



## **Weldon Valley Elementary School Handbook 2011–2012**

### **EDUCATIONAL PHILOSOPHY AND SCHOOL DISTRICT MISSION:**

Weldon Valley School District RE-20J believes that, "All people are capable of Learning. Weldon Valley School District will prepare all students to be the best they can be in a changing world."

It is the purpose of education in Weldon Valley School District to educate all students in a nurturing, challenging, and mentally and physically safe environment. All students will have been offered the opportunity to obtain the basic knowledge, basic skills, self-confidence and motivation to continue to grow toward their full potential.

"We will know our mission has been achieved when all our students utilize the opportunities offered and become responsible individuals who exhibit:

#### **Basic Knowledge-**

1. Math concepts and processes
2. Cultural, scientific and tech- no logical literacy
3. Written and oral expression and active listening

#### **Basic Skills-**

1. Critical thinking, problem-solving and decision-making skills, and intellectual curiosity
2. Creative expression
3. Original ideas that are intelligent, creative and practical and use leadership and group skills to develop and maintain both personal and organizational relationships
4. Ability to gather process and communicate information

#### **Self Confidence –**

1. Physical and emotional well being
2. Self-esteem and respect of others
3. Take responsibility for their actions and use positive values and attitudes to create a positive future.

#### **Motivation –**

1. Set goals and priorities that creates options for their future
2. Contribute time, energy and talent that encourage thoughtful inquiry, stimulates excitement and growth and learning and fosters innovation.

"Our mission outcomes are best achieved through caring interaction and cooperation among students, educators, parents and other members of the community."

### **EQUAL EDUCATIONAL OPPORTUNITIES /NON COMPLIANCE DISCLAIMER**

Every student of Weldon Valley School District RE-20J shall have equal educational opportunities regardless of race, color, sex, religion, national origin, marital status, disability or handicap. Further, no student shall on the basis of sex be excluded from participating in, be denied benefits of, or be subject to discrimination under any educational program or activity conducted by the district. The Board of Education has designated the superintendent as the responsible employee to coordinate school district compliance with Title IX/ Section 504 of the Rehabilitation and their administrative regulations. The Superintendent will serve as the Title IX compliance officer. There is a grievance procedure for students who wish to file a grievance for discrimination concerns. Inquires concerning discrimination should be directed to the superintendent.

### **ABSENCES:**

One criteria of a student's success in school is regular and punctual attendance. Frequent absences and tardiness may lead to poor academic work, lack of social development and possible academic failure. Excessive absences may also result in retention. When a student is absent or tardy, the parent/guardian should contact the school (970-645-2411) before 8:30 a.m. so we can account for every absent or tardy student. If a student requests to leave during the school day, whether for illness, scheduled appointments or other approved reasons, parent permission is required. Any student leaving school during school hours **MUST** have written permission to do so signed by a parent/guardian or office confirmed permission. All students approved to leave school must sign out through the main office and check in at the office upon their return to obtain an admit slip.

**Excused Absences-** The following shall be considered excused absences: 1. A student who is temporarily ill or injured or whose absence is approved by the administrator of the school attendance on a prearranged basis. Prearranged absences shall be

approved for appointments or circumstances of a *serious nature only*, which cannot be taken care of outside of school hours. Written requests are required for pre-arranged absences. 2. A student who is absent for extended period due to physical, mental or emotional disability. 3. A student who is pursuing a work-study program under the supervision of the school. 4. A student who is attending any school-sponsored activity or activities of an educational nature with advance approval by the administration. These absences are coded as "Activity Absences." The school may require suitable proof regarding the above exceptions, including written statements from medical sources.

**Unexcused Absences/Truancy-** An unexcused absence is defined as an absence that is not covered by the excused absences definitions. Each unexcused absence shall be entered on the student's record. The parents/guardians of the student receiving an unexcused absence shall be notified orally or in writing by the district of the unexcused absence. The parent/guardian of a student truant for the first time will be notified as soon as possible by school authorities and the student will be placed on Level II of the discipline code. A second truancy/unexcused absence results in a Level III violation.

**Tardiness** –Tardiness is defined as the appearance of a student without proper excuse after the scheduled time that a class begins. (Late arrival of buses and/or participation in a school activity is excluded.) A student detained by another teacher or administrator shall not be considered tardy provided that the teacher or administrator gives the student a pass to enter the next class. Parent conferences will be held with the parents of students who display excessive tardiness.

