

# Eastwood Elementary Compact

# Eastwood Eagles "Soaring to New Heights Daily"

Student: \_\_\_\_\_

Grade: \_\_\_\_\_

Date: 2011-2012

**It is important that families and schools work together to help students learn. The following is an agreement between home and school. By signing this pledge you are promising to support your child's success in school. Thank you for being a caring, involved, and responsible parent.**

## Teacher's Pledge

I promise to carry out the following responsibilities to the best of my ability.

- Help every child develop a love of learning
- Come to school each day with a positive attitude and well-prepared classroom lessons
- Know the strengths and needs of each student
- Participate in professional development
- Provide meaningful homework assignments
- Communicate with families about child's progress
- Treat my students' families as a valuable resource
- Respect school, staff, students, and families

**Teacher's Signature:**

\_\_\_\_\_

## Parent/Guardian's Pledge

I promise to carry out the following responsibilities to the best of my ability.

- Encourage my child to work hard every day
- Send my child to school each day, on-time, with a positive attitude
- Read and respond to communications from the school
- Contact the school about questions and concerns regarding my child
- Work with my child at home on assigned homework
- Read to/with my child and encourage them to read daily
- Participate in parent-teacher conferences
- Treat my child's teachers as a valuable resource
- Respect school, staff, students, and families

**Parent/Guardian's Signature:**

\_\_\_\_\_

## Student's Pledge

I promise to carry out the following responsibilities to the best of my ability.

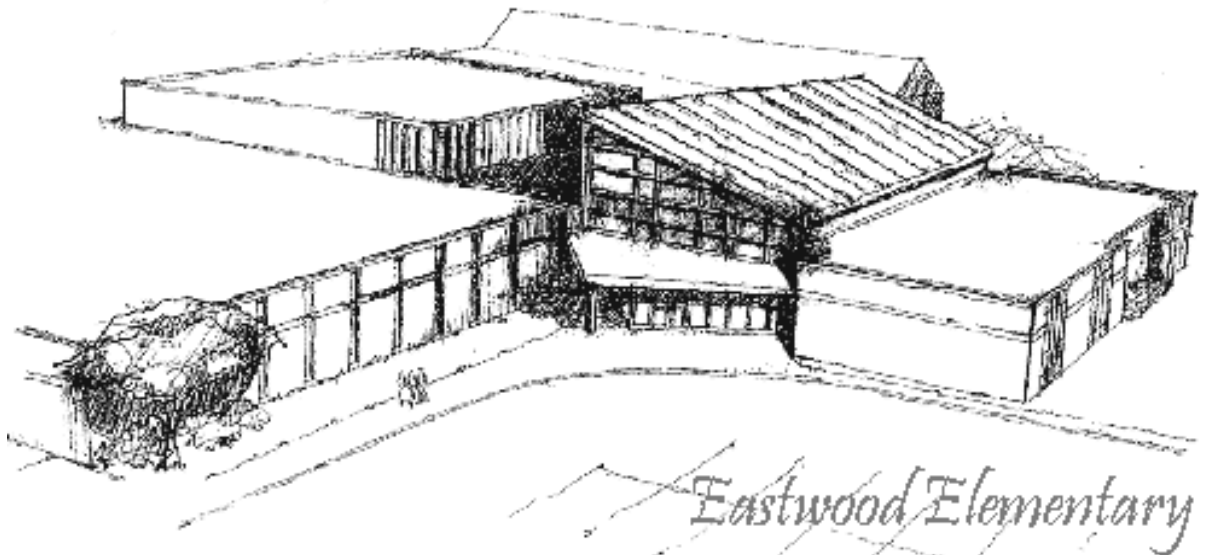
- Do my best in school
- Come to school with a positive attitude
- Come to school well-rested, prepared, and on-time
- Complete and return homework
- Know and follow school and class rules
- Ask for help when needed
- Read nightly
- Limit my TV and video game use
- Respect school, staff, students, and families

**Student's Signature:**

\_\_\_\_\_

# **Eastwood Elementary Student/Parent Handbook**

## **2011-2012**



*Eastwood is a school where our children demonstrate their Eagle Pride through positive actions, determination, good choices, and a willingness to help others. Our Eagles soar to new heights daily and apply what they learn.*



# West Fargo Elementary Schools Student Handbook 2011-2012

**Aurora Elementary School**  
Principal: Mrs. Zent  
3420 Ninth Street West  
West Fargo, ND 58078  
Telephone: 356-2130

**Eastwood Elementary School**  
Principal: Dr. Johnson  
500 Tenth Avenue East  
West Fargo, ND 58078  
Telephone: 356-2030

**Harwood Elementary School**  
Principal: Mr. Barnum  
110 Freedland Drive  
Harwood, ND 58042  
Telephone: 356-2040

**Horace Elementary School**  
Principal: Mr. Barnum  
110 Third Avenue North  
Horace, ND 58047  
Telephone: 356-2080

**L.E. Berger Elementary School**  
Principal: Mr. Howitz  
631 Fourth Avenue East  
West Fargo, ND 58078  
Telephone: 356-2010

**South Elementary School**  
Principal: Mr. Kersting  
117 Sixth Avenue West  
West Fargo, ND 58078  
Telephone: 356-2100

**Westside Elementary School**  
Principal: Mrs. Slette  
945 Seventh Avenue West  
West Fargo, ND 58078  
Telephone: 356-2110

**Lodoen Kindergarten Center**  
Principal: Mrs. Hanson  
330 Third Avenue East  
West Fargo, ND 58078  
Telephone: 356-2020

**Osgood Kindergarten Center**  
Principal: Dr. Sheldon  
5550 44<sup>th</sup> Avenue South  
Fargo, ND 58104  
Telephone: 356-2190

**This handbook belongs to:**

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City/Town and Zip Code:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Homeroom Teacher:** \_\_\_\_\_

### ARRIVAL AT SCHOOL/DISMISSAL

Bus area is supervised from 7:45-8:00 AM. Playground area is supervised from 7:45-8:05 AM. All students walking, riding bike, or being dropped off by parents must go directly to the playground area no earlier than 7:45 AM. Eastwood supervisors will greet children at that time and then bring them inside starting at 8:05 AM. Children entering the building prior to 8:05 AM must have a teacher pass and stop in the office to verify their pass. **THERE IS NO SUPERVISION AFTER SCHOOL.** Bus supervision in the afternoon will be from 2:45-2:55 PM to make sure all bus students exit safely out the south bus loop doors; all other students will be dismissed from the north, east, and west exits at the end of the school day. All children are expected to go straight home after school and once school intramurals are completed. Please work with your child on a predetermined pick-up spot after school. Please do not block neighborhood driveways or double-park in the north parking lot. We ask parents' cooperation in seeing that your child does not arrive at school until 7:45 AM. Except in bad weather, all children will be expected to remain outdoors until time for school to begin. Be sure your child wears the proper clothing to suit the weather. Eastwood has a breakfast program and we ask that children arriving to eat breakfast report no earlier than 7:45 AM and students need to report to the NW playground doors. Breakfast operates from 7:45-8:05 AM each morning. When dropping off or picking up children at Eastwood, use the north parking lot loop. When following the signs, please move your vehicle all the way forward so other cars can get in behind you. Please do not block street traffic or double park in the north parking lot. The bus loop is NOT a drop off or pick up area, and is only for buses. **School bells ring at:** 8:05 AM to enter the building, 8:10 AM tardy warning bell, 8:15 AM tardy bell and class begins.

