigned Monday through Thursday. Friday should be free of homework as much as possible.

### **PROGRESS REPORTS**

All student progress grades will be posted monthly starting in September. Progress reports will be available for you to view and/or print from Infinite Campus on the last day of each month. In addition, teachers will communicate with students and families regarding discipline or academics via face-to-face conferences, phone calls, emails, or weekly classroom reports.



## GRADING STUDENT ACHIEVEMENT

Student grades are based on a student's mastery of the Nevada Academic Content Standards. The following learner progress scale is used to indicate knowledge of work:

The following percentages are to be used to determine letter grades:

A- 90 to 100%	<b>Excellent</b> mastery of grade level Nevada Academic Content Standards
B- 80 to 89%	<b>Above Average</b> mastery of grade level Nevada Academic Content Standards
C- 70 to 79%	<b>Average</b> mastery of grade level Nevada Academic Content Standards
D- 60 to 69%	<b>Below Average</b> mastery of grade level Nevada Academic Content Standards
F- 50 to 59%	<b>Emergent</b> in mastery of grade level Nevada Academic Content Standards

## KINDERGARTEN GRADING

- 2- Meets standards
- 1 - Approaches standards



## Special Subjects and Learner Behaviors

The following supplementary grading symbols are used for other subjects and sub-skill areas and indicate accomplishments relative to individual potential:

E — Exceptional Progress

S — Satisfactory Progress

N — Needs Improvement

## PARENT CONFERENCES

Communication between the parent and teacher is critical. We encourage parents to communicate with their child's teacher at any time. Regular parent-teacher conferences will be held as necessary. If a student is doing unsatisfactory work, the teacher will send home an unsatisfactory notice by the end of the ninth week of each grading period or semester. **Please sign and return this form the following day.** Constant communication between the teacher and families is highly encouraged.

## EXPECTED PARENT/GUARDIANS/VISITOR CONDUCT AND ATTIRE

All parents/guardians/visitors are expected to conduct themselves in a respectful manner at all times while on the William Wright Elementary School Campus. There will be no foul language or disruptive behavior tolerated on the campus. Administration will have the right to deny any access and/or services to individuals who display this type of conduct. Parents/guardians/visitors are also expected to dress in an appropriate manner for an elementary school setting. All adults must set an example for our students.

## **House System**

William Wright Elementary School has implemented a house system. In an elementary school setting, "house systems" refer to a method of organizing students into smaller groups within the school community. This system is used to foster a sense of belonging, encourage teamwork, and promote positive behavior among students.

1. **House Formation:** At the beginning of the school year, students are assigned to one of several "houses." These houses are usually named after colors, animals, or other themes. The assignment may be random or based on certain criteria such as grade level or classroom.
2. **House Leaders:** Each house typically has one or more designated leaders, often teachers or staff members, who oversee the activities and events related to that house. These leaders serve as mentors and role models for the students in their house.
3. **House Points:** Houses can earn points for various positive behaviors such as academic achievement, good sportsmanship, acts of kindness, and participation in school events. Conversely, points may be deducted for negative behaviors such as rule-breaking or misconduct.
4. **Competitions and Events:** Throughout the school year, houses may compete against each other in various academic, athletic, and creative challenges. These competitions can include sports tournaments, quiz bowls, talent shows, or community service projects.
5. **House Meetings and Activities:** Houses often hold regular meetings where students can bond with their peers, discuss upcoming events, and strategize for competitions. These meetings may also involve team-building activities, leadership workshops, or discussions about character development.
6. **House Rewards and Recognition:** At the end of the quarter, the house with the highest number of points will be recognized with a trophy, banner, or other rewards. Additionally, individual students within each house may receive certificates or prizes for their contributions to the house community.

The house system at William Wright Elementary School serves as a way to create a smaller, more tightly knit community within the larger school environment. It promotes a sense of pride, camaraderie, and healthy competition among students while reinforcing positive values and behaviors.

## **STUDENT SELF-RESPONSIBILITY PROGRAM**

Students learn responsible behaviors through actions designed to teach, model, reinforce, and reward desired behaviors. Positive reinforcement is considered the best method for developing desired behaviors. When students do not perform according to stated expectations, their actions result in the use of appropriate logical consequences.

.

## **SCHOOL EXPECTATIONS AND PROCEDURES**

School procedures and expectations maintain an environment in which **instruction and learning** can occur. Please take a few minutes to discuss these with your children.