**Make-up Work-** If a student knows in advance that they will be absent from school for a school activity or approved absence, they should obtain their school assignments, in advance, if possible. If a student has Pre-Arranged Absence for one or more days, they should complete the Pre-Arranged Absence Form available in the office to obtain their assignments prior to leaving school. Make-up work shall be provided for any class in which a student has an excused absence unless otherwise determined by the building administrator. It is the responsibility of the student to pick up any make-up assignments permitted on the day returning to class. There shall be two days allowed for make-up work for each day of absence. Make-up work shall be allowed following an unexcused absence with the goal of providing the student an opportunity to keep up with the class and an incentive to attend school. However, this work will receive no or only partial credit at the discretion of the teacher, which is the consequence for an unexcused absence.

**Extra Curricular Activities-**To be eligible for extracurricular activities, including athletics, students must be in attendance at school for the entire school day in order to participate in any school sponsored activity that is conducted on that day. In cases of emergency or extenuating circumstances, the principal or designee may grant an exception to this limitation. If a student is being excused by a parent/guardian to attend a school sponsored activity or athletic event as a spectator, they must meet academic eligibility to be permitted to leave school during the day.

#### **ACADEMIC DISHONESTY:**

Cheating or plagiarism on assignments or tests is not acceptable. Those caught cheating, either by supplying, receiving or taking material, will receive an automatic zero for the assignment or test.

#### **ACCIDENTS:**

Any accident that causes injury to a student should be reported on an Accident Report Form, located in the office. Parents of the injured student will be called. If a parent cannot be reached, the student may be taken to the Emergency room at the hospital. All of this will be handled through the office.

#### **ACTIVITY BUS:**

All participants, spectators and students attending a district activity in a district vehicle who wish to return from the activity in a non-district vehicle may do so only after having their parent/guardian pre-arrange their return by writing the district office prior to the trip, giving the reason for that request and identifying the person who will be responsible for the student's return. If prearrangement is not made, students will be required to use district vehicles for their return, or return only with their parents.

#### **ACTIVITY SCHEDULING:**

If a student activity requires the use of schoolrooms, cafeteria, transportation or athletic facilities, the request will be made through the main office and Principal for approval. If the activity is approved it will be announced and placed on the master calendar. Activities and events are NOT to be advertised before approved.

#### **ASSEMBLIES:**

At all times, the behavior of students shall be refined and courteous. An indication of the quality of the school is the conduct of its student body. Each student is personally responsible for the impression made by the school as a whole. Students will sit with their teachers during assemblies.

#### **ATHLETIC PROGRAMS:**

Weldon Valley Elementary School students have a variety of opportunities for elementary students to participate in athletic programs. Some of the programs are sponsored by our school while others are sponsored by outside organizations in cooperation with our school. Programs include flag football, volleyball, basketball, soccer, baseball and softball. Additional opportunities such as contact football, gymnastics and wrestling are available through programs in neighboring towns.

In years of low enrollment in the junior high school, sixth grade students in good academic standing may be allowed to participate in junior high sports. This decision is made by the superintendent/athletic director on a year-by-year basis. It is the duty of all students who participate in junior high athletics to:

1. Obtain a proper physical examination by a physician as to the physical ability of the player to participate.
2. Have proper insurance coverage.

3. Agree to meet proper training rules and regulations as agreed upon by the coaches and the school administration.

**BREAKFAST PROGRAM:**

A good breakfast is one of the most important factors in enhancing learning in the classroom. The breakfast program at Weldon Valley School District offers a nutritious meal at the beginning of the school day. Breakfast is available from 7:30am to 7:45am each morning that school is in session. The cost for breakfast is \$1.00 for students in grades K-12 and \$1.35 for adults. If a student's family qualifies for the Free and Reduced Lunch Program, the student will also receive that benefit for breakfast meals.

**BUS RULES:**

1. Students are to be at the loading points when the bus arrives. Students who are to be away from the curb far enough to be out of the line of traffic and be in no danger of being struck by the bus when it makes it's scheduled stop.
2. Drivers will not wait for tardy students unless the driver can see the Student coming to the bus.
3. Students are not to save seats for other students and are to take their seats promptly after boarding the bus and remain seated until the destination is reached.
4. Students shall not leave their seat while the bus is in motion, nor shall they speak to the driver while the bus is in motion except in case of an emergency.
5. Eating or drinking is not permitted on the bus.
6. Students are not to open or close windows on the bus except when asked to do so by the driver, or tamper with the emergency doors or any part of the bus equipment. Students are not allowed to throw anything out of the window and are to keep their hands, arms and heads inside the window at all times. Students should not shout out the window.
7. The aisle of the bus is to be clear of books, backpacks or any other items at all times.
8. Students are to face the front of the bus when getting off and keep one free hand to grasp the handrail when descending the steps.
9. After getting off the bus, students crossing the road must cross in front of the bus. The driver will tell you when it is safe to cross.
10. Parents should notify the driver when a student will not be riding. Permission to board or get off the bus at other than the designated stop must be cleared through the office ahead of time and a written note given to the driver.
11. Students should report any damage to the bus promptly to the driver.
12. The Weldon Valley School District Code of Conduct applies to all students on a bus.

