

# **WPSD #1 Parent/Student Handbook 2008-2009**

## **HANDBOOK INTRODUCTION**

The policies and procedures contained in this handbook are the result of effort by the school board, administrators, and faculty. This information is intended to help students know and understand the general procedures followed on a day-to-day basis.

Many of the policies in this handbook are a condensed version of the school policy, which can be obtained from the school upon request. The administration reserves the flexibility to deviate from outlined procedures to meet extenuating circumstances.

## **ARRIVAL TO SCHOOL**

The Breakfast Program is available from 7:45 – 8:15. A.M. recess will be supervised by school personnel from 8:00 – 8:15. School is dismissed at 3:00.

## **EXTENDED SCHOOL PROGRAM**

The Extended School Program provides a supervised, safe environment for students after school. Children enrolled in this project participate in a wide range of student-centered activities designed to enhance the learning from the regular school day. For more information, contact Jody Cymbaluk at Williston Public Schools.

## **ATTENDANCE**

Regular attendance is necessary to achieve consistent educational progress. Classroom learning experiences are a meaningful and essential part of the educational system. Children between their 7<sup>th</sup> and 16th birthdays are required by North Dakota law to be in attendance every day that school is in session. Because of legal responsibilities, Williams County Social Service Personnel will be contacted after habitual absences have occurred. Illnesses and certain other incapacities are exceptions to the attendance requirements. Children should be encouraged to attend school every day unless they are ill. Parent assistance and cooperation is vital.

Students in grades K – 6 whose poor attendance has caused a notable deficiency in learning may be retained at their present grade level if, in the judgment of the building principal, such action is advantageous to the student. This decision is made after consultation with the teacher(s) and the parents during the last month of the school year. (For further information is Descriptor Code: FC in the policy manual.)

## **ABSENCE**

Due to the remote possibility that a child might be abducted on his/her way to school, parents are asked to notify the school if their child is going to be absent. Cooperation is needed for this to be effective.

If a child is absent and the school has not been notified by the parents of the absence, the school will attempt to call the student's home phone number for verification of the location of the student. If the parent cannot be reached at home the school will attempt to contact the parent at their work phone number.

Upon returning to school after an absence, students are required to present a written note, to their teacher, signed by the parent or guardian, giving the reason for the absence. Such written statements permit survey checks on prevalent community illnesses and also assure school personnel that parents are aware of a child's absence. Students who need to leave the school grounds for any reason during the school day must check out of the office.

## **ACCIDENTS**

In the event a child is injured in school, first aid will be administered by the supervisor, teacher, secretary or principal. If the accident is of a serious nature, the parents will be called as soon as possible. If the school is unable to contact the parents, the ambulance or school official will transport the student to a medical facility. The person responsible for supervision at the time of the accident will complete the accident report form.

## **WILLISTON ELEMENTARY SCHOOL SCHEDULE**

8:15 AM – 3:00 PM

## **HOMEWORK**

Periodically, homework will be sent home for students to complete. Please be sure that you child has a quiet, undisturbed place to do their work. Homework does serve a valid purpose when it:

1. Provides essential practice in needed skills.
2. Trains students in good work habits.
3. Affords opportunities for increasing self-direction.
4. Enriches and extends school experiences.
5. Brings students in contact with out-of-school learning experiences.
6. Promotes growth in responsibility.

## **INTERNET/COMPUTER USE AND MISUSE**

Computers can be a beneficial part of an educational program. Each class has access to the elementary computer lab as well as computers in their classroom. The server does provide a "screen" which helps prevent student access to undesirable sites. Disciplinary action for serious internet/computer use offenses will be denial of any computer for the remainder of the year. Classroom group work and requests made by teachers will be the only exception. Serious offenses include but are not limited to accessing inappropriate sites and inappropriate e-mail communications.

## **DISCRIMINATION NOTICE**

Williston Public School District #1 will not discriminate against employees, students, and their guardians because of their sex, disability, race, national origin, religion, color, creed or age. If anyone feels they have been discriminated against, they should contact the Superintendent, who has been designated to handle discrimination complaints. The Superintendent is also the Title IX Coordinator and Section 504 Coordinator.

## **HARRASSMENT**

We want all individuals to know they can learn in an environment with dignity and respect, and are not required to endure insulting, degrading, or exploitive treatment. Sexual harassment is a form of sex discrimination which violates Section 703 of Title VII of the Civil Rights Act of 1965. It is the policy of the Williston School District to maintain a learning and working environment that is free from sexual harassment. The School District prohibits any form of sexual harassment. It shall be a violation of this policy for any student or employee of Williston School District to harass a student or an employee through conduct or communication of a sexual nature. The School District will act to investigate all complaints and to discipline any student or employee who sexually harasses a student or employee of the School District.

## **WEAPONS POLICY**

No student will knowingly possess, handle, carry or transmit any weapon or dangerous instrument in any school building, or school grounds, in any school vehicle or at any school-sponsored activity. Such weapons include but are not limited to any knife, razor, explosive, gun (including BB or pellet gun), slingshot, artificial knuckles, or any other object that can reasonably be considered a weapon or dangerous instrument.