## STUDENT RESTROOM USE

Students are able to use the restroom before school, during lunch and recess, as well as after school. In addition, all Kindergarten and First-grade students will take whole-class bathroom breaks in the morning and afternoon. However, we know that students need to go at other times as well. If students ask to use the restroom, we will encourage them to hold it for a couple of minutes to finish their work, listen to the instruction, etc. If a student says it is an emergency, we will allow them to use the restroom and will monitor the time and frequency of any student's chronic bathroom use. For safety reasons, students will not be permitted to use the restroom in pairs or groups.

Please be aware that while students will be allowed to use the restroom when they need to go, they are missing instructional time and will be unsupervised while out of the classroom during the bathroom visit.

## POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORTS (PBIS)

Positive Behavior Interventions and Supports (PBIS) focuses on creating and sustaining school-wide, classroom, and individual systems of support that improve the educational environment for all children. We aim to explicitly teach behavioral expectations and then recognize the positive behaviors shown by students. By implementing PBIS, we hope to reduce school and classroom behavior disruptions and educate all students about acceptable school behaviors. Our PBIS implementation plan includes clearly defined outcomes, research-validated practices, supportive administrative systems, and information for problem-solving behaviors. All staff members at William Wright Elementary School will establish regular, predictable, positive learning and teaching environments. The staff members will serve as positive role models to students as they teach expected school behaviors. Our school also has a system in place for recognizing and rewarding expected behaviors. By improving the school environment, we hope to increase learning time and promote academic and social success for every student.

The three primary expectations at William Wright Elementary School are being **Kind, Responsible, and Respectful**. The staff members will refer to these as the “**The Wright Way**”. All students are explicitly taught what it looks like when you are being kind, responsible, and respectful in every area of the school. In addition, these behavior expectations are clearly displayed on the walls around our school.



Be Respectful  
Be Responsible  
Be Kind

## Wright Elementary School- Expectations and Rules Matrix: Common Areas

“WE ARE”	Playground Recess	Cafeteria	Hallway	Bathroom	Classroom
<b>Kind</b>	Share Invite others Use kind words	Use kind words Use manners Be helpful	Smile at others Compliment or praise positive behavior Nonverbal gesture to say “Hi”	Take turns Use kind words Get an adult if others need help	Compliment others Use kind words Help and encourage others
<b>Responsible</b>	Line up on time Be accountable Use equipment appropriately	Clean up your area Line up quietly Remain seated unless given permission to leave	Walk with a purpose Look forward	Go to the restroom quickly and quietly Wash hands Return right back to class	Follow classroom rules Keep classroom clean and safe Be prepared to learn
<b>Respectful</b>	Good sportsmanship Keep hands and feet to yourself Clean up your trash	Talk quietly Follow directions Keep hands and feet to yourself	Straight line Walk quietly Keep hands and feet to yourself Admire work on the wall without touching	Give others privacy Keep it clean Quiet voices	Be focused Follow directions Ask permission before using other people's property Active listening

### CLASSROOM RECOGNITION

Within each classroom, students are recognized for demonstrating academic and social progress. Outstanding achievement as well as improved performance are recognized both individually and as a group.

### SCHOOLWIDE RECOGNITION

Students demonstrating outstanding academic achievement will be recognized and celebrated. Students with Straight A's and those who have earned the A/B Honor Roll will be celebrated and recognized by the principal at the end of each semester. A Wrangler of the Month will be selected according to our character traits and expectations. Students demonstrating Kindness, Respect, and Responsibility will be chosen by their teacher and/or classmates and celebrated.

## SCHOOL RULES INFRACTIONS

**William Wright** is a school that has high expectations for **ALL** students and where student learning and achievement come first. **ANY** behaviors that are not conducive to a learning environment will be dealt with immediately. All students are here to learn and will be given every opportunity to do so. **Any student** who continually disrupts academic learning time and does not allow students to learn will be dealt with on an individual basis according to the CCSD K-12 Student Code of Conduct. If necessary, an RPC/Suspension will be arranged with parents.

