



# Weldon Valley Elementary School Handbook 2019-2020

## 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."

Weldon Valley School District educates our students in a positive, nurturing, and safe environment where they are challenged to obtain higher-level knowledge, critical thinking skills and gain self-confidence to achieve success.

"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. Inquiries concerning discrimination should be directed to the superintendent at 911 North Ave, Weldon, Co 80653/ (970)645-2411, [bpeterson@weldonvalley.org](mailto:bpeterson@weldonvalley.org)

### **ABSENCES:**

One criteria for 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. 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 or verified verbal 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 return to obtain an

admit slip. **One absence is equal to three tardies. When a student has accrued 12 total absences of ANY KIND (excused or unexcused) in one semester, the parent(s)/guardian and student will need to meet with the academic committee to appeal for credit for excessive absences. Appeal must be requested within 10 calendar days of notification. This process will be led by the principal. The committee will consist of the principal, classroom teacher(s), counselor, and others as determined by administration.**

### **TRUENCY/TARDINESS:**

The parent/guardian of a student that is 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. A student will be considered truant when they are expected to be in school or class and they fail to do so.

Note: Students who accumulate nine or more unverified absences per year, will be required to attend 1 academic support for each absence over nine. Excessive absences may result in loss of credit.

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. If a student needs to leave class within the first 15 minutes of class, they will be marked tardy. Students need to be in class on time and be **prepared**. Nine tardies in one semester is a Level II violation. Any further tardies, will be a Level III violation.

**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 a 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.

It is the responsibility of the student to pick up any make-up assignments on the day returning to class. There shall be twice the number of days allowed for make-up work for each day of excused absence. Make-up work shall be allowed following an excused absence with the goal of providing the student an opportunity to keep up with the class and an incentive to attend school. However, for an unexcused absence, work will only receive 50% credit and still must be turned in within the required time. To explain the make-up work, this example is provided. If you are gone 3 days, you would have until the end of the second day to get the first assignment in: the 4<sup>th</sup> day back would require the 2<sup>nd</sup> assignment and the 6<sup>th</sup> day back would require the 3<sup>rd</sup> assignment missed.

*Extra-Curricular Activities*-To be eligible for extracurricular activities, including athletics, students must be in attendance for 95% of the 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 attends a morning practice and does not complete that day's attendance in all scheduled classes, that student will miss the following days practice. 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 and not have prior excessive absences.

**By joining a team, student-athletes and parents are making a commitment to: demonstrate exemplary sportsmanship, punctuality and diligence through practices and games. They will demonstrate respect toward teammates, coaches, officials and opponents while honoring the game and playing to the best of their ability. Failure to meet any of these commitments will lead to consequences designed to help educate and train each student-athlete on a case-by-case basis; however, in extreme cases, whereby a student-athlete persistently fails to honor these commitments, he or she may be suspended from the team.**

WVS student-athletes are committed and responsible individuals, dedicated to attending all practices and games. 100% attendance to all practices and games is the expectation, because participation is a privilege and not an entitlement. Student-athletes have a responsibility to their fellow teammates to prepare for the season in advance and to attend all practices and games during the season. For every unexcused (reference student handbook) practice missed, that student-athlete will **NOT** be allowed to play in the following scheduled game. If he/she **misses 3 unexcused practices/games**, that person will be suspended from the team. The determination of degree of consequence is at the discretion of the Athletic Director and Head Coach.

Student-athletes are responsible to meet the goals outlined in all of their classes. These expectations include class attendance, effort, behavior and achievement. Student-athletes must remember that their number one priority is academic education; academically, student-athletes are always expected to perform to the best of their abilities in the classroom. Student-athletes may need to miss some portion of classes from time to time. It is the responsibility of each and every individual student-athlete to obtain any missed class materials, make up any missed class work, retrieve any handouts distributed in his/her absence, and inquire about any assignments he or she may have missed while absent. Student athletes must inform all their teacher(s) of any anticipated absence well in advance. Notification one (1) week prior to the event is recommended.

From time to time, student-athletes may be excused from school earlier than normal. The announced dismissal time allows student-athletes to visit their locker and then board the bus; it does not allow time to visit the cafeteria or engage in any other errands. All student-athletes must organize their books and equipment ahead of time. Student athletes are reminded to leave only at the announced dismissal time and not prior to it.

