

WRIGHTWOOD



RACCOONS

PARENT  
INFORMATION  
BOOK

2010 - 2011

Dear Parents and Guardians,

We are happy to welcome you and your family to our wonderful mountain school. We have prepared this on-line handbook as a reference tool that you may read together with your youngsters and then reference for questions that may come up throughout the school year. Remember to visit the school's website often for updated information and calendars.

Snowline Joint Unified School District's vision statement is "Learning for All, Whatever It Takes." Our school's mission statement is "Wrightwood Elementary School, Where Everyone Succeeds." Our experienced staff is dedicated to providing every child with the best educational opportunity possible. We realize the importance of developing an effective communication between parents and teachers.

I welcome your suggestions and solicit your membership in the Parent Teacher Group. Should you have any questions about any aspects of the school's program, please call me at (760) 249-5828. You may also e-mail me at [dale\\_levine@snowlineschools.com](mailto:dale_levine@snowlineschools.com).

Let's together have a great year!

Sincerely,

Dale C. Levine  
Principal

**WRIGHTWOOD ELEMENTARY SCHOOL  
BELL SCHEDULE**

PERIOD	GRADE 1	GRADE 2	GRADE 3	GRADE 4	GRADE 5
Class	8:05 - 9:35	8:05 - 9:35	8:05 - 9:35	8:05 - 9:50	8:05 - 9:50
Nutrition	9:35 - 9:50	9:35 - 9:50	9:35 - 9:50	9:50 - 10:05	9:50 - 10:05
Class	9:50 - 11:00	9:50 - 11:00	9:50 - 11:00	10:05 - 11:25	10:05 - 11:25
Recess	11:00 - 11:10	11:00 - 11:10	11:00 - 11:10		
Class	11:10 - 11:50	11:10 - 11:50	11:10 - 11:50		
Lunch	11:50 - 12:35	11:50 - 12:35	11:50 - 12:35	11:25 - 12:10	11:25 - 12:10
Class	12:35 - 1:40	12:35 - 1:40	12:35 - 1:40	12:10 - 1:40	12:10 - 1:40
Recess	1:40 - 1:55	1:40 - 1:55	1:40 - 1:55	1:40 - 1:55	1:40 - 1:55
Class	1:55 - 2:50	1:55 - 2:50	1:55 - 2:50	1:55 - 2:50	1:55 - 2:50

**KINDERGARTEN SCHEDULE**

AM Class	8:05 - 11:25	PM Class	11:30 - 2:50
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**MINIMUM DAY SCHEDULE**

PERIOD	GRADE 1	GRADE 2	GRADE 3	GRADE 4	GRADE 5
Class	8:05 - 9:35	8:05 - 9:35	8:05 - 9:35	8:05 - 9:50	8:05 - 9:50
Nutrition	9:35 - 9:50	9:35 - 9:50	9:35 - 9:50	9:50 - 10:05	9:50 - 10:05
Class	9:50 - 11:50	9:50 - 11:50	9:50 - 11:50	10:05 - 11:25	10:05 - 11:25
Lunch	11:50 - 12:35	11:50 - 12:35	11:50 - 12:35	11:25 - 12:10	11:25 - 12:10
Class	12:35 - 12:45	12:35 - 12:45	12:35 - 12:45	12:10 - 12:45	12:10 - 12:45

**KINDERGARTEN MINIMUM DAY SCHEDULE**

AM Class	8:05 - 11:25	PM Class	11:30 - 2:50
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# WRIGHTWOOD ELEMENTARY SCHOOL

August 12, 2010

Dear Parents:

The following are lists of suggested supplies for each grade level. These are not required items, but with your help if they can be provided, we will have money to spend on instructional materials.

## **STUDENT SUPPLIES**

### **KINDERGARTEN**

1. 2 box small crayola crayons - 16
2. 1 dozen #2 pencils (yellow only)
3. 24 glue sticks
4. 2 pack Pink Pearl erasers
5. 1 large container hand wipes
6. 1 box white unscented Kleenex - Large
7. **EMERGENCY FOOD PACKET**

9.