### ART



Art is an important part of our curriculum. Art allows children to express their higher order thinking skills through visualization and creativity. Regular art classes are scheduled by each classroom teacher for all grades. Artwork is hung throughout the building to showcase the wonderful talents of our students. The school district also has a full-time art instructor who instructs specific art lessons for students in grades 1-5. Students in these grade levels receive 8-10 special art lessons each year. You may view completed art projects on the Eastwood website.

### ASSEMBLIES

We ask that all students use active listening and demonstrate appropriate conduct when attending school assemblies. Students should give their full attention to the performers on stage and show appreciation only through clapping hands. Whistling, shouting, and foot stomping are not appropriate. Visitors often form a lasting impression of our school and community by our behavior at assemblies and we ask our children to showcase their Eagle pride and listening skills.

### ASSIGNMENT NOTEBOOKS/TAKE HOME FOLDERS



Each teacher has expectations for children staying organized and getting information home and back to school. We ask that all parents check with their children each evening to see what homework or notes they brought home. Please return any forms or specific information to school on time and following the deadlines listed on notes. We also ask that children complete homework on time and return it by the stated deadline. Classroom newsletters or special notes will help parents stay up to date on tests, events, and weekly happenings. If your child is having difficulties staying organized and bringing material home, please contact the classroom teacher for a meeting.



### ATHLETIC TICKETS

Eastwood students may purchase West Fargo Packer Athletic Passes for WFSD events. This pass allows children to get into West Fargo Packer games. You may purchase these tickets at the Eastwood office.

### ATTENDANCE

School Board Policy 5-2400 states “students must not be absent more than 20-days in a school year to receive credit for the year. Exceptions which may be approved include excessive absences substantiated by a statement from a doctor or other special circumstances approved by the principal.” Please review the District Policy on attendance listed in the back section of this handbook. We ask your cooperation in seeing that your child is regular in attendance and on time. We will work closely with the school truancy officer and other agencies in the event attendance becomes an issue. If a student has chronic attendance or tardy issues, the attendance is turned over to the School Attendance Review Board (SARB) for community agency involvement that may result in agency assistance for families, court hearings, or police involvement.

If your child will not be in school, **please call the school office attendance line (356-2030 extension 1202 or 1203) between 7:00-8:15 AM and state:**

1. Name of Child
2. Classroom Teacher
3. Reason for Absence

If you expect your child will be absent from school for more than one day, give the estimated duration. By giving the estimated duration of the absence you will not be required to call the school each morning. If the school does not receive a call from the parent or guardian stating the child is absent, **the school will call the parent or guardian.**

#### **EXCUSABLE ABSENCES:**

The following are examples of excusable absences:

1. Illness
2. Death or serious illness in the immediate family.
3. Medical or dental appointments should be made **outside of school hours** if possible. If this is impossible and a student needs to leave for an appointment during school hours, the parent must come into the school office to sign the child out for the appointment and/or sign in upon return to the school.
4. Other reasons for being absent must be approved by the principal in advance of the absence. A written or phone request from the parent or guardian is required. All school work (when possible) must be made up **in advance** of the absence. Any absence, which does not fit into the above categories, will be unexcused. **Repeated unexcused absences or truancy will result in a referral to the School Attendance Review Board (SARB).**

#### **UNEXCUSED/UNVERIFIED ABSENCES/TARDIES**

Unexcused and unverified absences occur when the school is not informed as to why the child was absent. It also occurs when the absence does not fit the excusable criteria listed above. Unexcused and unverified absences are considered truancy and immediately reported to the West Fargo Juvenile Police Officer to investigate. Unexcused tardies result when a child is late for school for unexcused reasons. Once students earn their second unexcused tardy, a notice goes home with them outlining the attendance procedures. If a child earns four unexcused tardies, detention is assigned. Failure to sign the detention notice does not alter the consequence. Attendance forms not signed and returned are automatically turned over to the Juvenile Police Officer for investigation. Cass County Authorities and Cass County Juvenile Court is notified once a child reaches his/her third detention.

#### **AM /PM TARDINESS PROCEDURE**

Regular attendance in school is essential in order for students to receive a quality education. When children are tardy it is disruptive to their education and the other students in class. Students arriving in their classrooms after 8:15 AM, but before 10:00 AM, will be counted tardy for the morning. Students arriving after 10:00 AM will be counted absent for one-half day. Students entering classrooms after the start of the afternoon classes will be counted tardy. Students must be in school until 1:30 PM to be counted as attending a full day of school.

#### **ATTENDANCE AWARDS & RECOGNITION**

Eastwood children, who have been in school **EVERY** day of the year with no tardies or absences, will qualify to receive an attendance award at the end of the school year. These awards will be presented at a special assembly on the last day of school. Taking a child to Work Day will be excused absence, but it will count toward their perfect attendance. Eastwood School will also be providing semester attendance drawings to honor children with special treats who have

good attendance. Parents are responsible to read and understand the attendance policy/procedures when making decisions about pulling children out of school for appointments and how this has an impact on their perfect attendance qualification.

### **BACK TO SCHOOL NIGHT**



Eastwood School will host a Back to School Night on August 23<sup>rd</sup> from 5:00-6:00 PM. Eastwood families will have an opportunity to view the building, speak with your child's teacher, gather information, meet other parents, and learn about PTA events. Students are encouraged to attend with their parents. There will also be community booth areas set up in the multi-purpose room for those interested in signing up for activities.

#### **Awareness Items:**

- We ask that your child bring his/her school supplies to school during the evening of Back to School Night and place the supplies in his/her desk area.
- Book bags with wheels are discouraged, as they will not fit in lockers. No tape, stickers, or locks are allowed on lockers.

### **BOOK BAGS**

We ask that our Eastwood children remain organized by having an appropriate book bag to carry supplies to and from school. Please select your book bag carefully to make sure it fits your child appropriately. Book bags with wheels are discouraged, as they will not fit into lockers.

### **BICYCLES/SKATEBOARDS/SCOOTERS/ICE SKATES/SHOES WITH WHEELS**

Bicycles should be used for riding to and from school only. They must be left in the bike area and locked at all times. We highly encourage the use of bike helmets. **Bicycles are not the responsibility of the school.** Skateboards, scooters, shoes with wheels & ice skates are not allowed at school due to liability and lack of storage space.