WVS student-athlete and parents conduct will reflect all the positive qualities of an exemplary WVS ambassador. As school representatives, student-athletes and parents are expected to conduct themselves respectfully and with impeccable manners. This applies to all school situations, whether at WVS or any other school. Student-athletes will be held accountable for behavior outside of school and at other school events such as school plays. This includes behavior that brings praise and distinction to the school community as well as conduct unbecoming of a WVS student-athlete. Poor sportsmanship, inappropriate language or any form of student misconduct will not be tolerated and will be dealt with on a case-by-case basis. It is an honor and a privilege to be a WVS student-athlete.

Academic concerns will first be discussed between the student-athlete, his/her teacher(s) and the relevant coach(es). If positive results are not achieved or sustained, a case conference involving the subject teacher(s), coach(es) and/or the Athletic Director will be convened. If the matter persists beyond this, parents will be invited to attend a meeting at the school with the Athletic Director and other, appropriate members of staff. Future involvement in the sport (and other sports) would be discussed at this conference, and may ultimately be contingent on the student-athlete's capacity to improve marks in the given subject(s).

Behavioral matters will be managed in accordance with current school policy and practices. Any initial concerns will be addressed by the coach(es) involved, followed by a meeting with the Athletic Director if necessary. If these measures prove unsuccessful, the relevant teacher will be informed in effort to help the student-athlete(s) make the necessary adjustments. If the matter persists beyond this, parents will be invited to attend a meeting at the school with the Athletic Director and other appropriate members of staff. Future involvement in the given sport and other sports would be discussed at this conference.

#### **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.** There is an automatic half day of ISS and automatic Ineligibility for the 7 days after discovery of the cheating.

#### **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 with someone other than their parents/guardian 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.** Students are required to sign-out with coach/sponsor and bus driver before leaving.

#### **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 Superintendent 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 may 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 the junior high school, sixth grade students in good academic standing will be allowed to participate in junior high sports. 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.

**BIKES/SKATEBOARDS:**

For the protection of students' health and district property, riding bicycles and skateboards will not be permitted on school grounds.

**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 \$1.45 for students in grades K-12 and \$1.80 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 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 its 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, nor are they to 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).

At the elementary level (K-6<sup>th</sup> grades) students will 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. The use of cell phones in class must be pre-arranged and reflected in the teacher lesson plans. Except before and after school or with specific permission as outlined above, elementary students would need to keep phones off during the school day.

Students will 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 violation, the phone will be held by the teacher and returned at the end of the class period. For a second violation, the phone will be held in the front office until the end of the day. For a third violation, the phone will be held in the front office until a parent/guardian picks it up. 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. Refusal to turn the phone over to any staff member is insubordination and results in the phone being confiscated and parents must come get it from the office. This offense eliminates the first time confiscation of the phone and the insubordination will be handled by the office.

**CHAIN OF COMMAND/HOW TO EFFECTIVELY COMMUNICATE WITH SCHOOL OFFICIALS:**

Parents are often discouraged when they attempt to communicate with central office administrators and school board members and are sent back to building-based officials in order to resolve a problem their child may be experiencing in school. To prevent that frustration, parents can become informed about the "chain of command," or where to begin the communication sequence regarding their problem or concern.

Many parent and community questions are easily and completely answered by communicating directly with the educator in charge of the class or program. Each situation should first be addressed at whatever level the initial action was taken with appeals moving on to the next level on the chain of command. The easiest way to communicate is via e-mail, and a phone call is the next preferable way. Contact information such as e-mail addresses and phone numbers can be found on the district website.

**1. On Matters Involving Instruction/Curriculum**

- a. Classroom Teacher
- b. Principal
- c. Superintendent
- d. Board of Education

**2. On Matters Involving Athletics**

- a. Coach
- b. Athletic Director
- c. Principal
- d. Superintendent
- e. Board of Education

**3. On Matters Involving Student Discipline**

- a. Classroom Teacher
- b. Principal
- c. Superintendent
- d. Board of Education

**4. On Matters Involving Facilities/Grounds/Buildings**

- a. Principal
- b. Superintendent
- c. Board of Education

**5. On Matters Involving Transportation**

- a. Bus Driver
- b. Transportation Director
- c. Principal
- d. Superintendent
- e. Board of Education

**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 policy on student expression.
22. Making a false accusation of criminal activity against a district employee to law enforcement or to the district.
23. Engaging in any type or form of bullying activities.
24. Videoing or posting any pictures or video on any public venue that does not have permission from the administration and all people in them.

The principal will distribute a copy of the code of conduct to each student in their student handbook when they enroll.

Copies of the code of conduct shall also 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 glider or jungle gym.

10. Only 10- third through sixth grade students are allowed on the Infinity Web. Students may not stand on top of the Infinity Web.

