Wright Middle School
2018-2019
School Supplement to the District Policy Guide
Dear Parents and Students,

Wright Middle School is a place where students will have the opportunity to grow and flourish to become actively involved citizens in their community. Our magnet, which is focused on social action, provides our students the opportunity to have an impact on positive change and create a just society.

This policy guide will give students and families important information about James C. Wright Middle School. You are encouraged to use the information as an opportunity to discuss the school philosophy and expectations.

The Wright staff is committed to each student’s personal and intellectual growth. As partners in the Wright Middle School family, students are expected to demonstrate responsibility and discipline; families are asked to take an active role in creating a school culture that reflects respect, emotional and physical safety, and support.

The rules and procedures in the policy guide are necessary to achieve a positive learning environment for all students. Please read them carefully and feel free to contact me with any questions or concerns. I can be reached by email at acrawford@madison.k12.wi.us or by telephone at 204-1340.

Students, staff, family and community are important components in making Wright a great school. I look forward to working with you to continue developing Wright’s mission of providing excellence in middle level education.

Sincerely,

Dr. Angie Hicks
Principal

About our school
Wright is unique due to its “magnet agreement” between our school and the school board. The Madison Board of Education has agreed to limit enrollment at Wright to 255 students and academic class size to 22 pupils per teacher.

In exchange, our school has agreed to:

- Provide a supportive learning environment for all children which provides opportunities for academic success
- Provide a social action curriculum focus
- Involve parents, teachers and community members in shared decision-making
**Telephone**
OFFICE: (608) 204-1340  
FAX: (608) 204-0547  
ATTENDANCE / SAFE ARRIVAL: (608) 204-1348

**Address**
1717 Fish Hatchery Rd  
Madison, WI 53713

**Web address**
https://wright.madison.k12.wi.us  
facebook.com/MMSDWright

**School mission statement**
The mission of James C. Wright Middle School is to prepare our students to become connected and engaged for positive change in their lives and in the community. We, at James C. Wright, believe our students can be taught to recognize injustice, research for better understanding, and plan for action to make a difference in their society. Wright philosophy is to work from the inside out by building resiliency and self-efficacy in students to empower them to enact these changes. Educators, students, families, and community members will be steadfast in their work towards closing the achievement gap and ensuring students have the skills necessary to effectively support our mission.

Wright Middle School will empower students to find their voice in advocating for change to assure a just society. In preparation, the James C. Wright community is committed to do whatever it takes, every day, to ensure that every student achieves at high levels.

James C. Wright students will be:

- critical thinkers
- effective communicators and collaborators
- life-long learners
- self-aware and self-advocates
- resilient
- connected and engaged with the community

This will be accomplished through:

- a staff commitment to ongoing professional development to increase the understanding of adolescent learning;
- the involvement of students in their own learning;
- the recruitment and retention of a diverse, exemplary staff; and
- partnerships with families, businesses and educational, cultural and community resources.
Key Policies and Guidelines

Childcare/after-school information
Through MSCR, Wright Middle School provides numerous after-school, evening, weekend and extended year programs for J.C. Wright youth, families and community members. Throughout the school year our CLC coordinator will contact families regarding activities and programming. The CLC coordinator can also be contacted at 204-1340 if parents or guardians have special skills or expertise they would like to share with our students.

Emergency situation procedures
Fire drills, lock downs, tornado drills -- To prepare staff and students in the event of an emergency, drills are conducted in the fall, spring and monthly.

Safety plans -- Every classroom has an Emergency Procedures pamphlet, which provides directions on responding to a variety of emergencies that may be encountered at the school.

School entrances/access -- Entrance will be restricted to one main door.

Traffic safety
To avoid traffic congestion in our parking lot, please utilize the roundabout drop off located at the back of the school near the playground to drop off and pick up your child at the beginning and end of the day. During the school day, use the main entrance.

Transportation
Madison Metro Transit provides transportation to and from school. An additional yellow bus is also available. A late Metro bus provides transportation at 4:10 and MSCR provides a yellow bus for events that last until 5:15. Bus transportation is a privilege -- not a right -- and is considered a part of the school day.