#### **BREAKFAST PROGRAM**

Eastwood School participates in a breakfast program. Breakfast is served from 7:45-8:05 AM each day. We ask that children report and eat breakfast during the arranged time slot in order to report to class on time. Parents may purchase breakfast tickets during registration or by visiting with the breakfast supervisor in the multi-purpose room each morning. Our school district also has an online PaySchools Processing System where parents can pay for meals online and track student meal accounts. Please visit the district website at [www.west-fargo.k12.nd.us](http://www.west-fargo.k12.nd.us) and select the PaySchools icon. Those students arriving for breakfast should report to the NW lunch door entrance (on the playground) no earlier than 7:45 AM. **Please drop children off using the north parking lot and following the drop-off signs.** Children must follow posted breakfast rules to remain in the breakfast area. Parents will be notified if a child breaks the breakfast rules and what consequence the child earned.



#### **BREAKFAST & LUNCH TICKETS**

Lunch and breakfast tickets can be purchased for your child. Please check the district website for cost of tickets or check with the Eastwood school office. You may obtain these tickets at registration or during the school year. Our school district also has an online PaySchools Processing System where parents can pay for meals online and track student meal accounts. Please visit the district website at [www.west-fargo.k12.nd.us](http://www.west-fargo.k12.nd.us) and select the PaySchools icon. Please keep your child's lunch and breakfast tickets current and updated, as we do not allow charging.

### LUNCH & BREAKFAST PROCEDURES

1. Enter quietly.
2. Keep hands and feet to yourself.
3. Eat in a timely manner.
4. Use a 6-inch voice and appropriate language.
5. Be respectful and follow instructions.
6. Use please and thank you.
7. Leave in orderly manner.



### BUS LOOP

Eastwood School bus loop is located on the South side of the school. The bus loop is marked for **ONLY** bus entrance and exit. There is no individual student drop-off in this area as these exit doors are locked at all times. Bus supervision is from 7:45-8:00 AM and 2:45-2:55 PM. Children arriving in the morning will be directed to go to the playground when exiting the bus and will be met by playground supervisors. Those bus students eating school breakfast will be directed to the lunchroom. Only bus students may enter the bus doors with supervisor permission. Parents may drop-off non-bus children at the NE entrance by entering the north parking lot and following the arrows. There is **NO PARKING** allowed in the bus loop during the school day. Signs are posted and violators will be towed.

### BUS STUDENTS

Upon dismissal bus students are to immediately put on their coats and board their designated bus. Bus students are dismissed at 2:45 PM, and buses leave within minutes of the dismissal time. Due to the limited space on school buses, only students assigned to a bus will be permitted to ride the bus to and from school. Bus students will not be allowed to bring friends on the bus. If your children are regular bus riders, they will be permitted only to ride the bus they are assigned and not a different one. Bus students riding to and from school on a daily basis must bring a written note from a parent/guardian indicating permission to walk home from school when the situation warrants or to get off at a stop other than their own. This note should be presented to both the bus driver and teacher. Pupils missing the bus will have to contact parents and arrange for transportation.

### SCHOOL BUS INFORMATION FOR PARENTS

North Dakota law provides that bus drivers shall have authority over students while they're being transported in school buses. The West Fargo Public School bus system has the following rules and consequences in effect for all bus students:

1. Follow the driver's directions the first time they are given.
2. No moving or changing seats while the bus is in motion.
3. Keep your hands, feet, legs, and objects to yourself. Do not hang out windows.
4. Be courteous to the driver and fellow passengers. No profane language, yelling, or screaming.
5. Do not eat or drink on the bus. No smoking or lighting matches.
6. Do not litter the bus. Pick up all papers or other personal items.
7. Do not damage seats, windows, or any bus equipment.
8. Be at the bus stop on time. No pushing or shoving while loading or unloading. **NO SQUIRT GUNS, UMBRELLAS, ANIMALS, SKATEBOARDS, OR ANYTHING OF A DANGEROUS OR OBJECTIONABLE NATURE WILL BE ALLOWED ON THE BUS.**
9. Only students assigned to a bus will be permitted to ride the bus to and from school. Bus students will not be allowed to bring friends unless parent or guardian has called the transportation department. If your child is a regular bus rider, they will be permitted only to ride the bus they are assigned to and not a different one. If your child is a regular bus rider and wants to get off at a stop other than their own, their parent or guardian **must** call the Transportation department to schedule a guest.

10. Cell phones must be concealed at all times. Cell phones which are being used on the bus will be taken away and returned at the end of the route. Repeated violations will be referred to the principal.
11. The bus driver is the authority on the bus.  
The bus driver has the duty and responsibility to maintain discipline on his/her bus. If a student neglects to follow the rules and fails to cooperate with the driver, the following process will occur:

**Low Level Infractions:** Students who violate low level rules are subject to in-school consequences which are determined by the principal at each school. Upon third low level write up student may be subject to the high level consequences.

**High Level - 1st offense:** Student will be removed from the bus for one week.

**High Level - 2nd offense:** Student will be removed from the bus for two weeks.

**High Level - 3rd offense:** Student will be removed from the bus for one month.

**High Level - 4th offense:** Student will be removed from the bus for remainder of school year.

**Severe Clause:** Students may have their riding privileges suspend for longer durations for severe acts on the bus.

**Revoking Clause:** A student may have their bus riding privileges permanently denied for serious actions, or threats that pose a danger to others.

Parents should cooperate with the school authorities and bus drivers in providing safe and efficient transportation.

1. The purpose of school bus transportation is to provide safe, comfortable, and economical transportation for those children of the schools of the district. It is not a taxi service for pupils.
2. Parents should not expect the bus to operate over roads that are not properly maintained or on roads or driveways where adequate space is not available to turn the bus around, if necessary.
3. The children should be at the bus stop on time.
4. Any suggestions for changes in the transportation program which a parent thinks will improve it should be presented to the Transportation Director.
5. Parents should insure the cooperation of the children by studying with them the rules adopted for school bus operation. Parents should understand that children riding on a school bus must obey all regulations and the requests of the driver or they may forfeit their privilege of riding on a bus.
6. They should require their children to wear or carry clothing that is suitable for the North Dakota winter weather.

**Please go over this information with your child as it is in your child's best interest that we work together with regard to his/her safe transportation.**

### **CARDS/PERSONAL GAMES/TOYS**

Students are asked to keep personal games, toys, and collector cards at home. Collector cards, such as sports cards, Yu-gi-oh cards, & Pokemon cards are not allowed at school. Please trade these cards with friends at your personal residence and not on school grounds. We also ask that hand-held games be kept at home unless given permission from a teacher to bring them for a class party.

### **CELL PHONES/PAGERS**



Cell phones and pagers are not to be used during school hours. They can be disruptive to the classroom setting. If a child is found using a cell phone or accessories associated with a cell phone, they will be confiscated and given to the building principal. The school understands the need for parents to be able to reach children before and after school for safety reasons and children are required to turn off phones and store them in their backpacks once on school property (which also includes all school buses). Only after children are off school property/buses may they take out their phones and use them. The school is not responsible for the loss or damage of phones if a family elects to have a child carry one for personal safety reasons. A child will receive only 1 warning if caught using a cell phone on school property/bus and the phone confiscated until a parent can come to the office to retrieve it. A second infraction will require the phone to be turned over to the Juv. School Resource Police Officer.