#### 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.

#### 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
- Unauthorized use of portable electronic devices on school grounds during school hours including cell phones.
- Throwing of rocks or snowballs
- 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 or plagiarism on any work or required competency tests such as CMAS, I-Station and Scantron.
- First failure to attend detention when required for absences or tardies.
- 8 recorded unexcused tardies in 1 semester.

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
- 9 or more accrued unexcused tardies. (Each tardy after will be an individual offense.)
- 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)**

- Any student that makes a false accusation of child abuse against an employee.
- 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 of which they are capable. 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 School. During the school day, dress code guidelines include:

1. All clothing must be hemmed
2. No torn, ripped or cut out clothing which is disruptive to the educational environment
3. No clothing that allows midriff to show
4. No see through shirts, muscle shirts, or shirts with narrow straps or spaghetti straps. Straps for a shirt must be 2 inches wide of continuous material.
5. Shorts must have a minimum 5" 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 between 7:30 a.m. and 3:50 p.m.
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 insignia, weapons, or sexual innuendo 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 approved by the administration.
12. No clothing which allows any undergarments or parts of undergarments to show
13. No roller shoes
14. No blankets or body wraps (Snuggies) will be allowed at school.

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 7:20 am-7: 35 am in the morning. Students should be picked up between 3:50 pm and 4:00 pm. 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:**

Unauthorized use of electronic devices in the building during school hours is not allowed. This includes, but is not limited to cell phones, (only before or after school and during lunch), 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 sent through School Messenger as soon as we make those decisions. All efforts will be made to have this information before 7 a.m. barring acts that come about during the school day.

**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. **Lockout-** Practice drills will be held during the school year. Normal activity within the school continues but no one is allowed in or out of the building.

**FUNDRAISING DRIVES:**

All fundraising events organized by classes and school organizations must be approved in advance by the administration. 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 = 90-100, B = 80-89, C = 70-79, D = 60-69, F = 59 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 A's in all classes) 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 (**3 or more**) will not be eligible for Perfect Attendance Awards, since three tardies is equal to one absence.

### **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 (10:40-11:05 am) and grades 3-6 eat during second session (11:20-11:45 am). Students are to remain on campus for lunch. Students may purchase school lunch or bring lunch from home. Students may not have food brought in by others that would be in competition with the school lunch program. Fast Food from restaurants purchased that day 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 2019-2020 are \$2.50 for grades K-5, \$2.75 for grades 6-12 and \$3.00 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. For clarification of this, an example of twice the time means that if 3 days are missed for an excused absence, the first assignment is due the second day back; the second assignment is due the fourth day back and the 3<sup>rd</sup> assignment is due the 6<sup>th</sup> day back. It is preferable to make things up as soon as possible, rather than later.

### **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.

### **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.

### **STANDARDIZED TESTING:**

Students are tested throughout the school year with formal standardized tests. Testing provides an instructional pathway for teachers and guides district planning.

### **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 non-curricular 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 non-curricular 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. Students that request school or lunch visitation with a non-family member will be considered by a case by case basis.

**STUDENT WELLNESS:**

Breastfeeding students shall be allowed a flexible schedule for nursing or pumping. The time allowed will not exceed the normal time allowed for lunch. If additional time is needed, above and beyond normal meal time, the administration and student/parent will agree upon a plan.

**TELEPHONE PRIVILEGES:**

A telephone in the secondary foyer is designated for student use and may be used by students in emergency situations. 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.

**TOILETING ACCIDENTS:**

Teachers are sometimes called on to deal with issues that fall outside the scope of education. Toileting is one of those issue. You might have a student who wets or soils themselves in school. That behavior can be a source of embarrassment and distress to the student, as well as a disruption to your class if other students become aware of the problem.

This is not an issue you can ignore, especially if it gives rise to ridicule and rejection from peers. In responding to a child with a bladder- or bowel-control problem, it is critical that you be sensitive to her emotional well-being, and be guided by the need to preserve her dignity and self-esteem. On the first offense, the parents will be called to bring a change of clothes. The second offense, the parents will be called for a change of clothes and conference with the principal and nurse (if available). The third offense, parents will be called to bring a change of clothes and behavior contract will be developed to further support the student.

**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 3-5.

1st Period	7:40 -8:42
2nd Period	8:45 -9:47
3rd Period	9:50 -10:52
4th Period	10:55 -11:57
Lunch	12:00-12:29
5th Period	12:32 -1:34
6th Period	1:37 -2:39
7th Period	2:42 -3:50