**Bus Discipline Procedures**

A bus driver will call the parent/guardian if there is any questionable behavior on the bus. The first time a rider receives a "Pupil Behavior on School Bus" Form, it will be considered a first warning. The bus driver will call the parents "and discuss the incident. The second time a rider receives this form; the student, the bus driver and the Principal will meet. A copy of the form will be sent to the Parent/guardian. The third time the rider receives the form, the Superintendent, Principal, bus driver, parent/guardian and student will meet and discuss the possibility of removing the privilege of riding the school bus. The final decision will be a directive from the Weldon Valley Board of Education through the Superintendent/Principal.

**CELL PHONES:**

All students are allowed to bring cell phones to school. However, cell phones may not be used in such a way that they disrupt the learning process, lead to academic dishonesty, or cause problems between students (such as sending text messages that would upset or anger another student).

**Elementary School**

At the elementary level (K-6<sup>th</sup> grades) students would be allowed to use phones before or after school. All other times, students need to seek permission from both their teacher and the front office prior to using the phone. Usage would be allowed only in the front office and with this permission. Teachers could also choose to let students use phones or other electronic devices for educational purposes. Except before and after school or with specific permission as outlined above, elementary students would need to keep phones off during the school day.

**Secondary School**

At the secondary level (7-12 grades) students would be allowed to use phones before and after school, during lunch and on break. Teachers could also choose to let students use phones or other electronic devices for educational purposes. No phone usage would be allowed at any time other than those specified in this policy. At all other times, phones must be turned off.

**All Students**

Students would have to abide by the policies outlined above. Any usage of a cell phone deemed inappropriate by a staff member or otherwise in violation of this policy would result in the cell phone being taken from the student. For a first offense, the phone would be held in the front office for the remainder of the day and returned at the end of the day. For a second violation the phone would be held in the front office until picked up by a parent, and the student would lose all cell phone privileges for a period of time to be specified by a school administrator. Any serious violation could result in immediate and/or permanent revoking of cell phone privileges. Weldon Valley School District is not liable for lost or stolen phones.

**CLOSED CAMPUS:**

Weldon Valley School District Re-20J has a closed campus policy. Students are not allowed to leave school once they have arrived on campus each day for any reason without parent and administrative permission. A parent or designated emergency contact is required to pick up elementary school students who may be going home ill or to an appointment. Students who receive

permission to go home must sign out in the office and sign back in when they return. Leaving campus without permission is considered truancy.

### **CODE OF CONDUCT:**

The principal may suspend or recommend expulsion of a student who engages in one or more of the following activities while in school buildings, on school grounds, in school vehicles or during a school-sponsored activity and in certain cases when the behavior occurs off of school property and the conduct has a direct and immediate effect on maintaining order and discipline or protecting the safety or welfare of other students or staff in the schools.