### **CHANGE OF ADDRESS & PHONE NUMBER**

Parents are asked to notify the school immediately of a change in address, phone number, working location, or day care arrangements.

### **CHILD STUDY TEAM**

Eastwood Elementary School has created a Child Study Team. This team's priority is to help educational staff work with children on creating interventions in the areas of academics and behavior. Plans are created through a Tier System of starting with the lowest level intervention, and moving up to more intensive help aimed at helping children be successful. Interventions can range from extra time working with an adult on tutoring, setting up specific skill practice on a certain subject area, working through a behavior social skill plan, etc. Parents will be notified and become part of the process. The CST personnel will work on helping analyze the need, plan an intervention, implement the intervention with consistent monitoring, and work to make sure there is continuous improvement. Children not showing improvement through the CST intervention process may be considered for assessment into a more intensive program.

### **CITIZENSHIP AWARDS**



Each month, our classroom teachers take children through Boys Town Assemblies to review social skills, perform skits to understand good citizenship expectations, and hand out Citizenship Certificates to children who consistently demonstrate the proper use of social skills, demonstrate good citizenship through helping others, and for not receiving any discipline slips or late work markings. Children who earn 7 out of 8 certificates for the year will earn a special Citizenship Pin at the year-end awards assembly.

### **COMPLAINT OF CONCERN**

If a parent has a concern about school related activities, classroom expectations or workload, please contact your child's teacher first. If a parent has concerns about other issues or wishes to discuss them further, please contact the building principal.

### **CONCORDIA READS PROGRAM**

Eastwood School benefits from the Concordia College Reading Tutor Program. College students work with our ELL Department and grade level teachers on providing extra reading tutor help during the school day on designated times for children who qualify. Concordia College students volunteer their time to work with children, and most are preparing to become teachers through the college preparation program. College students are screened before they can work with our children and supervised by Eastwood and college staff members.

### **COUNSELING PROGRAM**

Situations facing students today have changed dramatically in recent years. Because of societal changes, children are exposed to a wide range of issues at a younger age.

WFPS believes all children can benefit from a quality counseling program designed to assist students in understanding that good choices affect their lives. The counselors will address pertinent topics through classroom lessons, small educational group sessions and short term individual counseling. Children may be referred to a counselor by staff, parents or themselves.

#### **Counseling Topics**

1. Personal/Social Development
  - Acquire self knowledge
  - Acquire interpersonal skills
  - Develop and apply personal safety skills
2. Academic Development
  - Develop academic self-understanding

- Acquire skills to improve learning
  - Plan to achieve goals
3. Career Development
- Develop career knowledge
  - Develop work place skills

The counseling program will be enhanced by various community agency programs such as “I Wish the Hitting Would Stop” and “Red Flag, Green Flag”. These programs, in addition to the district counseling program, address personal safety and/or personal boundary and privacy needs.

Any questions you have regarding the counseling program should be addressed to your building counselor. At Eastwood School, please contact Joan Houdek at 356-2030.



**D.A.R.E.**

All district 5<sup>th</sup> graders will participate in DARE. DARE classes are taught by our local West Fargo Police Department DARE Officer. Modules must be completed to successfully ‘graduate’ from the DARE program. Students complete final advertisement projects that will be aired on the local television stations. Students will also receive completed certificates at a special DARE Recognition Night during the school year.

**DETENTION ROOM**

Students who receive a block of four unexcused tardies on their attendance will earn detention for each incident. Students will serve detention to make up missing work. Parents are notified with warning notes prior to any detention assigned. Children who earn their third detention due to tardies will be reported to Cass County Authorities and an attendance letter will be placed in their permanent student file. Teachers also assign detention as needed for specific reasons based on student behavior. Our Boys Town Model indicates children will be given opportunities to correct their behavior through skill practice, restitution, and minor consequences. Detention is on Tuesday and Thursday after school from 2:45-3:30 PM. Parents will be notified in advance of the detention. Children assigned to detention must serve their consequence. If a child skips detention, their consequence will be doubled. Only the building principal can change a detention for attendance purposes. Classroom teachers assigning detention for late work or continued behavioral issues are responsible for their assignments. For major consequences, children will speak to the principal or counselor through our Boys Town Education Program.

**DISCIPLINE PROCEDURES FOR EASTWOOD**



Eastwood School uses a student management program called **Boys Town Educational Model**. Eastwood staff members have been trained on concepts regarding the teaching of social skills, rationales, effective praise, corrective teaching, appropriate consequences, and using proper quality components. We also have staff trained as Consultants and Trainers to support teachers with implementation and train new staff members. We also have two staff members certified to teach the Boys Town parent classes, which we offer each year to parents interested in learning how to use the social skill approach at home. Our Boys Town Education Model coincides with the West Fargo School District discipline matrix and expectations for teaching life-skills, helping children learn positive techniques, and preparing for 21<sup>st</sup> Century Learning. If your child receives a behavior form, please work with your child’s teacher to help correct the inappropriate behavior. We ask that a parent signs the behavior form that is sent home and return it to school with your child. A signature indicates that you have seen the form and your child was responsible in getting it to you. Failure of a parent to not sign the form does not excuse the child from the consequences listed on the form. Your child’s teacher will also make needed phone calls and set up meetings as needed to work together with you to assist your child if there are continued behavior issues.

**DRESS**

The general standards of appearance set for students of Eastwood is one that maintains a studious and conducive learning environment. Clothing worn by students shall be neat, clean, and in good repair for the general personal health and safety of the student. The West Fargo School District seeks to maintain an orderly environment for education. Students who have not dressed appropriately will need to call home for replacement clothing. Some of the items the West Fargo Public School System does not allow students to wear are: ***hats, caps, bandannas, bright colored hair dye (blonde highlights are acceptable), any item that advertises drugs/alcohol/tobacco, skirts or shorts that do not reach at or near the fingertips, see-through items, tight or revealing clothing, bare midriffs or crop tops, halters, strapless dresses or tops, and visible undergarments. No clip earrings or pierced earrings that hang below the earlobe are allowed during recess or physical education activities. Eastwood School also does not allow pants dragging beneath shoes, pants hanging below waist, or shoes with wheels.*** We ask that parents know what their children wear prior to them coming to school. Please mark your child's name on all jacket, hat, and glove tags.