The school is not responsible for damage or theft of parts when bicycles are parked on school grounds. Skateboards are not allowed at school.

Supervision of the building and grounds
Wright’s playground is supervised before school starting at 7:48am. The door by the playground will open and students should arrive between 7:48 and 8:08. Breakfast will not be served after 8:10 so students will get to class by 8:15. After school, the playground is not supervised. Students should either be out of the building or in an after-school club by 3:31pm. Students must use hall passes while participating in after-school activities.

School fees
It is the policy of the Board of Education to waive the payment of part or all of student fees if the student’s parent/guardian demonstrates an inability to pay such fees.

Fee Waiver/Reduction request forms are available at all schools, and may be completed by the parent/guardian each school year in which a waiver or fee reduction is requested. Fees for locks and the planners cannot be waived.
Field trips
Field trips are essential to the educational program, and all students are expected to participate. Parents/legal guardians will receive written notification in advance about field trips and should take care to sign all forms and send money to school if requested. Parents/legal guardians should contact the school office if payment creates a hardship. When riding a school bus as part of a field trip, students are expected to obey all rules governing school bus transportation.

School breakfast / lunch
A federal grant supplies all Wright students, regardless of income, with a free breakfast and lunch. Breakfast includes a selection of tasty, healthy foods: cereal, yogurt, granola bars, fruit, fresh bread and rolls, juice, milk, etc. Lunch includes a choice of several entrées and a choice of fruit, vegetables, and milk. If your student has specific dietary restrictions please contact our school nurse who will work with you and our eatery staff to meet your needs.

Releasing children from school during the day
A student who needs to leave school for any reason during the school day must bring a note from a parent/guardian indicating the time to be excused and the reason for the excuse. The student must take the note to the main office before school so that they can obtain an “Outside Permit.” Board policy states students should only be excused upon the request of parents or guardians. Parents must come to the office to sign the student out. You may be asked for identification to verify your relationship. Students must check in at the main office upon returning to school regardless of the time.

Anti-bullying
Wright is a community that doesn’t tolerate bullying. We encourage students to take a part in advocating for themselves and others by reporting known bullying. We support and assist the person being bullied, providing students with tools to become empowered and overcome the negative effects of bullying, and we also intervene with the student who engages in bullying behavior to ensure the bullying behavior stops by teaching communication and empathy, communicating with parents and providing appropriate, gradual discipline.

Wright Middle School Uniform Code and Policy
The uniform is mandatory for all scholars. Scholars in uniforms are expected to exemplify the school philosophy and mission. Scholars must be in complete uniforms when entering the building and at all times during the school day. Scholars that have attire that is inappropriate, distracting, or inconsistent with school policy will visit the Wright Middle School Uniform Resource Room (this room serves as an area designated to service Wright scholars with uniform needs) to pick up a loaner item(s) for the day.

Permissible uniform items
- Royal blue, black or white polo or button down shirts - short sleeve or long
- Black or khaki pants
- Black or khaki skirts, skorts and dresses
- Black or royal blue cardigan, vest, or v-neck sweater
- Black or royal blue fleece
- Black or khaki shorts
- Black or brown belt must be worn
- Solid black, solid brown or solid white shoes
- Black, white or brown leggings or tights may be worn with appropriate uniform attire
- Shoe heels 2 inches or less
- Skirts, dresses and shorts no more than 3 inches above knee

Impermissible uniform items
- Sleeveless shirts
- Tank tops, tube tops, halter tops and spaghetti straps
- Warm up jackets
- Denim
• Graphic shirts
• Any shirts other than solid royal blue, black or white
• Any hooded attire

Optional Wear
• All Wright Scholars may wear sweaters that are black, white or royal cardigan, v-neck or vest and free of logo expressions
• Wright Scholar Parents will have the option to purchase all optional attire at the preferred selected vendor, but are not required to