### **FIRST**

1. 36 # 2 pencils (Dixon Ticonderoga brand please)
2. 4 large erasers 12.
3. 3 boxes white unscented Kleenex - Large 13.
4. 16 medium size crayons
5. 12 glue sticks 15.
6. 1 pair scissors (Fiscars)
7. 1 bottle of hand sanitizer and hand soap
8. 1 package water-based markers - 8 pc. Box
9. 1 large Clorox wipes container
10. **EMERGENCY FOOD PACKET**

### **SECOND – (ALL SUPPLIES ARE SHARED)**

1. 36 # 2 pencils (Dixon Ticonderoga or Paper mate)
2. 1 box of crayons - 16 size (replenish as needed)
3. 4 large pink erasers 7.
4. 4 boxes white unscented tissues 8.
5. 1 medium Elmer's white glue
6. 12 glue sticks (6 in Sept. and 6 in Feb.)
7. 1 pair scissors (Fiscars)
8. 1 box colored pencils 16 piece size
9. 2 bottle of soft soap
10. 1 large Clorox wipes container
11. 1 bottle of hand sanitizer
12. 1 package water-based markers - 8 pc. Box
13. **NO MECHANICAL PENCILS OR INK PENS**
14. **NO SPIRAL NOTEBOOKS OR POCKETFOLDERS**
15. 1 Water bottle with name
16. Dry Erase Markers for the classroom
17. **EMERGENCY FOOD PACKET**  
**PLEASE GIVE ALL SUPPLIES TO  
TEACHER 1ST DAY OF SCHOOL.**

### **THIRD**

1. 2 boxes white unscented Kleenex - Large
2. 2 box crayons, pack of 16
3. 36 - #2 yellow pencils **ALREADY SHARPENED**
4. 4 large pencil erasers
5. Scissors, pointed ends
6. 2 medium Elmer's white glue
7. 6 glue sticks
8. 4 72-page wide-ruled spiral notebook (Target has them really Cheap)  
2 pocket folder
10. 1 Water bottle labeled with name up to one liter in size
11. **No Binders, Trappers or Gel Pens**  
Colored pencils  
2 container Clorox wet wipes
14. 2 container Diaper wipes  
**EMERGENCY FOOD PACKET**

### **FOURTH**

1. 36 #2 pencils as needed throughout the year  
(No Mechanical Pencils)
2. 3 large erasers
3. 1 box crayons
4. 3 - 4 box white unscented Kleenex - Large
5. 4 glue sticks
6. 1 mead composition book  
Colored pencils  
2 highlighters
9. Scissors, pointed ends
10. 3 red pens
11. 4 Spiral notebooks (wide-ruled) non-perforated
12. 1 Personal pencil sharpener with cover
13. 1 large container of Clorox wipes
14. 1 container of Diaper wipes
15. 1 pocket folder for homework
16. **No Binders, Trappers or Gel Pens**
17. **EMERGENCY FOOD PACKET**

### **FIFTH**

1. 3 - dozen #2 pencils already sharpened
2. 4 - erasers
3. Scissors, pointed ends
4. 3 - 4 large boxes of white unscented Kleenex
5. Standard/Metric ruler wood or plastic
6. Colored pencils
7. 1 - package of red pens or pencils
8. 3 - 4 reams lined paper (not spiral-bound)
9. 4 - glue sticks
10. 4 - 70 page spiral notebooks (wide-ruled)  
red, blue, yellow, non-perforated
11. Protractor
12. Compass
13. Personal pencil sharpener with cover
14. 1 - Pocket folder for homework
15. 3 - 3 brad/pocket folders
16. 1 large Clorox wipes container
17. 1 container of Diaper wipes
18. **No Trappers**
19. **EMERGENCY FOOD PACKET**



## **PLAYGROUND/ADULT SUPERVISION**

The school provides adult supervision during the school days beginning at 7:50 a.m. **CHILDREN SHOULD NOT ARRIVE AT SCHOOL BEFORE THAT TIME.** Except for bus supervision from 2:50 until 3:05 p.m., there is no after-school supervision. Children playing on the school grounds after 3:05 p.m. do so at their own risk. Preschool age children and other minors visiting our community are not allowed on playgrounds or playground equipment during school hours. Playgrounds and equipment are available for the sole use of Wrightwood Elementary students during school hours.

## **ATTENDANCE**

Regular and prompt school attendance is crucial for a student's success in school. If it is necessary for a student to be absent, please call the school on the day of the absence to verify. If it is not possible to call the school office, it is required that a note be sent the following day to excuse the absence. Each time a student is absent, he/she must report to the office before returning to class in order to obtain a readmit slip. Students who are late, must report to the office for a tardy slip.