### **DROPPING CHILDREN OFF LATE or AFTER APPOINTMENTS**

**We request that all parents enter the office and sign their children into school when dropping them off late to school or upon arrival from appointments.** This will help us keep accurate attendance records and allow us to verify the time a child was absent. **We also ask that you sign your children OUT when picking them up from appointments during the school day.** They will not be allowed to leave the building or wait outside for rides. Parents must pick up children in the office and sign them out. **The NE entrance door is the only door unlocked during school hours.**

### **AM /PM TARDINESS PROCEDURE**

Regular attendance in school is essential in order for students to receive a quality education. When children are tardy, it is disruptive to their education and the other students in class. Students arriving in their classrooms after 8:15 AM, but before 10:00 AM, will be counted tardy for the morning. Students arriving after 10:00 AM will be counted absent for one-half day. Students entering classrooms after the start of the afternoon classes will be counted tardy. Students must be in school until 1:30 PM to be counted as attending a full day of school.

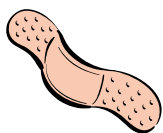
### **EASTWOOD BEFORE & AFTER SCHOOL INTERVENTION PROGRAM**

Eastwood School received a grant to implement a before & after school Reading & Math Program. The reading program consists of intervention software called ReadAbout, System 44, Read 180, Intervention by Design, and FASTMATH. Each program is an adaptive, leveled, instructional technology program for children who qualify based on need. Parents will be notified and offered the opportunity to have their children participate. Free busing, as much as possible, will be available to get children home outside of the regular school day. Eastwood School has also purchased the program Education City, which is a reading web-based intervention program that children will receive a password in order to work at home on educational programming with parents. Each child will receive a special password at the start of the year.

### **EMERGENCY & PRACTICE DRILLS**

Fire and tornado drills, as required by law, will be held at regular intervals. Such practice is important and should be approached seriously. Specific instructions for fire drill and tornado drill procedures will be discussed during the first week of school and reviewed routinely during the year. Each classroom will post fire and tornado drill procedures by classroom doors, along with a map of the nearest exit. Procedures for other emergencies are in place and classroom teachers will respond accordingly with special signals given by the building principal.

### **EMERGENCY FIRST AID**



Every effort will be made to provide an environment in which students will be safe from accidents. If your child is injured, the staff will take whatever steps necessary to provide the needed medical attention and care. Eastwood School has a staff Emergency & Crises Team trained in CPR, First Aid, and AED usage. We also have school nurses that work specific hours during the week available to assist with needs. Please make sure to have emergency phone numbers located on your family file in the office. Eastwood also benefits from having a school nurse on duty throughout specific hours of the day.

### **FIELD TRIPS**

Students may be involved in educational field trips during the school year. Parents will be notified by their child's classroom teacher of any upcoming field trip events. If you do not want your child to participate in a specific field trip, please contact your child's teacher.

### **FIGHTING**

Students involved in physical confrontation with another person while attending school or a school-sponsored activity will be disciplined accordingly. Discipline can range from Restricted Schedule, Out of School Suspension, or possible Expulsion depending on severity of the incident. The building principal will investigate each incident and determine the appropriate consequence.

### **FINES**

Children who lose or damage textbooks or library books may be assessed a fine or work-study in order to fix or replace material. Library privileges may be revoked until a book is returned or replaced. All fines must be paid in full by the last day of school, or children are not allowed to attend their year-end picnics.

### **FIT FOR LIFE**

The Fit for Life Program is an extension of the physical education program. It is a program that will enable your child to earn points for doing fitness activities after school. The purpose of the program is to increase fitness levels and to build lifetime habits that will help maintain fitness. The goal that students will be striving for is intended to be reached over an extended period of time. Just as fitness is not something accomplished in one week, the awards in this program will take several months of effort to achieve. Students will be able to earn points for t-shirts, sweatshirts, prizes, and a year-end party. More information will come home with your child at the start of the school year. For more information and calendars, you may also visit our Eastwood website.

### **FOOD, CANDY, CLASSROOM SNACKS, GUM & DRINKS**

Food, candy, gum and drinks (pop, etc.) are not to be brought to school by students for consumption during the school day unless authorized by the classroom teacher for special events. ***Our school district has a Health Policy that limits the amount of candy and unhealthy snacks children can bring to school. We ask that children always bring healthy snacks for classroom parties and snack time.*** We encourage children who eat cold lunch to bring healthy and nutritious food. **NO pop or candy allowed in the lunchroom.**

### **GOALS**

We ask that children and parents set yearly or quarterly goals for academic performance. Please challenge your children on specific reading, math, or social skill goals and reward them accordingly. The school also will have reward systems in place to honor those children who are working hard and showing good improvements or gains. Setting goals is an important aspect to achieving success and this helps teach hard work and perseverance.

### **GRADING**

Eastwood School follows the district grading procedures and each classroom teacher utilizes technology to track and update grades on computer file. The West Fargo School District utilizes the PowerSchool software to track grades and attendance. Every attempt will be made to return daily graded material to children and families in a timely and proficient manner. Parents will receive mid-term progress reports and report cards each trimester. Please visit with your child's teacher about your child's progress and plan to attend all scheduled conferences during the year.

### **HEADPHONES/CD/TAPE PLAYERS/IPODS/MP3 PLAYERS**



Eastwood students are not allowed to have headphones or personal CD/tape players at school. Eastwood School cannot account for the safety of these products and will not be responsible if they are lost or stolen. They are also a disruption to the classroom and instructional process. Teachers may grant permission for these items due to class parties, and they will send home notification to parents.

### **HOMEWORK**

Children may have a moderate amount of homework as part of the regular school program and following a period of illness or absence from school. A quiet place to study and a specific time set aside will make this task easier. Please contact your child's teacher for any questions or concerns on homework. We expect children to return homework on time and completed.

### **HOMEWORK ROOM**

Eastwood has a homework room available for 3<sup>rd</sup>-5<sup>th</sup> graders (1<sup>st</sup> and 2<sup>nd</sup> may participate with permission from the homework room supervisor). Children who wish to use the homework room need to report to the office and receive a pass to walk to the homework room, where they will check-in with the homework room teacher and sign their name on the ledger. Teachers may also refer students to the homework room for repeated missed assignments that must be completed. The homework room is not for behavioral issues. Behavioral issues are handled through our intervention program. More information will come home in early September about the location of the homework room and specific times it will operate in the mornings.



### **INCLEMENT WEATHER**

It is the right and responsibility of parents to decide if a student should attend school under adverse weather conditions. Please refer to the district weather section located in the back section of this handbook for more information on what radio stations to listen to for information. You may also visit the West Fargo School District website for weather related announcements. The superintendent will make all decisions regarding school closures. All West Fargo Elementary Schools follow specific winter weather guidelines for safety, and when wind chill or temperatures reach -15 children will not be allowed outside.



### **INTRAMURALS**

The West Fargo Elementary Schools offer an after-school intramural sports program for 4<sup>th</sup> and 5<sup>th</sup> grade students. Fees for participation are charged for each activity. Information regarding intramurals will be sent home with eligible students prior to the activity. Eastwood PTA also offers various intramural activities for children in younger grades during the school year. Information will be sent home prior to the activities. You may also access intramural activity forms by visiting our Eastwood Elementary website.