**If a student receives an RPC, Suspension, or has received an unsatisfactory notice for behavior, it will be at the administrator's discretion whether the student will be allowed to participate in special activities offered by the administration.**

**William Wright will follow all behavioral guidelines set by the Clark County School District in the Pre-K-12 Student Code of Conduct.**

NOTE: Some behaviors are considered ***so serious that they will result in the student being sent home until a parent, teacher, and principal conference can be scheduled (Required Parent Conference or Suspension). These include: fighting, bullying, weapons, possession or distribution of any drugs or alcohol, theft, arson, and extortion.***

## ENROLLMENTS AND WITHDRAWALS

When a student enrolls, he/she will not attend class until the next school day. **If you plan to withdraw your child, the office must have at least one day's notice in order to prepare records.**

## BICYCLES AND SCOOTERS

Parents are encouraged to provide locks for children who ride bicycles or scooters to school. The school is not responsible for any loss or damage to bikes or scooters. Please discuss bike and scooter safety with your child before allowing him/her to ride to and from school. Students may not be on a scooter or bicycle while on the sidewalk directly in front of school, the parking lot, or any portion of the school campus. These items will be confiscated if they are ridden improperly, and privileges will be revoked. Skateboards and hoverboards are not permitted on school grounds. Wheelies in tennis shoes are not allowed on campus. Wheels must be removed from shoes before wearing them to school.

## STUDENT USE OF PHONE

The school phone is for business purposes. Students will only be allowed to use the phone in emergencies. Students are NOT permitted to use cell phones during school hours. Cell phones will be confiscated if used during school hours. If a phone is confiscated, a parent must pick up the phone from their teacher or administration, no exceptions. The school is **NOT** responsible for lost, stolen, or damaged items, such as cell phones. If your child has a cell phone or other personal property, please discuss with your child how to properly store these items during school. Preferably, these items should be kept at home.

## PERSONAL POSSESSIONS

Please label in ink students' coats, lunch boxes, and personal possessions. This is the only way we have of returning lost items.

## **MISSING or DAMAGED SCHOOL BOOKS and CHROMEBOOKS/IPADS**

Students must learn to respect and care for school textbooks, trade books, library books, and Chromebooks/iPads. If a student loses or damages school books, **it will be necessary for the book to be replaced**. If a student damages or loses their Chromebook/iPad, charger, or case, **it will be necessary for the item to be repaired or replaced**. Parents will be held responsible for the cost of replacing the items immediately.

## **DRUG FREE SCHOOLS AND COMMUNITIES ACT**

If a student needs help with a drug or alcohol problem, he/she should seek medical attention. Students can use the SafeVoice hotline or app, or contact a teacher, school nurse, school counselor, or principal for resources and assistance.

## **LOST AND FOUND**

When items are lost and found at school, they are placed in the multipurpose room. Please check the location periodically if your child is missing articles. At the end of each semester, all items not claimed will be donated to a local charity.

## **DRESS AND APPEARANCE**

The District reserves the right to insist that the dress and grooming of students are within the limits of generally accepted community standards, and those students shall be required to show proper attention to personal cleanliness. Fashions, fads, colored hair, and extreme mohawks, which become a health or safety hazard to oneself or others, will not be allowed. Students' dress, personal appearance, and conduct are required to be of such character as not to disrupt or detract from the educational environment of the school or create a safety hazard.

- Shorts, skirts, and dresses must be hemmed and without fraying and must be fingertip length (no clothing shorter than 5 inches above the knee).
- All sleeveless shirts must have straps at least three inches wide and cover the shoulder. Shirts or blouses must extend beyond the belt level and be appropriately buttoned. Tank tops/muscle shirts are not acceptable.
- Shoes and socks are required. Open-toed shoes must have a back. Tennis shoes or soft-soled shoes are recommended. Shoes with wheels are not allowed.
- Crop tops, strapless, low-cut clothing, clothing with slits, outfits that provide minimal coverage, the wearing of headgear, clothes with spikes or studs and clothes with slogans or advertising that is controversial or obscene in nature are prohibited.
- Hats or headgear may be worn outside only, except on special occasions.
- Colored hair is not allowed, except on special occasions.

The administration has the right to designate which types of fashion, fads, or appearances disrupt or detract from the education program. If appropriate clothing is not worn, a phone call will be made. The parent/guardian will be asked to bring to school the appropriate clothing. Thank you for checking your child's appearance each morning before she/he leave home.