1. Causing or attempting to cause damage to school property or stealing or attempting to steal school property of value.
2. Causing or attempting to cause damage to private property or stealing or attempting to steal private property.
3. Commission of any act which if committed by an adult would be robbery or assault as defined by state law. Expulsion shall be mandatory in accordance with state law except for commission of third degree assault.
4. Violation of criminal law, which has an immediate effect on the school or on the general safety or welfare of students or staff.
5. Violation of district policy or building regulations.
6. Violation of the district's policy on dangerous weapons in the schools. Expulsion shall be mandatory for carrying, bringing, using or possessing a dangerous weapon without the authorization of the school or school district, unless the student has delivered the firearm or weapon to a teacher, administrator or other authorized person in the district as soon as possible upon discovering it, in accordance with state law.
7. Violation of the district's alcohol use/drug abuse policy. Expulsion shall be mandatory for sale of drugs or controlled substances, in accordance with state law.
8. Violation of the district's violent and aggressive behavior policy.
9. Violation of the district's tobacco-free schools policy.
10. Violation of the district's policy on sexual harassment.
11. Throwing objects, unless part of a supervised school activity, that can cause bodily injury or damage property.
12. Directing profanity, vulgar language or obscene gestures toward other students, school personnel or visitors to the school.
13. Engaging in verbal abuse, i.e., name calling, ethnic or racial slurs, or derogatory statements addressed publicly to others that precipitate disruption of the school program or incite violence.
14. Committing extortion, coercion or blackmail, i.e., obtaining money or other objects of value from an unwilling person or forcing an individual to act through the use of force or threat of force.
15. Lying or giving false information, either verbally or in writing, to a school employee.
16. Scholastic dishonesty, which includes but is not limited to cheating on a test, plagiarism or unauthorized collaboration with another person in preparing written work.
17. Continued willful disobedience or open and persistent defiance of proper authority including deliberate refusal to obey a member of the school staff.
18. Behavior on or off school property, which is detrimental to the welfare or safety of other students or school personnel.
19. Repeated interference with the schools ability to provide educational opportunities to other students.
20. Engaging in "hazing" activities, i.e., forcing prolonged physical activity, forcing excessive consumption of any substance, forcing prolonged deprivation of sleep, food, or drink, or any other behavior which recklessly endangers the health or safety of an individual for purposes of initiation into any student group.
21. Violation of the district's dress code policy.
22. Violation of the district's policy on student expression.
23. Making a false accusation of criminal activity against a district employee to law enforcement or to the district.
24. Engaging in any type or form of bullying activities.

Each principal shall post a copy of these rules in a prominent place in each school and shall distribute a copy to each student.

Copies also shall be available to any member of the public upon request.

### **DISCIPLINE PROCEDURES AND BEHAVIOR EXPECTATIONS:**

#### **CLASSROOM EXPECTATIONS:**

1. Classroom rules will be established by each classroom teacher and the students enrolled in that class.
2. The classroom teacher will deal with minor infractions according to class/school rules. Other discipline issues may also result in loss of recess time, detention, office referral and suspension/expulsion.

#### **RESTROOM EXPECTATIONS:**

1. Students are to use restrooms as instructed by their classroom teachers. Students are not to mark on walls, doors, mirrors, sinks, toilets or other surfaces.
2. Students are to put waste materials in the wastebaskets.

#### **PLAYGROUND EXPECTATIONS**

1. Students are to remain on the playground at all times during recess.
2. Playground areas that are excessively wet are off limits. Skating or sliding on ice is not allowed.
3. Students are not to intentionally kick or throw balls/objects off school grounds, onto the roof or at other persons. If a ball bounces away from the playground, notify the teacher on duty.
4. Students should not push, tackle, shove, bully or pull on anyone or others' clothing.
5. Students may not throw or toss rocks.

6. During games such as soccer, football or kickball, students must follow the rules of the sport. Tackle football is not allowed.
7. When using the slide, students should slide feet first with no piling up at the bottom of the slide. Students may not climb on the outside of the slide.
8. When using the swings, students will ride one at a time, no twisting or jumping out.
9. When using the glider, students will ride one at a time. Students may not climb on to the top of the gilder or jungle gym.

#### LUNCHROOM EXPECTATIONS

1. Students are to form a line and walk quietly to the cafeteria with their teacher.
2. Students are to stand quietly, keeping their hands to themselves, while waiting in line.
3. Students are to sit properly at the cafeteria tables while eating lunch, handling food appropriately. It is not acceptable to play with food, touch others' food, throw food or take others' food. All food is to be eaten in the lunchroom. Students are to ask assistance of the teacher if they need assistance for any reason.
4. Students are to report spilled food to the teachers or cooks and assist with clean up if responsible for an accident.
5. Parents are welcome at lunch and may sit with their children. Parents are asked to call the cooks in advance if they plan to eat lunch with their students.
6. Only 10- third through sixth grade students are allowed on the Infinity Web. Students may not stand on top of the Infinity Web.

#### VIOLATIONS OF DISCIPLINE CODE

School personnel will refer to the office inappropriate behavior that interferes with a school climate conducive to learning or that jeopardizes the safety and welfare of students. Discipline issues referred to the office will require a student conference with the principal. Improper behavior can generally be classified into three levels.

#### LEVEL I VIOLATIONS

(Level I Violations will be handled by the classroom teacher.)