### **INVITATIONS**

Every year many of the children in our school have parties in their homes. Invitations to these parties should not be distributed at school. The problem occurs when a child is left out. There is nothing more humiliating for a child of any age to watch party invitations being handed out in a class and not receive one. We are asking that unless everyone in the class is invited to the party; please do not pass out invitations at school. Help us avoid a situation that could cause a lot of unhappiness.

## **LIBRARY**

Students have a set library time each week in which to learn specific skills and check out reading material. Reading is very important at Eastwood School and we encourage parents to take time to read with their children at home. Children who lose or damage textbooks or library books may be assessed a fine or work-study in order to fix or replace material. Library privileges may be revoked until a book is returned or replaced. Children not returning library books by the last day of school will miss their classroom picnic until fines are paid or books returned on that day.

## **LITERACY SCHOOLWIDE TITLE PROGRAM & ELL PROGRAM**

Eastwood Elementary Schoolwide Title Program consists of a push-in method where any child who may need extra assistance on reading may be assigned to work with a teacher (either the classroom, Title, or other specialist) in small groups during core instruction. Each classroom receives a block of extra instructional support each day on a rotating schedule in order to provide more small group assistance to children on concepts and allow the classroom teacher to reach more children who need enrichment or support through co-teaching methods and the use of highly qualified paraprofessionals. For those children who still need 1:1 or small group help, teachers will work to determine every 6-8 weeks which children can be pulled out during I/E block for additional support in our Tier III RtI Intervention Model to work with specialists. Children pulled out during I/E block do not miss core instruction. Students who receive Tier III help are selected based on assessment data.

Eastwood School also offers an ELL program for children in grades 1-5. The ELL program provides all refugee students a beginning education. The program provides students interpersonal communication skills, practical life skills, literacy skills, and grammatical skills. In addition, students are taught about the American culture. Students will accomplish these goals in the language, reading, and resource classes that are offered in the ELL program. The West Fargo School District also offers a Newcomer Center for brand new refugee students who have had no formal education or are new to the United States prior to moving to our community and settling into our school system. These children will attend a ½ day program to instruct the basics and help children adjust to their new setting. Children then spend the remainder of their day in their regular classroom setting working on core academic material. Once children successfully complete the Newcomer Center program, children will then spend the entire day with peers in their classroom setting and receive help through our ELL department at Eastwood.

## **LOCKERS**



Students in grades 1<sup>st</sup>-5<sup>th</sup> will be assigned a locker to use during the school day. Students are not allowed to place stickers or tape products on their lockers. We also ask that students do not use book bags with wheels, as these do not fit inside their locker. Lockers, desks and storage areas are the property of West Fargo Public Schools and are assigned for school use only. Ownership and control of all lockers is retained by the School District. All school property, including student lockers, desks and storage areas are subject to being searched by school officials with or without prior notice to the student. Access to all lockers is a legal right of school

officials whose responsibility it is to protect the health, safety and welfare of all students enrolled. (see District policy in last section of this handbook)

## **LOST & FOUND**

Please mark all items that might easily be lost. A lost and found area will be set aside and you may check this area for lost articles. All lost and found items not picked up by Christmas vacation and then again by the last day of school will be donated to the Salvation Army or other organizations.

## **LUNCH SCHEDULE**

### **GRADE**

1<sup>st</sup>

2<sup>nd</sup>

### **LUNCH SCHEDULE**

Block 5 11:20-12:05 (lunch/recess – lunch and then go out for recess)

Block 6 12:15-1:00 (lunch/recess – lunch and then go out for recess)

3 <sup>rd</sup>	Block 6 12:15-1:00 (recess/lunch – recess and then come in for lunch)
4 <sup>th</sup>	Block 5 11:30-12:15 (recess/lunch – recess and then come in for lunch)
5 <sup>th</sup>	Block 6 12:15-1:00 (split lunch – 2 classes @ recess and 2 classes @ lunch - then switch during block)

Students eat here at school selecting one of the hot lunch choices or bring cold lunch from home. Parents must send a written permission or pick up the child if they are going to leave the school grounds during their lunch period. **No pop, candy, or fast food items are allowed in the lunchroom.**

#### **LUNCH & BREAKFAST PROCEDURES**

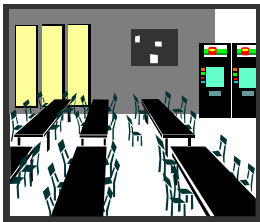
1. Enter quietly.
2. Keep hands and feet to yourself.
3. Eat in a timely manner.
4. Use a 6-inch voice and appropriate language.
5. Be respectful and follow instructions.
6. Use please and thank you.
7. Leave in orderly manner.

#### **Why do some classes have recess before lunch?**

To accommodate better supervision on the playground and provide enough time for our children to eat, some grade levels/classes will go outside for recess prior to eating lunch within their block. Please check with your child's teacher to determine their exact eating time.

- Improve student behavior on the playground, in the cafeteria and classroom.
- Students waste less food and drink more milk. This leads to increased nutrient intake.
- Improve the cafeteria atmosphere.
- Children are more settled and ready to learn upon returning to the classroom.

#### **LUNCH WEEK FOR PARENTS**



Eastwood School would like to invite our families to join us for lunch during the school year. With the high number of students enrolled at Eastwood and the varying schedules that families have for work, we invite you to come in any day of the week throughout the year to have lunch with your child. We just ask that you notify the office one day in advance (356-2030).

This is a time to enjoy eating a school lunch with your child and spending quality time together - ***bringing in fast food items during this time is not allowed.***

Please pay for your meal at the office before you join your child for lunch and hand your ticket to the adult working at the computer scanner station in the lunchroom.

#### **MEDICINE AT SCHOOL**

If a child has to take medication during school hours, please stop in the office and fill out a medicine request form. All medication will be kept in the office area. We are not able to dispense medication without parental authorization. Parents must fill out a new authorization form each year and for each new medication. **All medication must be picked up at the end of the school year by a parent or it will be destroyed.**

#### **MIDTERM REPORTS & DEFICIENCY MARKS**

Eastwood children in grades 1-5 will receive computerized or specially designed grade level midterm report markings indicating progress once each trimester. View the midterm dates in the school calendar. Please review these markings and call your child's teacher to discuss improvement ideas or to ask questions.

### **MILK/SNACK BREAK**

Children in grades 1-5 will have an option of paying for one milk/juice break during the day. These breaks occur in the morning between 9:00-10:15 AM to provide nutritional intake. ***Eastwood School also received a grant for the to provide 'FREE' healthy snacks to children with their milk. Each child will receive a healthy fruit/vegetable snack daily on Tuesday-Friday, and a healthy cracker packet every Monday. Parents do not need to send snacks to school for their children, only pay for milk if your child wishes to have something to drink. Please do not send daily snacks to school as children will only be allowed to eat what the school offers as we must track our grant money for the healthy snacks (we receive approximately \$50 per child through the grant). Students may bring birthday treats on their special day – work with your child's teacher to let him/her know in advance.*** This grant will allow our school the ability to positively help impact childhood obesity rates and assist parents with financial savings during the school year.