Violation of this policy will require that the principal initiate proceedings for the immediate suspension and/or expulsion of the student.

## **PARENT CONCERNS/PROBLEMS**

We encourage parents who have concerns or problems to contact their child's teacher. If the concern/problem is not resolved at the teacher level, the parent may then seek resolution through the building principal.

## **PROFESSIONAL QUALIFICATIONS**

Parents have the right to request information concerning the professional qualifications of the teachers and paraprofessionals employed at the school. For More information concerning this matter, contact the school.

## **EDUCATIONAL SERVICES**

Williston Public Schools are members of WILMAC Special Education Unit. WILMAC provides the following services for eligible students: Speech Therapy, Learning Disabilities instruction, Occupational Therapy, Physical Therapy, Learning Services for emotionally/behavioral challenged and severely multiply handicapped. Title I services are also available for students. The purpose of this program is to give identified students additional support above and beyond the primary instruction they receive in the classroom.

## **STUDENT CONDUCT**

Students in our school are expected to act in such a fashion that their behavior will reflect favorably on the individual student and school, will show consideration for fellow students, and will create a harmonious school atmosphere. To accomplish this, all students must recognize their individual responsibilities and obligations and discharge them in accordance with the school regulations. Students have the responsibility to know and respect the rules and regulations of the school. (For further information see the policy manual Descriptor Code: FHC.)

## **DISCIPLINE**

An organization cannot function properly if people within the organization do not understand the rules of the game. Good or bad behavior cannot exist unless all involved understand what is and is not permissible.

Teachers must develop and define rules and behavior expectations with the students so that they clearly understand what is proper and improper behavior. Rules of behavior within a classroom or school should be reasonable.

Techniques that may be used by the classroom teachers may include the following, if the child is aware that a major established rule was violated:

1. Positive reinforcement when something is done well.
2. In classroom time away.
3. A meeting with the principal. The building principal will keep a record of all such referrals.

In those situations where children behave in a manner that is disruptive to the classroom and the teaching-learning process, the teacher should:

1. Contact the parent to discuss the problem.
2. Conduct a conference with the parent, which may or may not involve the principal. (The child might be invited to attend.)

If these procedures are not effective, the teacher must discuss the matter with the principal and the following alternatives may be implemented based on the urgency and severity of the problem:

1. Referral for Building Level Support Team meeting
2. Suspension
3. Expulsion
4. A combination of the above

For further information, contact the elementary office to view "General Discipline Policies and Procedures".

## **FIRE DRILLS AND TORNADO DRILLS**

Fire drills will be conducted on a regular basis. Evacuation plans will be presented to all personnel and will be discussed and practiced with the students.

## RECESS

Students will go out for all recesses whenever weather and health permits. If a student is to stay inside during this time, a written request is required from the parent or guardian. Students are encouraged to go out for a few minutes each recess for fresh air. If the weather is very cold, recess time may be limited and students will be allowed to enter the building to warm themselves. Students must be adequately dressed for the weather. This includes caps, coats, snow pants, and mittens or gloves. When the playground is muddy, very wet, or covered with snow, overshoes, boots or other changes of footwear is required. Please make sure your child has indoor shoes to wear during school hours.

## EVALUATION

Teachers are required to maintain evaluation information regarding the progress of each student. In order to complete this requirement, concrete information must be recorded in the grade book on a regular basis. At the end of every nine weeks, student achievement will be evaluated, and report cards will be sent home.

### WILLISTON PUBLIC ELEMENBARY SCHOOL GRADING SYSTEM

	<u>Grades 3-6</u>		<u>K-2</u>
100-99	A+	A	Advanced
98-97-96	A	P	Proficient
95-94	A-	PP	Partially Proficient
93-92	B+	N	Novice
91-90-89	B		
88-87	B-		
86-85	C+		
84-83-82	C		
81-80	C-		
79-78	D+		
77-76	D		
75	D-		
74	Failing		

S = Satisfactory Work

NI = Student's Work Needs Improvement

U = Unsatisfactory Work

**Parent-Teacher Conferences:** Conferences will be conducted twice during the school year. Samples of students' work will be saved for the two scheduled conferences. Informal Parent-teacher conferences can also be conducted on an as needed basis.

**Mid-Term Reports:** Following the middle of each quarter, reports will be sent home. These reports will contain information on the students' grade in each subject and their behavior.

## PROMOTION AND RETENTION

Those students who have successfully completed the requirements of the grade and/or class shall be given a passing grade and be promoted to the next grand and/or class.

When retention is being considered for those students who do not meet the requirements of a grade and/or class, teachers, the principal and/or counselor must confer with the pupil's parents or guardian. The well-being of the individual student shall be the primary factor to be considered when discussing whether or not a student shall be retained in their present grade and/or class.

## LEGAL NAME

Each child's legal name, the name found on their birth certificate, will be used on all educational forms.