Level I Violations include but are not limited to the following:

- General misbehavior including code of conduct violations for classrooms, playground, cafeteria and any common areas such as hallways, gym or playing fields
- Pushing or rough play at any time
- Dress code violations
- Consumption of food and drink in areas other than designated areas
- Public displays of affection in violation of conduct rules
- Use of portable electronic devices on school grounds during school hours including cell phones.
- Throwing of rocks or snowballs
- Dress code violations
- Accrual of 4th tardy in one quarter, subsequent tardies
- Accrual of more than 5 absences in one quarter

Consequences: Possible disciplinary actions for Level I violations include warning, time-out or recess detention. All violations will be recorded on a discipline referral form and mailed home to parents. Violations resulting in detention will include a parent contact by phone. Repeated Level I violations will result in progressively more severe disciplinary actions including parent conferences, behavior contracts, in-school suspension or out-of-school suspension.

#### LEVEL II VIOLATIONS

Level II Violations include but are not limited to the following:

- Bullying/ Unfriendly Teasing
- Language and gestures, which are offensive, vulgar, disrespectful
- Truancy (1st violation) including leaving campus during school or leaving a school sponsored activity without proper authorization
- Willful damage to public or private property
- Willful disobedience or defiance
- Unethical performance on required competency tests such as CSAP

Consequences: Level II violations will result in detention, behavior contract, in-school suspension or out-of-school suspension, or other appropriate punishment. School personnel will complete a discipline referral form or letter and notify the parents/guardians. Students who fail to show up for scheduled detention or are late or who fail to bring material to work on during detention may have that time doubled. Students in detention will perform clean-up duties in or around the school, work on class assignments or work on reading material. Students who accumulate any combination of 4 Level I or Level II violations in the classroom or at school or school events will be placed on Level III which will mean immediate suspension.

#### LEVEL III VIOLATIONS

All Level III violations are considered extremely disruptive to the educational climate/learning environment and will be dealt with sternly which will result in immediate suspension or expulsion to protect the safety and welfare of the student body and staff.

Level III Violations include but are not limited to the following:

**(For which in-school suspension, out-of-school suspension or expulsion will be applied)**

- Refusing to obey or respect an adult, including but not limited to the use of obscene or profane language directed at a faculty or staff member
- Fighting (including striking, hitting or punching)
- Physical or verbal harassment or intimidation and/or any retaliation
- Second and subsequent failure to attend absence/tardy detention when required
- Overnight trip infraction (may lose overnight trip attendance privileges for one year)
- Forgery
- Stealing
- Truancy (2<sup>nd</sup> violation)
- Accrual of 4 Level I and/or Level II violations

**(For which immediate out-of-school suspension or expulsion is mandatory)**

- Use or possession of alcohol, drugs, tobacco, other controlled substances or paraphernalia in or on school grounds, buildings, vehicles or at school functions
- Drunkenness, under the influence at school or school functions
- Carrying, bringing, using or possessing a dangerous weapon
- Commission of an act which if committed by an adult would be considered robbery or assault
- Sale or distribution of alcohol, drugs, or other controlled substances
- Habitually disruptive (more than 3 Level III violations)

**DRESS CODE:**

Your faculty and the Board of Education are concerned about student dress and grooming as it influences the health and *safety* of students as well as the effect of dress and grooming on the learning process and with the ability of a student to do the work he/she is capable of. Cleanliness of body and dress is vital not only to the individual but also to those with whom the student shares a classroom or locker. Students should not wear clothing or hair that can be hazardous to them in their various school activities, such as shop, labs, athletics, P.E., art, etc. Grooming and dress that prevents the student from doing his/her best work because of blocked vision or restricted movement, or that exposes the students to accidents must be avoided. Neatness, health, modesty, and common sense are the guidelines that dictate student dress and appearance at Weldon Valley Junior/Senior School. During the school day, dress code guidelines include:

1. All clothing must be hemmed
2. No torn, ripped or cut out clothing
3. No clothing that allows midriff to show
4. No see through shirts, muscle shirts, or shirts with narrow straps or spaghetti straps
5. Shorts must have a minimum 3" inseam. Skirts should be no shorter than approximately halfway between the knees and hip.
6. Spandex biking shorts are prohibited unless covered by acceptable dress code attire or they are required as part of an athletic uniform
7. No hats, scarves, hoods or sunglasses may be worn in the buildings during school hours
8. No clothing which is disruptive to the educational environment
9. No apparel or accessories are allowed with obscene pictures, language, gestures, double meanings or reference to alcohol or illegal drugs, gang related or weapons on them.
10. Body tattoos which are deemed to be vulgar or offensive in nature will be required to be covered at all times
11. No slippers or pajamas unless on administrative approved special events
12. No clothing which allows any undergarments or parts of undergarments to show
13. No roller shoes

Students in violation of the code will be required to change into appropriate clothing. Habitual offenders of the Dress Code will be placed on Level II of the Discipline Code. Penalties will be determined by the Superintendent/Principal according to the school's conduct and discipline code. This policy is not intended to discourage students, faculty or parent groups from recommending appropriate dress for school or special occasions. It is intended to ensure that a student will not be prevented from attending school or a school sponsored activity or otherwise discriminated against because of appearance, if style, fashion or taste is the sole criterion for such action.