Students are to remain on campus during the school day. This means that students are not permitted to leave campus from the time they arrive until the end of the regularly scheduled school day. If it is necessary for a student to leave campus for medical appointments, personal family business, or for illness, the parent (or a designated responsible party listed on the emergency card) must come into the office and sign the student out before 2:25 p.m. Please do not go to your student's class to remove them, as this may cause a disruption in the teaching and learning process. Students will be called to the office where they meet their parents. For your child's safety, we ask that you not instruct your child to meet you in the parking area.

**ALL STUDENTS ARE CHECKED-OUT IN THE OFFICE. A STUDENT WILL NOT BE RELEASED WITHOUT A PARENT SIGNATURE AND VALID I.D.**

## **SKI PROGRAM**

The PTG has a winter ski program for first through fifth grade students. Information on this program will be sent home prior to winter break. It is the responsibility of the parent to arrange for children to be checked out of school and transported to the ski slopes.

## **INCLEMENT WEATHER AND EMERGENCY CONDITIONS AND PROCEDURES**

Please refer to the Snowline School District letter in the first week packet for information.

## **EMERGENCY CARDS**

It is very important that we keep our emergency cards current. Be sure to notify the school promptly of any information changes which should be noted. Please list the responsible persons carefully as we can legally release your child to only those people listed on your emergency card.

## **HEALTH SERVICES**

The district is required by state law to ensure that all students enrolled in school have all required immunizations. Entering kindergarten and first graders are also required to have a physical examination.

Should your child have a medical emergency, the school will first try to notify the parent. If it is not possible to reach the parent, or if the emergency requires more immediate extensive aid, the paramedics will be called, and the child will be transported to the hospital or medical facility indicated on the emergency card.

## **MEDICATION**

Administration of medication for a child during the school day may be done at the school office under detailed instructions, but only upon written parental consent. **ALL MEDICATIONS MUST BE KEPT IN THE SCHOOL OFFICE.**

## **FOOD SERVICES**

Wrightwood Elementary School offers a hot lunch program to all children. Lunches are \$2.00 and may be purchased on a daily basis before school in the auditorium. A lunch menu is sent home at the beginning of each month to help in planning your school lunch purchases.

A free and reduced lunch program is provided for qualifying families. It is necessary to file a free/reduced lunch form each school year for this program. If you have more than one student in the Snowline District, only one form must be filled out and approved; however, please notify each school that a form is on file.

## **SCHOOL VISITATION**

We ask that parents always check into the school office whenever school business is to be conducted. The secretaries will be happy to call your student out of class, take your request for homework, or make an appointment to see a teacher. You are always welcome to visit your child's class, but we request that you sign in at the office first.

## **STUDENT INSURANCE**

The district **DOES NOT** provide a student accident policy for your child. We do, however, provide a low cost policy that can be handled between you and the insurance company.

## **TRANSPORTATION**

Bus transportation is provided for all children living more than one mile from school. Children will be picked up at designated bus stops only. Under snow conditions, all stops will be on Highway 2 only. If your child is to ride the bus to another child's home, he/she must have a note and a phone call to transportation (868-6739) before being allowed to do so. All discipline issues which are bus-related will be handled by the transportation department. You may call the number listed above if you have concerns of this nature.

## **BIKES/SKATEBOARDS/ROLLER SKATES/ROLLER BLADES**

Bicycles must be parked and individually locked in the bike rack. The school is not responsible for damage or theft while bicycles are parked in the rack. Bikes may not be ridden on campus. **PLEASE REVIEW THESE RULES WITH YOUR CHILD SHOULD BIKE TRANSPORTATION BE CONSIDERED.**

Skateboards, roller skates, and roller blades are **NOT** allowed on campus. Such equipment may be confiscated by the Snowline Joint Unified School District Police Department. We will contact the schools of older students who ignore this rule.

## **PARENT VOLUNTEERS**

Each year parent volunteers contribute many hours of their time as classroom aides, home aides and community resource volunteers. Both teachers and students look forward to their assistance. Wrightwood School is constantly seeking parents who wish to contribute their time and skills.

Under the direction of a teacher, volunteers may work with an individual student or a group of students in reading, language skills, math, art, or other classroom activities. They may assist in preparing materials as requested by the teacher. Volunteers may offer to perform services for the school in their home. They may be called upon to prepare bulletin board materials, type, prepare learning materials, etc. Community resource volunteers are individuals who have a special talent, profession, job or travel knowledge that would be of educational value to the students.