## PICKING UP AND DROPPING OFF STUDENTS

Breakfast will be served in the Multi-purpose room from 8:30 to 8:50 am. Students will not be permitted on the playground until the gates open at 8:40 am. **Supervision will not be available prior to this time.** To ensure your child's safety, please do not drop students off before this time unless they are eating breakfast in the MP.

**Students will be dismissed at 3:11 p.m.** To ensure your child's safety, please adhere to this time and pick your child up promptly at dismissal. If no one has picked up your child by 3:21 p.m., every effort will be made to contact the parent/guardian or emergency contact. Any student not picked up on time will need to be signed out from the office, and proper identification by an authorized person must be shown to release the student. Any student picked up after 3:21 will **only be released to parents/guardians with a valid ID and listed as a household member in Infinite Campus.**

If the office is unable to make contact, the CCSD after-school procedures will be followed, which may include sending your child(ren) to Safe Key or contacting school police. **If you need to pick up your child early, please make sure that he or she is picked up before 2:50 pm. We will not interrupt classes after 2:50 pm.** Any student picked up before 3:11 pm will **only be released to parents/guardians with a valid ID and listed as a household member in Infinite Campus.**

## DOGS OR PETS ON CAMPUS

**For the safety of the students, NO dogs or pets are allowed on campus, including animals on leashes, in strollers, or animals that are carried. Campus includes any area beyond the sidewalk in front of the school, including the parking lot and driveway.**

## TUTORING

If funds are available, **tutoring** may be provided for students. We encourage **all** students in grades K-5 to attend after-school tutoring with their teacher if it is offered. Students staying for tutoring must not leave the campus at any time until the designated end time. Students in grades Kindergarten and students not staying for tutoring must leave the campus immediately at dismissal time. Supervision will not be provided for younger siblings of students staying for tutoring. A **Tutoring Contract** will be sent home for you and your child to complete and return if tutoring is offered

## ITEMS NOT ALLOWED IN SCHOOL

Students should **not** bring toys, skateboards, balls, games, trading cards, fidget spinners, etc., to school. Students should **not** bring soccer balls, basketballs, footballs, etc., for recess. Playground equipment is provided for all students during recess. Cameras, water guns, Sharpies, and other nuisances are not to be brought to school. Any items that disrupt the educational environment will be considered a nuisance item. Cell phones are to be left in backpacks, turned off, and **NOT USED AT ALL** during the instructional day. If any of the items are brought to school and/or used during the instructional day, these items will be confiscated and will only be returned to parents. Since these items should not be at school, we will not be held responsible if they are lost, stolen, or broken.

## **SAFEKEY PROGRAMS**

The city-operated Safekey Program is an extension of the school day for those children who need supervision before or after school. Please contact the Safekey main office number, **702-455-8251**, for more information.

## **BREAKFAST/LUNCH PROGRAM**

If your child has some special medical needs regarding diet (allergies, etc.), please inform the Food Service Staff in writing. A free breakfast and lunch are provided to all students every day at school.

## **VISITORS**

Visitors are always welcome. However, all visitors are required to check in at the office immediately upon arrival on campus. Dress, personal appearance, and conduct are required to be of such character as not to disrupt or detract from the educational environment of the school.

## **PARENT VOLUNTEERS**

We welcome, appreciate, and love our parent volunteers! If you are able to help during the school day, please contact your child's teacher so times and responsibilities can be established and mandatory training can be scheduled. CCSD requires every parent volunteer to be vetted through the district and receive a volunteer badge to wear while volunteering on campus. However, if you are unable to come to school, but would like to help with classroom tasks at home, please inform your child's classroom teacher.

## **CELEBRATING STUDENT BIRTHDAYS**

Students' birthdays will be celebrated during the last five minutes of the school day. Parents may bring in store-bought food items that are single servings, for example, cupcakes or cookies. Parents may also bring in small items such as pencils or erasers for each student in the class. Items will only be distributed during the last five minutes of the school day. Please do not bring items to be delivered to the classroom during the day; the office will NOT be able to guarantee that items dropped off at the front office will get to the classrooms before the classroom celebration. Flowers, balloons, and homemade food items are NOT permissible.