**DROPPING OFF/PICKING UP STUDENTS:**

Students who do not ride a bus may be dropped off at school between 7:30am-7: 50am in the morning. Students should be picked up between 3:40pm and 3:50pm. Teacher supervision is not provided beyond these times and elementary students should not be left unattended on school grounds. The semi-circle in front of the elementary school is our bus loading and unloading zone. It is closed to other traffic before and after school. Please pull into the school parking lot to drop off or pick up students. The parking lot area is shared by the high school students and staff making it a very busy area before and after school. In the interest of

student safety, please instruct your student to walk safely to and from the school playground area during drop off and pick up times.

### **EARLY STUDENT ARRIVAL:**

Students are not allowed to come in to the school until 7:30 a.m. unless they are with a teacher or staff member.

### **ELECTRONIC DEVICES:**

Students are NOT allowed to use electronic devices in the building during school hours. This includes, but is not limited to pagers, portable C.D. players, radios, MP3 players, walkie talkies, and any other telecommunication devices that emit an audible signal, vibrates, displays a message or delivers communication. Electronic communication devices with cameras are prohibited in locker rooms, bathrooms, or other locations where such operation may violate privacy rights.

### **EMERGENCY CLOSING:**

Any time school is to be closed due to dangerous weather conditions or other emergencies, the notice of closing will be on radio stations KFTM, KSIR, and KOA and television station KCNC Channel 4, Channel 9 News, and WB2 News. All efforts will be made to have this information on between 6 and 7 a.m.

### **EVACUATIONS AND EMERGENCY PROCEDURES:**

**Fire**- Practice drills will be held during the year. At the sound of the fire alarm, EVERYONE is to leave the building. Treat any fire alarm as if it were the real thing-it may be! If you are not in a classroom at the time of the alarm, use the nearest exit. Walk; do not run, completely away from the building (at least 200 feet). Do not re-enter the building for any reason! The teacher should be the last person to leave the classroom and should close the door behind them. The bell will be rung as a signal to return to the building. When the "all clear" signal is given, return to the class that was interrupted. **Tornado**- Practice drills will be held during the school year. At the sound of the tornado alarm, teachers and students will walk to their designated shelter areas within the school. Shelter areas and evacuation procedures are posted in the classrooms. When the "all clear" signal is sounded, teachers and students will return to class. **Lockdown**-Practice drills will be held during the school year. Students will remain in their classroom in a designated area during lockdown. If evacuation is necessary, students and teachers will follow posted evacuation procedures.

### **FUNDRAISING DRIVES:**

All fundraising events organized by classes and school organizations must be approved in advance by the Principal. Fund raising drives by non-school agencies are not permitted in the school unless approved by the Principal. Tickets to affairs sponsored by and for non-school agencies shall not be sold or taken on any school premises by students or teachers without the approval of the Principal.

### **GRADES, FAILURE AND RETENTION:**

Good effort and academic performance in class and on required assignments is expected of all students. Students are expected to maintain passing grades. Failure to maintain passing grades will result in not receiving credit for those classes in which a passing grade is not maintained. A series of below passing grades may result in retention in a particular grade.

**Progress Reports**- Progress reports will be issued after the fifth week of the semester for all students. Report cards will be issued at the end of each quarter. Additional reports will be issued as needed to inform students and parents about academic progress. We strongly encourage parents to have personal conferences or phone contact with teachers as needed to address academic or other concerns.

**Report Cards** – Report cards are issued at the end of each quarter reflecting progress in learning for each quarter. Students in grades K-2 receive performance indicators for each subject indicating progress in achieving content standards and skills. K-2 students do not receive numeric grades on their report cards. Students in grades 3-6 receive numeric grades on their report cards for all academic areas and performance indicators in non-academic areas.