### **MONEY AT SCHOOL**

We ask that Eastwood children do not bring money to school other than what has to be brought for lunches or class projects. **Eastwood is not responsible for lost or stolen money.**

### **MUSIC**

Eastwood has regularly scheduled classes of general music instruction for first through fifth grade. These classes are an integral part of our total school curriculum and all students in these grades are expected to participate. Please watch the Eastwood Newsletter for specific grade level concert dates. For questions, please contact our music department.



### **NATIVE AMERICAN TUTOR PROGRAM**

West Fargo School District works cooperatively with the Fargo School District to offer a Native American Tutor Program to our Native American families who qualify. Children will work with qualified tutors during the school day on designated times throughout the school year.

### **NEW FAMILIES**

Eastwood School counselor has created a Welcome Program to help our new families adjust to our school and help make you feel welcome. The counselor will work with new children by partnering them up with Student Ambassadors to help provide tours, meet with new children to share information on school functions, ensure friendships are formed, and check in during the first month to make sure children are adjusting successfully to their new surroundings. If you are a new family and you have any special needs or questions, please contact our school counselor.

### **NEWSLETTER**

Eastwood School will publish a **WEEKLY** newsletter that will be sent home each Friday. It will list special upcoming events, PTA information, calendar events, lunch menu, breakfast menu, student work, music programs, and other information. Each classroom teacher will keep parents informed about classroom events through classroom newsletters, notes, or the use of student homework notebooks. You may also access the Eastwood newsletter on our website.

### **NCA - AdvancEd**

Eastwood School goes through yearly accreditation with the North Dakota State Department of Public Instruction and North Central Association of Colleges and Schools. Specific criteria and goals must be met each year to qualify for accreditation. Eastwood School has a team that meets regularly to work on school improvement and set goals for our school.

### **PARENT-TEACHER CONFERENCES**

There will be two regularly scheduled parent-teacher conferences during the school year. Scheduled conference times will be sent home with each child. Please make every effort to attend these important meetings with your child's teacher. Bring your list of prepared questions to the conference so the teacher may assist in attaining all available information concerning your child's education. The building principal may be asked by either staff or parents to attend a conference. Conferences provide the opportunity for parents and teachers to discuss the student's educational progress. Due to time constraints, parents are asked to arrive for conferences at their stated time and be respectful of the time allotment so we can meet with all families scheduled.

### **PARTIES**

Parents often wish to send a treat for the class for their child's birthday. Please make these arrangements with the classroom teacher. Avoid sending party invitations to school unless the entire class is invited to avoid hurt feelings. ***The West Fargo School District also has a Health Policy that was implemented limiting the amount of candy and unhealthy snacks children can bring to school. We ask that children always bring healthy snacks for classroom parties and snack time.*** The West Fargo School District also allows each classroom to celebrate specific parties during the year (Fall Party, Holiday Winter Party, & Valentines Party). Please review the Eastwood calendar for these listed events.

### **PETS AT SCHOOL – ALLERGY ALERT**

Pets are **not** allowed in school. We have several staff members and students who are highly allergic to animals and must not come in contact with them. Please keep all animals out of the building due to safety and health concerns. (see District policy in back section of handbook)

### **PHYSICAL EDUCATION/HEALTH**



Regular physical education and health classes will be scheduled for all students at Eastwood. These classes are part of the school curriculum and all students are required to participate. Proper shoes and clothing are required for the safety of your child. For questions, please contact our PE Department.

### **PICKING CHILDREN UP FROM SCHOOL**

***Parents need to sign their children out from school when picking them up during the school day.*** Children will not be allowed to wait outside. Parents must come to the office and sign the child out before the child is allowed to leave. ***We ask that parents enter the office and sign their children back in to verify the time.*** This will allow us to keep better attendance records. Please use the NE entrance, as all other doors will be locked during school hours.

### **AM /PM TARDINESS PROCEDURE**

Regular attendance in school is essential in order for students to receive a quality education. When children are tardy it is disruptive to their education and the other students in class. Students arriving in their classrooms after 8:15 AM, but before 10:00 AM, will be counted tardy for the morning. Students arriving after 10:00 AM will be counted absent for ½ day. Students entering classrooms after the start of the afternoon classes will be counted tardy. Students must be in school until 1:30 PM to be counted as attending a full day of school.

### **PLAYGROUND**

Children are allowed to play in the areas that are supervised. Children need to (1) follow directions of the adults, (2) dangerous play is not allowed, (3) languages and gestures must be appropriate, & (4) school property and people must be respected. Eastwood School has playground safety signs posted on the playground to remind students about the safety rules. Proper clothing must be worn outside. Students in grades 1-3 must have boots to play outside over the winter months. Students in grades 4-5 are encouraged to wear boots. Students not wearing boots will remain on the blacktop area. Please refer to the back of this handbook to read more about the Boys Town Safety Reports and playground intervention practices.

### **PRESIDENTIAL AWARDS**

Children in grade 5 who maintain a 3.5 GPA average over their years of schooling and who score in the 85<sup>th</sup> percentile on standardized assessments qualify for the Presidential Academic Gold Award. Children in grade 5 who maintain a 3.5 GPA average over their years of schooling and show good effort on assessments will qualify for the Presidential Academic Silver Award. This prestigious award is handed out at the year-end awards assembly and children will receive special recognition with a certificate signed by the President of the United States. Children in grades 1-5 may also earn National and Presidential Fitness Awards through our PE Department for meeting specific criteria on fitness goals for the year and these awards are also handed out at the year-end awards assembly.



### **PRINCIPAL MENTOR PROGRAM**

Children may be referred to the building principal to participate in a Principal Mentor Program. This program allows children who may be struggling with attendance, homework, or behavior to meet on a consistent basis with the building principal to set goals, earn rewards, and chart progress to improve and succeed in areas designated. This is to help children work on positive goals and build a sense of perseverance that they can succeed. Building positive adult relationships with school personnel and having support is vital for children to overcome obstacles. Parents will be informed by the building principal should their child be referred for this opportunity.

### **PTA**



Eastwood Elementary has an active and outstanding PTA. They do many activities and provide things that make Eastwood a better place for students to learn. The PTA is a way for you, as parents, to become more involved with your child's learning. A PTA sign-up table will be available during registration and we hope you will join us in becoming active with school projects. Please see the school calendar listed in this book or on the Eastwood website for listed dates of monthly PTA meetings. Free childcare is provided. Support your local PTA!!

### **PUPIL ILLNESS**

When a child becomes ill during the day and has to go home, please do not ask if he/she can walk home, as it will not be allowed. Please make arrangements in advance for an adult to pick him/her up. Let's protect your child and avoid the tragedy of them becoming seriously ill on the way home or having your child abducted. School Board Policy 5-2400 states, "Students must not be absent more than 20 days in a school year to receive credit for the year. Exceptions which may be approved include excessive absences substantiated by a statement from a doctor or other special circumstances approved by the principal." Please review the District Policy on attendance listed in the back section of this handbook.