## APPENDIX A

### CCSD ATTENDANCE REGULATIONS

#### **“Working Together to Improve Student Achievement Through Regular Attendance”**

Regular attendance in school leads to increased student achievement and students benefit from the educational opportunities provided by our excellent staff. The Clark County Board of School Trustees has adopted new district attendance regulations. The following information outlines the major provisions of the regulations:

Attendance enforcement is a shared responsibility between the Clark County School District and the student's parent/guardian. Student tardiness is a serious disruption to the educational program and infringes on the educational rights of other students. A student who exceeds twenty (20) absences during the school year **MAY** be retained in the current grade. Unavoidable medical and dental appointments that cannot be scheduled any other time and that result in a partial day absence do not count in the absence total for purposes of attendance enforcement.

A student who is declared truant three (3) times during a school year could be referred for educational neglect. Parents are to request make-up work within three (3) days of the absence.

Students shall be allowed a minimum of three (3) days to complete make-up work. The following terms are used in the new regulation:

**TRUANCY** - When a student is absent from school and neither the parent nor the school knows the whereabouts of the student (i.e., playing hooky, ditching school).

**PRE-ARRANGED ABSENCES** - When a parent/guardian informs the school in advance that their child will be absent. Pre-arranged excused absences do count toward the student's total number of absences. Students are allowed a maximum of 10 absences per year. School assignments must be turned in in order to make the absence excused. An elementary student **MAY** be required to repeat the current grade if the total number of absences exceeds twenty (20) for the school year.

**EXCUSED ABSENCES** - When a student is physically or mentally unable to attend school due to a medical appointment or illness, when the parent/guardian explains the cause of an absence within three (3) days after the student returns to school, when the approval of the teacher or principal has been given for an unavoidable absence due to an emergency, when a student is participating in a school sanctioned activity outside the classroom during regular school hours, as approved by the principal or designee, or when a student is absent due to a required court appearance or a required religious holiday.

**UNEXCUSED ABSENCES** - When a parent/guardian fails to notify the school to excuse the student's absence within three (3) days after the pupil returns to school, or **when a parent/guardian willfully and knowingly refuses or fails to require the student's attendance in school**.

**TARDIES** - When a student is not physically present in the classroom at the start of the instructional day. A tardy becomes a 1/2 day absence if more than one hour and fifty-five minutes is missed and becomes a full day absence if more than 3 3/4 hours are missed of the instructional day.

**MAKE-UP WORK** - That assigned classroom work which can be made up following an absence (i.e. worksheets, textbook assignments, etc.). It is virtually impossible to make up work directly related to oral instruction and discussion provided by the teacher, classroom discussions, video presentations, guest speakers, etc.

**EDUCATIONAL NEGLECT - A student with a significant number of unexcused absences may be classified as a truant, and three (3) truancy events in a school year may trigger a referral for educational neglect.**

**DUE PROCESS** - The parent/guardian of a student with excessive absences shall be notified by the school in writing of the absences, and the parent/guardian has three (3) days to respond in writing to the notice to appeal the decision. The administrator shall review the records for any suspected errors or extenuating circumstances and make a final determination of the accuracy of the attendance records.

**The goal of attendance enforcement is to:**

- Increase student achievement through improved attendance.
- Communicate to parents/guardians the importance of regular attendance.
- Communicate the value of the educational opportunities provided by our instructional staff.
- Collaborate with parents in developing a plan to promote your child's success in school through daily attendance.

## SAFETY PROTOCOLS



- All classroom doors are closed and locked at all times.
- All exterior doors are closed and locked at all times.
- All staff wear ID badges at all times.
- All students wear ID badges at all times.
- Staff with radios will be at all gates and the front of the school during arrival and dismissal.
- Arrival and Dismissal - 3 points of entry
- School Hours - 1 point of entry
- Safekey Gate Procedures
- Emergency assistance button located on all phones.
- Clear the Classroom Procedures
- Emergency Drills (Hard Lockdown, Soft Lockdown, Fire, Evacuation, Shelter-In-Place) Staff are trained twice a year, and drills are practiced monthly.
- Immediate police response communication device in place.
- Clark County School District PreK-12 Code of Conduct
- AED on campus and AED Team in place.
- CENTEGIX Badges with all staff for immediate emergency response.