### **Grading Scale for Students in Grades 3-6**

A = 93-100, B = 85-92, C = 77-84, D = 70-76, F = 69 and below

### **HONOR ROLL/PERFECT ATTENDANCE AWARDS:**

Honor Roll is computed each quarter for students in grades 3-6 in recognition of academic excellence. A student with Straight A's (all grades 93% or above) will be placed on the "Straight A" Honor Roll. A student with an average of all grades at 90% or higher will be placed on the regular Honor Roll. Students with excessive tardies (**5 or more**) will not be eligible for Perfect Attendance Awards.

### **INSURANCE:**

Weldon Valley School will send home insurance information with each family at registration. Parents will have the option to purchase this insurance or use their personal health insurance. All athletes must have proof of proper coverage in order to participate in sports. The school district does provide catastrophic insurance for all students. Please review the policy in the office for specifics.

### **LEAVING SCHOOL EARLY:**

No one will be allowed to leave school without parental approval and checking out through the office.

### **LIABILITY POLICY:**

Weldon Valley School District assumes no liability for any personal vehicles or materials brought to school by students, staff, or patrons.

### **LIBRARY RULES AND REGULATIONS:**

1. All books, magazines and reference materials must be checked out by the librarian.

2. Students using the library should be considerate of others.
3. Library books are checked out for a two-week period.
4. Lost book charges will be assessed at the current replacement cost of the book.
5. Reference books and magazines may be checked out but must be returned the next day. Students may bring reference books back and check them out for an additional day if another student has not reserved the book.

#### **LOST AND FOUND:**

Articles found in and around the school should be turned in to the office or custodial staff. Students can claim their property by identifying it all lost and found items will be disposed of if not claimed within two weeks of the end of the school year.

#### **LUNCH BREAK AND LUNCH PROGRAM:**

Lunch is served during two sessions each day. Grades K-2 eat first session and grades 3-6 eat during second session. Students are to remain on campus for lunch. Students may purchase school lunch or bring lunch from home. Students may not have commercial food or pop brought in by others during lunch that would be in competition with the school lunch program. Fast food from restaurants may not be eaten in the cafeteria during lunch. Students are asked to eat everything on their plate before going back for seconds. Seconds are served as available. Parents are encouraged to join us for lunch. Please contact the school office by 8:30am to let us know you are coming so that we can prepare enough food. Lunch prices for 2010-2011 are \$1.60 for grades K-5, \$1.85 for grades 6-12 and \$2.35 for adults. Weldon Valley School District participates in the National School Lunch Program, which enables parents to complete an application for financial assistance for lunch through the Free and Reduced Lunch Program. Applications are completed each year and are available at registration and in the main office.

#### **MAKE-UP WORK:**

Class credit is associated with the number of hours spent in class. It is essential for students who have been absent from school to make up the work they have missed. The amount of time allowed to complete make-up work is twice the number of days missed; however, an extension of this time limit may be approved for extenuating circumstances.

#### **MEDICATION AT SCHOOL:**

Students who need to take medication at school shall have written permission from their doctor and their parent/guardian on file in the office. Medication must be in the original properly labeled container and will be kept in a locked file. This includes over the counter medication such as aspirin, Tylenol, etc. No over the counter medication will be supplied by the school or school personnel. Students prescribed to carry an inhaler may do so and should have their parents complete a medication approval form. Approval forms for medication at school are available in the main office. Medication carried by students without proper authorization is a violation of the District Drug and Alcohol Policy.

#### **OVERNIGHT TRIPS:**

All overnight trips for any school class or club must be approved by the Board of Education one month in advance. Cost of the trip, participants and sponsor and any other details pertaining to the trip must be presented to the Board at a regular session. Trips exceeding 300 miles round trip must also be approved by the Board.

#### **SEXUAL HARASSMENT:**

The district is committed to maintaining a learning environment that is free from sexual harassment. It shall be a violation of policy for any staff member to harass students or for students to harass other students through conduct or communications of a sexual nature or to retaliate against anyone that reports sexual harassment or participates in a harassment investigation. Students who believe that they have been subject to sexual harassment may report the incident to any teacher, counselor or principal as outlined in the district sexual harassment policy. All reports received will be forwarded to the compliance officer. The compliance officer shall attempt to resolve any complaints. The complaint forms may be obtained in the office.

#### **STANDARDS FOR WRITTEN WORK:**

The following guidelines should be applied to all written work in addition to any classroom requirements.

##### **Primary Grades**

1. Use correct punctuation.
2. Use proper noun-verb agreement.
3. Use correct capitalization
4. Writing is to be legible.