To be a parent volunteer requires no special talents - just the desire to help. Contact the school office and you will be assigned the type of work you would like to perform.

## **SPECIAL STUDENT RECOGNITIONS**

Achievement Awards: The staff at Wrightwood School believes strongly in positive reinforcement as a means to promote good citizenship and strong academic skills. Students from each class will be presented awards to be given out during the monthly Achievement Awards assemblies. Parents of those students selected will be invited to attend the monthly awards assembly.

Academic Awards: Fourth and fifth grade students are eligible for two academic awards. The “Principal’s Award” is given to those students who have all “4s” in the three core areas on their report card. “Honor Roll” certificates are awarded to those students earning all “3s” and an 85% in the core areas on their report card.

Attendance Awards: “Trimester Perfect Attendance” awards will be given to those students who attend each day during a trimester and have no tardies or early checkouts. “Perfect Attendance” awards are given to students who meet the criteria for the entire year.

## **FIELD STUDIES**

Throughout the school year, classes leave the campus during the school day for activities which are sponsored by the school. Leaving campus is considered a student privilege, not a right, and there may be some occasions that students will be asked to remain at school.

## **REVIEW OF WRITTEN RECORDS**

Parents may review their student's cumulative record file if they so desire. The principal will see that explanations and interpretations are provided if requested. Parents may receive a copy of any information in the record at a reasonable cost per page.

## **REPORT CARDS AND PROGRESS REPORTS**

Report cards are prepared three times a year at the end of each trimester. In order to keep parents informed of their student's progress, teachers may choose to send progress reports halfway through each trimester.

## **PARENT CONFERENCES**

Parent conferences are held twice yearly. Mandatory conferences are scheduled at the end of the first trimester. Voluntary conferences are held at the end of the second trimester. We encourage parents to contact the school office any time they would like to schedule a meeting with a teacher. We ask that you respect our teachers' privacy and not call them at home.

## **DISCIPLINE**

A fair, firm, and consistently enforced discipline policy is one of the cornerstones of an effective school. We take seriously our responsibility to communicate to the students expected behaviors we feel they can follow.

The staff at Wrightwood Elementary follows our Positive Behavioral Interventions and Supports program in order to guarantee your child, and all the students in our classrooms, the excellent learning climate they deserve. This program includes a series of progressively serious consequences for playground and classroom infractions. Repeated violations and more serious behaviors are handled by the principal.

If a student is referred to the office for disciplinary action, the principal will contact a parent by phone or letter and will assign the student an appropriate consequence. The following infractions are legal grounds for suspension or expulsion from school. A complete listing of behaviors which are grounds for suspension/expulsion may be obtained from the school office.

**ACTS OF DEFIANCE OR VULGARITY** - Student acts of defiance or vulgarity against a teacher or any adult authority such as secretaries, custodians, bus drivers, campus supervisors, etc., either by language or action will be referred to the administration for appropriate action.

**FIGHTING ON CAMPUS** - Any student who provokes or participates in a fight on campus or during a school related activity is subject to disciplinary action. Fighting or attempting to cause injury to another student could result in suspension. Ninja - type fighting is not allowed.

**ALCOHOL-NARCOTICS DANGEROUS DRUGS DRUG PARAPHERNALIA** - Board Regulation #5114: Any student in possession, under the influence of, or attempting to sell a controlled substance, alcoholic beverage, or intoxicant of any kind will be recommended for expulsion from the Snowline Joint Unified School District on the **first** offense. This regulation includes the possession of any drug paraphernalia and any look alike drugs. The Board of Trustees will make the final decision as to the student's status in the district.

**FIREWORKS/DANGEROUS OBJECTS** - The possession of dangerous objects such as knives, dartguns, etc. or discharge of fireworks of any kind is absolutely prohibited by city and county ordinance. Possession or discharge of fireworks by a student will result in appropriate disciplinary action which may result in suspension or expulsion from school.

**VANDALISM** - Students may be suspended or recommended for expulsion for causing or attempting to cause damage to school or private property.