### **MEAL PROGRAM**

All students are expected to eat lunch at school, whether participating in the food service program or bringing lunch from home. Students should not leave the school grounds during the lunch hour except if permission has been granted by the principal.

Breakfast and lunch prices are as follows:

<u>Breakfast</u>	<u>Lunch</u>	<u>Milk Break</u>
Reduce price: \$ .30	Reduced Price: \$ .40	\$.25
Full Pay price: \$1.00	Full Pay Price: \$1.50	
Extra Milk .25	Extra Milk .25	

Free and Reduced meal application forms are available in the office. Information pertaining to these forms is strictly confidential.

Those students who bring their own sack lunch to school may purchase a carton of milk for \$.25.

### **MEDICATION**

School personnel may not dispense any medications except by written order of a physician. The following procedures will be adhered to:

1. All medication must be accompanied by a written request from the parent to administer medication.
2. All medicine must be properly labeled, and in its container. Medicine in a plastic bag will not be accepted.
3. The medication shall be kept in a locked drawer, dispensed by a person assigned by the principal, and shall be administered in accordance with the school policy on the administration of medication.
4. If medication is for emergency use only, parents must demonstrate proper procedures for its use.

### **LIBRARY PROGRAM**

The library is a valuable resource that should be utilized on a regular basis. Classroom teachers will make arrangements so all students have the opportunity to check out books weekly. The classroom teacher should be actively involved in setting up an independent reading program in the classroom so that students have time to read independently on a daily basis. To accomplish this goal the teacher will have to help identify books that meet the needs of the child. The teacher should also take some time to read a book of his/her choice.

### **SUSPENSION AND EXPULSION**

Students disobedient or disruptive of the educational process are subject to corrective discipline. The principal or Superintendent may suspend a student for up to ten consecutive days or recommend expulsion. Conduct, including but not limited to the following, exhibited while on school grounds, during a school-sponsored activity, or during a school related activity is subject to suspension or expulsion:

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. Causing or attempting to cause physical injury to another person except in self-defense.
4. Possessing or transmitting any firearms, knives, explosives or dangerous object or weapons.
5. Possessing, using, transmitting, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind.
6. Disobedience or defiance of proper authority.
7. Behavior which is detrimental to the welfare, safety, or morals of other students.
8. Truancy.
9. Offensive and vulgar language, whether or not it is obscene, defamatory, or inciteful to violence, where it is disruptive of the educational process.
10. Threats of violence, bomb threats, or threats of injury to individuals or property.

11. Any student behavior which is detrimental or disruptive to the educational process, as determined by the principal (For further information see the policy manual Descriptor Code: FHC.)

### **STUDENT APPEARANCE**

Students are expected to dress in proper school attire that is appropriate to weather conditions, is fastened properly, and does not distract students or staff in the education process. Clothing that is suggestive, revealing, or obscene is prohibited in school or at school functions. Excessively revealing clothing may include halter tops, low-cut tops, tank tops, spaghetti straps, very short shorts, clothing that rides low on the hips, exposed undergarments, or clothing that reveals a child's midriff area. It is the parent's responsibility to see to it that their children are physically clean and are wearing clean clothing that conforms to the above guidelines. Parents are asked to use good judgment in the choice of clothing worn by students at school. If your child is not dressed appropriately or is wearing soiled clothing, he/she may be sent home to change to suitable attire or parents will be requested to bring appropriate clothing to school.

Being a member school of Drug Free Schools, students will not wear any article of clothing, pins, buttons, or anything that advertises displays or in any way represents alcohol or drugs. This includes both school hours and at any school related activity.

No caps, bandanas, or hats of any kind are to be worn in the school building unless it is a special occasion or the student is immediately entering or exiting the building. Parents, please mark all outer garments such as coats, caps, mittens, overshoes, etc., in case these items become lost.

Hair shall be clean and well groomed. Any coloring of hair shall be of a natural non-distracting tone.

### **SKATEBOARDS, ROLLERBLADES**

Due to insurance reasons, the board strictly prohibits the use of rollerblades, skateboards, or other similar object anywhere on the District property, whether indoor or outside.  
(Policy Manual Descriptor Code: FHC.)

### **ELECTRONICS/CELLPHONE USAGE**

The use of cell phones by students during the school day will not be allowed. If cell phones are brought to school they need to be turned into the office in the morning. Students can then pick them up after school. Electronic devices are not allowed at all in the school. Items lost/stolen are not the responsibility of the school. If a student is caught violating the policy, he/she will face the following consequences:

- 1<sup>st</sup> offense – item is taken and held in the office, returned at end of day.
- 2<sup>nd</sup> offense – item is taken and held until the end of school year.

### **EMERGENCY SCHOOL CLOSING**

In the event school will not be in session or if school and buses will be dismissed early, the information will be broadcast on Channel 19.

### **VENDING MACHINES**

Elementary students are not allowed to use vending machines during school hours unless special permission is given by the teacher or principal.