##### **Upper Elementary Grades**

In addition to primary grade guidelines, upper elementary students are required to meet the following guidelines:

1. Use correct spelling for all words.
2. Use a dictionary while preparing written papers.
3. Use learned punctuation correctly.
4. Be certain paragraphs are indented properly.
5. Write your name, class, assignment description and date in the upper right-hand corner of your first page. Use a title if appropriate.
6. Use standard sized, non-spiral paper for final drafts.
7. Follow the writing process: pre-write, write, edit, revise, proofread and publish.
8. Except in writing dialogue, avoid using slang words or phrases which may be considered "non-standard usage."

9. Except in technical writing, avoid using symbols such as & for and.
10. Except in technical writing, write out numbers under ten except for dates and amounts of money.
11. Avoid unnecessary endings such as “The End” or “That’s All.”
12. Research projects and creative writing will be written in students’ words, no plagiarism.

**STUDENT DISTRIBUTION OF NONCURRICULAR MATERIALS:**

The student’s right to free speech has some limitations in the school setting because of the unique nature of the school community. Students shall be allowed to distribute noncurricular written materials on school property subject to restrictions of time, place and manner of distribution as set by Board policy. Students who wish to distribute noncurricular printed materials on school property or in conjunction with a school activity must notify the principal a minimum of one day in advance so that details may be worked out regarding the allowable content of printed materials and the time, place and manner of distribution.

**STUDENT ILLNESS/INJURY:**

A student who becomes ill while at school will be seen by the school nurse if possible. If a student must be sent home because of illness, the parent/guardian will be contacted and asked to pick up the student. If the parent/guardian cannot be reached, the student’s emergency contact will be called. In the case of severe injury or illness threatening to life or limb and requiring immediate medical attention, district personnel will contact 911 to notify emergency health personnel and will also attempt to contact the parent/guardian or emergency contact to inform him or her of the status of the student and to request that the parent/guardian proceed to the hospital immediately.

**STUDENT VISITATION:**

Individuals who visit from another school are allowed to visit Weldon Valley Elementary School for one day per year. One day prior to the visit, the hosting student must have a "Visitor Permission Slip" signed by all the teachers whose classes will be visited. It must also be signed by the Superintendent/Principal. If the visitor will be riding a bus, the bus driver must have a written notice the day before. This notice must include written permission from the visitor's parents and responsibility for liability.

**TELEPHONE PRIVILEGES:**

A telephone in the main office is designated for student use and may be used by students in emergency situations only after receiving approval from office personnel. The daily use of the phone by a student to make arrangements for outside activities is not considered an emergency. Students should make plans in advance for outside activities and bring a note to school from their parents if their arrangements impact bus riding. Cell phone use is prohibited at school during school hours.

**TEXTBOOKS AND STUDENT PLANNERS:**

Regular classroom textbooks and student planners are provided free of charge. Loss or damage will result in students paying a fine to replace the book(s) and planner(s). The replacement cost of a student planner is \$5.00.

**Regular Bell Schedule –Junior High and High School**

Note: Elementary Elective classes are held during 5<sup>th</sup> period for Students in grades K-2 and during 6<sup>th</sup> period for students in grades 3-6.

1st Period	7:50 -8:49
2nd Period	8:52-9:51
Break	9:51-10:01
3rd Period	10:04-11:03
4th Period	11:06 -12:05
Lunch	12:05-12:34
5th Period	12:37 -1:37
6th Period	1:40-2:40
7th Period	2:43 -3:43

**Parent/Teacher Conference Bell Schedule**

Note: Parent/Teacher Conferences are held twice a year, once each semester.

1st Period	7:50-8:39
2nd Period	8:42-9:31
Break	9:31-9:41
3rd Period	9:43-10:34
4th Period	10:37-11:26
5th Period	11:29-12: 18
Lunch	12:18-12:46
6th Period	12:49-1:38
7th Period	1:41-2:30

**ELO Bell Schedule- Junior High and High School**

ELO	7:50-8:47
1st Period	8:50-9:34
2nd Period	9:37-10:21
Break	10:21-10:31
3rd Period	10:34-11:18
4thPeriod	11:21-12:05

The afternoon schedule is the same as the Regular Bell Schedule.

**Early Dismissal Bell Schedule**

1st Period	7:50-8:32
2nd Period	8:35-9: 17
3rdPeriod	9:20-10:02
4th Period	10:05-10:47
5th Period	10:50-11:32
6thPeriod	11:35-12:17
Lunch	12:20-12:55
7th Period	12:58-1:40