Additional Uniform Information
• During inclement weather, Scholars may wear their winter boots to and from their lockers before and after school only
• Uniform tops may be button down or polo without any name brands or logos other than JC Wright
• Any Scholar that comes to school out of school uniform will be given a loaner item for the day from the Wright Middle School Uniform Resource Room; this option will be addressed on a case by case basis by the Principal or designated staff personnel
• Wright Scholars will be allowed to wear special clothing attire in the building during school hours under the approval of the Principal or designated staff personnel for special programming or activities supervised by teacher or staff members
• Wright Scholars may wear approved head attire as designated by the Principal for religious reasons

In an effort to streamline the professional spirit behind the Wright Middle School Dress Code, the following rules will apply:

All scholars may not wear the following:
• Any hair or face accessories that are deemed to be harmful or representative of outside gangs or other inappropriate affiliations in the school
• Designs in the eyebrows
• Sunglasses
• Untucked shirts
• Sagging pants

Inquiries
• All parent inquiries will be addressed by the Principal or designated staff

Gym Uniforms
• Scholars will only be allowed to wear physical education uniforms during gym class
• Physical education attire can be black or blue shirts, shorts or sweatpants can be worn without logos
• Any solid black or solid white athletic shoe will be permissible in gym
• Scholars will be given a 3-4 minutes to properly change into and out of uniforms
• Designated school staff will supervise scholar dressing rooms

Family engagement
All parents and family members are encouraged and expected to be active participants at Wright. Parents/guardians of Wright students are required to be involved and commit to 8 volunteer hours during the school year. Wright’s parent group provides opportunities for parents/legal guardians to participate actively in their children’s school. Through their involvement parents/legal guardians can become better informed about, and can influence and gather community support for local school programs and policies.

Parent/teacher conferences
Wright families are required to participate in at least 1 conference per school year and are typically held in November. Families will be contacted by your student’s teacher with the date and time of the conference. There are also conferences in February for students that are in need of additional support to maintain continued success in their education and personal growth and development.
Electronic devices
Students are permitted to possess a cellular phone, personal digital assistant, personal music/video/gaming device, camera or other personal electronic device with communications functions or the capability to capture/record voice or image information, provided that the device remains stored, powered off and unused throughout the entirety of the school day. Any headphone, ear piece, or similar equipment associated with a device shall also be stored and not worn. Pupils who possess a device do so at their own risk to possible loss, damage or liability. Furthermore, if a student is in possession of an electronic device during the school day and it is seen, heard or in use, the device will be confiscated and brought to the office where a parent will be required to pick it up during school hours. Finally, if there are times when you feel it is important to contact your student during the school day, please contact the school office and refrain from texting your student as this is a distraction to your student as well as other students in the classroom. We will be happy to get the message to your student in a timely manner.

Student personal property
All personal items are to be stored in a student’s locked locker. School will not be responsible for lost or stolen items. Students should not share lockers or locker combinations with the exception of their gym locker.

Every article found should be turned in to the main office immediately. Those who have lost articles should check in the main office or in the lost and found bin located in the hallway outside of the main office. Monthly unclaimed articles will be donated to charity.

School Improvement Planning
Wright School Improvement Planning (SIP) enlists the participation of the school community along with parents. The school goals and action plans for implementation are identified.

Student support services
The student support services staff includes a social worker, a psychologist and a school counselor who are available to all students. These services focus on social, emotional and behavioral issues that may interfere with a student’s ability to learn.

A school nurse or nurse’s assistant is available to perform a number of health-related services including administration of medication during the school day, hearing and vision screening, caring for sick or injured students and assistance in finding health care.

Behavior
In order for Wright Middle School to be a positive place, appropriate behavior is necessary and expected. With the support of parents/guardians, staff will respond to misbehaviors in a respectful manner which helps students develop the ability to be self-disciplined. When students do not meet the behavior expectations set for them, staff respond to inappropriate behavior with progressive discipline that include interventions, actions which provide opportunities for instruction and actions that are typically viewed as consequences.

Find more information in the district policy guide, found at www.mmsd.org/policy-guide.