**TOBACCO-FREE POLICY** – All Snowline School District campus and sites have a No Smoking – Tobacco Free Policy. This is in compliance with Health and Safety Code Sections 104420 and with the requirements of Tobacco Use Prevention Education. This policy applies to all students, employees, parents, and community members at any time, at any event held on any Snowline property. Students in violation of this policy will be subject to disciplinary action.

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Any student engaging in tagging, graffiti, or vandalism of school property will be recommended for expulsion from the schools of the Snowline School District.

Wrightwood Elementary is a community where everyone has the opportunity to learn, grow, and succeed. Students are given life-long learning skills – how to be respectful, responsible, and safe.



## RACCOONS ARE:

	<b>Respectful</b>	<b>Responsible</b>	<b>Safe</b>
<b>Hallways &amp; Walkways</b>	<ul style="list-style-type: none"> <li>➤ Follow adult directions</li> <li>➤ Use inside voice</li> <li>➤ Use kind words</li> </ul>	<ul style="list-style-type: none"> <li>➤ Follow school rules</li> <li>➤ Keep campus clean</li> <li>➤ Stay in designated areas</li> </ul>	<ul style="list-style-type: none"> <li>➤ Keep hands and feet to yourself</li> <li>➤ Walk at all times</li> </ul>
<b>Cafeteria</b>	<ul style="list-style-type: none"> <li>➤ Follow adult directions</li> <li>➤ Use inside voice</li> <li>➤ Use kind words</li> </ul>	<ul style="list-style-type: none"> <li>➤ Eat your own lunch</li> <li>➤ Leave area clean</li> </ul>	<ul style="list-style-type: none"> <li>➤ Keep hands and feet to yourself</li> <li>➤ Walk at all times</li> </ul>
<b>Office &amp; Nurse</b>	<ul style="list-style-type: none"> <li>➤ Be courteous and patient</li> <li>➤ Give people privacy</li> <li>➤ Use inside voice</li> </ul>	<ul style="list-style-type: none"> <li>➤ Show your pass</li> </ul>	<ul style="list-style-type: none"> <li>➤ Follow adult directions</li> </ul>
<b>Arrival and Departures</b>	<ul style="list-style-type: none"> <li>➤ Use kind words</li> </ul>	<ul style="list-style-type: none"> <li>➤ Stay in designated areas</li> </ul>	<ul style="list-style-type: none"> <li>➤ Keep hands and feet to yourself</li> <li>➤ Walk at all times</li> <li>➤ Wait for duty before playing</li> </ul>
<b>Restrooms</b>	<ul style="list-style-type: none"> <li>➤ Give people privacy</li> <li>➤ Use inside voice</li> </ul>	<ul style="list-style-type: none"> <li>➤ Flush toilets after use</li> <li>➤ Keep restrooms clean</li> <li>➤ Return promptly</li> <li>➤ Let an adult know if there is a problem</li> </ul>	<ul style="list-style-type: none"> <li>➤ Keep your feet on the floor</li> <li>➤ Wash your hands with soap</li> <li>➤ Keep water in the sink</li> </ul>
<b>Field &amp; Playground</b>	<ul style="list-style-type: none"> <li>➤ Include everyone</li> <li>➤ Play fairly</li> <li>➤ Take turns</li> <li>➤ Use kind words</li> </ul>	<ul style="list-style-type: none"> <li>➤ Follow game rules</li> <li>➤ Stay in designated areas</li> <li>➤ Use equipment correctly</li> <li>➤ Return equipment</li> </ul>	<ul style="list-style-type: none"> <li>➤ Keep hands and feet to yourself</li> </ul>

**Build Assets in Kids:**

## **25 Ways to Show You Care**

- 1. Notice them**
- 2. Ask them about themselves**
- 3. Be yourself**
- 4. Cheer their accomplishments**
- 5. Go places together**
- 6. Introduce them to new experiences**
- 7. Expect their best; don't expect perfection**
- 8. Catch them doing something right**
- 9. Laugh at their jokes**
- 10. Suggest better behaviors when they act out**
- 11. Hug them**
- 12. Be curious with them**
- 13. Play outside together**
- 14. Delight in their discoveries**
- 15. Be available**
- 16. Create a safe, open environment**
- 17. Daydream with them**
- 18. Make decision together**
- 19. Magnify their magnificence**
- 20. Build something together**
- 21. Let them make mistakes**
- 22. Inspire their creativity**
- 23. Invite them over for juice**
- 24. Listen to their favorite music with them**
- 25. Love them, no matter what**