## **Safety Information for Newsletter**

The Clark County School District suggests the following precautionary measures for parents and their children. Parents are urged to have frank discussions with their children about the following:

1. Teach your children, regardless of age, their full name, your full name, their address, and phone number.
2. Explain the dangers of being abducted and/or molested.
3. Explain that private parts of their body should not be touched by anyone, and if that happens, to report it immediately.
4. Police officers are to be trusted for help; explain that police can always be identified by their marked car or motorcycle and their uniform.
5. Emphasize the importance of staying close to a parent, relative, or friend when away from home.
6. Explain the importance of noticing and remembering identifying characteristics of strangers, such as their height, hair, eye color, voice quality, clothes, and unusual marks. Also stress the importance of remembering the vehicle description, such as color, size, and license plate number.
7. Stress the importance of protesting and running away if a stranger tries to take your child/children somewhere.
8. Never accept candy, money, or gifts from strangers.
9. Never go into a garage, shed, or alley with a stranger.
10. Never get into a car with a stranger. If a stranger asks for directions, be polite but do not go near the vehicle. If a stranger gets out of his/her vehicle, run away immediately.
11. Parents should occasionally accompany their child/children to school and monitor the area they are traveling.
12. Parents should know who their child/children normally walk to school with and the route they normally take.

**William Wright Elementary School will utilize the following policies and practices for grading purposes:**

- A balanced grading scale
  - A 90-100%
  - B 80-89%
  - C 70-79%
  - D 60-69%
  - F 50-59%
- A weighting scale of 90% Summative and 10% Formative
  - 90-100% - Summative grades are quizzes, tests, projects to show mastery
  - 0-10% - Formative grades are classwork and skills practice tasks assigned and completed in class
- **Homework is for practicing and mastering skills**
  - Homework will carry no weight in the gradebook
  - Homework assignments may be graded so students understand how they did on the practice items but no homework will be included in the grade book as part of their grade
  - Homework is strictly for the practice of skills and standards
- **Behavior and other nonacademic measures are reported separately from subject grades**
  - Learner behaviors are removed from academic grades on skills and mastery
  - Students are taught and reminded of learner behavior expectations throughout the year
  - Teachers receive professional learning on removing behaviors from academic grades
- **A two-week time frame to complete all late or missing assignments**
  - All assignments not turned in by the initial due date are considered missing/late and will be marked as “M” in the grade book
  - Once the missing work is submitted, the “M” is replaced with a score reflecting the student’s academic performance and the “L” late flag is added to the assignment to monitor student behavior separate from the academic grade
  - Students have two weeks beyond the initial due date to complete any missing/late assignments without penalty
    - Any assignments that are not turned in after two weeks beyond the initial due date will remain as an “M” (calculated at 50%) in the gradebook
    - All assignments will be closed in the gradebook after two weeks

- o Parents can keep up on late and missing assignments by checking their child's account in Infinite Campus.

- **A two-week time frame for reassessment of any summative grades**

- o All students have the opportunity to retake any assessments that were summative grades to improve their scores and show mastery on specific skills and standards
- o Any retakes must be scheduled with/by the teacher
- o Students should practice the skills they missed and make corrections to the mistakes they made on the first assessment prior to scheduling a retake with the teacher
- o Alternate assessments will be utilized for any retakes and will be structured with the same level of rigor as the original assessment

Progress reports will be available on Infinite Campus at the end of each month, beginning in September. Please check your child's Infinite Campus account each month for their current progress report. If you have any questions, please feel free to reach out to your child's teacher.

Thank you for your time and support in your child's education.

# **William Wright Elementary School**

## **Student Handbook Signature Page**

### **2025-2026**

This handbook has been designed to give parents/guardians a brief description of the expectations of William Wright Elementary School. It should be used as a quick reference guide and will answer many questions for you about the school.

The handbook *does not contain* every rule, procedure, activity, or program, but is simply meant to be a general guide. It is, however, meant for each and every parent/guardian of a student attending William Wright to read and share it with the student.

After reading through the handbook with your child or children, please sign this signature page and have the student return it to the classroom teacher.

Your signature below indicates your possession of the handbook, as well as, familiarity with the information and content described within the handbook.

Thank you, and we look forward to a great school year.

I am signing this handbook signature page to acknowledge that:

1. I have read and understood the information and content in this handbook and have reviewed it with my child or children.
2. I understand that if my child is RPC'd or suspended from William Wright Elementary School, at any time, for any reason, he/she might not be allowed to participate in the special activities offered by the administration.

Parent Signature \_\_\_\_\_

Student Signature \_\_\_\_\_

Name of Homeroom Teacher \_\_\_\_\_