### **SCHOOL HOURS**

The Eastwood School hours are from 8:05 AM to 2:45 PM. Students may enter the school building at 8:05 AM when the first bell rings. We ask that students arrive at school no earlier than 7:45 AM and during the winter months, we encourage children not to report until closer to 8:00 AM as children will need to remain outside until time to enter the building. If there is increment weather, supervisors will bring children inside starting at 7:45 AM to the gym. There is supervision on the playground from 7:45-8:05 AM daily. All children must report to the playground and then supervisors will assist children who need to enter the building for the breakfast program. Students arriving to their classroom after 8:15 AM will be counted tardy. Eastwood office personnel are available from 7:00 AM to 3:35 PM daily. There is no supervision after school. Children must either be picked up, arrangements made with the teacher for staying after school for homework help, or walk directly home. All buses leave Eastwood no later than 2:55 PM. Supervision will be provided in the bus loop each morning from 7:45-8:00 AM and each afternoon from 2:45-2:55 PM. The north parking lot has a staff member on duty to monitor traffic and to keep children safe from 2:45-2:55 PM.

### **SOCIAL WORKER**

A full-time Partnership Care Coordinator assists families at Eastwood School and the school district with social work assistance. The Partnership Care Coordinator works with community agencies to help families and students who need special assistance both in school and at home.

### SPECIAL EDUCATION

For various reasons, some children may need a concentrated, special type of academic, social, and emotional atmosphere that is not available in the regular classroom. Special Education is a Federally mandated program that falls under the Individual with Disabilities Education Act. It is designed to ensure public schools serve the educational needs of students with disabilities. Special Education is the most intensive level of support, providing specific, supplemental, or alternative programming. The purpose of special education is to improve achievement and academic proficiency for all children – to teach children the skills they need to be successful academically, physically, socially, emotionally, and behaviorally. The school Child Study Team uses a problem solving method to work with classroom teachers on identifying children who may need intensive interventions within the classroom setting. A plan is developed, monitored, and assessed to determine if a child is meeting growth. If a child continues to struggle after interventions have been implemented, the Child Study Team will refer a child on for consideration of special education. Parents will be involved in the decision making and will need to attend meetings to help provide permission for special testing and then approval of the special education plan. The process to determine special education involvement cannot be circumvented and the Child Study Team processes must be followed and documented to provide detailed information on a child before a child can be referred for special education consideration.

### TECHNOLOGY



Eastwood School utilizes computers and other technology to help enhance lessons. Children in 4<sup>th</sup>-5<sup>th</sup> grades are taught specific technology skills and use the computer lab & wireless lab at Eastwood to perform specific projects based on curriculum needs. Children in 1<sup>st</sup>-3<sup>rd</sup> grades utilize technology in the classroom through teacher-guided instruction and exploration. The main emphasis in the primary grades is on literature and reading skills. Students learn how to type and use more advanced technology skills when they reach middle school. Eastwood School utilizes ActivBoards, mini-laptops, iPads, LCD projectors, Digital Document Cameras, and other technology to help our children learn 21<sup>st</sup> Century Learning concepts.

### TELEPHONE CALLS

Please try to make your after school travel/arrangements before your child leaves for school to avoid the numerous phone calls received in the office during the day. It is recommended that a note be sent to school for your child's teacher if there is a change in travel or appointments. We realize a follow-up call may be necessary due to the age and responsibility of the child.

Periodically unforeseen circumstances do arise and students need to receive instructions during the day. We will make every attempt to notify students though at times it is very difficult depending on the time of the call, volume of calls, & whereabouts of the student. Any calls should be received no later than 2:00 PM to make sure the office staff has time to speak to the classroom teacher. Messages received prior to 2:00 PM will be passed along from the office staff to teachers via email. All teaching staff know to check their email prior to 2:00 PM each day for messages. If calls and messages are relayed to office staff after 2:00 PM, the office staff will personally contact the classroom teacher if possible. There is no guarantee your message will be received by the classroom teacher if you call after 2:00 PM due to classes attending events, so please make sure to contact the office prior to 2:00 PM to make sure there is enough time to relay the message. The West Fargo School District procedures state, ***Students and teachers will not be called from the classroom to answer the telephone during school hours except in an emergency.*** Parents must state the emergency to the building principal or office personnel.

### TRIMESTER

All elementary schools run on a trimester reporting system. Report cards and mid-term progress reports are sent home each trimester. Fall and Winter report cards will be handed out at conferences. Spring report cards will be sent home on the last day of school. Please refer to the calendar for conference and mid-term dates.

### **VISITING SCHOOL**

We welcome parents and other visitors to our facility. When visiting, all parents and visitors must register in the Eastwood office upon entering the building. In order not to disrupt instructional time, all visitors/parents are required to stop in the office and let our office personnel assist you. The NE entrance door is the only door unlocked during school hours. Please enter through these doors and go straight ahead into the office area. Office personnel will assist you. If you plan on picking up your child after school, please wait in the multi-purpose room, located next to the office, and have your child meet you there. Do not stand outside classroom areas or block hallways. **According to West Fargo Ordinance #12-0505, unannounced visitors may be fined \$500.**

### **VISITING – STUDENTS BRINGING FRIENDS TO SCHOOL**

Students may not bring friends or other students to visit in the classrooms or at lunchtime. Only enrolled Eastwood students are allowed into their specific classroom. This rule is for the protection of all students and the instructional program. Classroom interruptions can be very detrimental to the learning process.

### **VISITING – PARENT CLASSROOM VISITATION**

Having parents visit the classroom is an important part of the elementary school experience. The Eastwood Elementary School staff values the concept of parents as partners in education, and understands that the student's education extends beyond the school. Parents will have the option of signing up to assist as a room parent for special projects and parties, joining PTA and performing special school activities, helping with science fairs, and volunteering time to assist on fieldtrips. It is up to the individual teacher to determine his/her classroom needs and to make any necessary arrangements for parent volunteer assistance.

Parents wishing to visit the classroom to observe **specific academic instruction** need to visit with the building principal for approval. Parents must provide 24-hour notice and state the purpose of the visit (identify what you wish to accomplish by the visit). The decision is entirely up to the building principal based on the purpose of the request. This rule is for the protection of all students and the instructional program. Many children in the classroom setting receive special services (ELL, Special Education, Title, Speech, etc.) during the school day due to their individual academic needs, and this information is extremely confidential. Due to FERPA (Federal Law), requests will be closely scrutinized to ensure the safety and confidentiality of our student population, along with their individual programming needs. This type of request is different than volunteering time to help with a classroom project, party, or fieldtrip. If you are granted permission to visit a classroom to watch **specific academic instruction**, you must follow these rules:

- Sign in at the office to receive a nametag and be directed to the classroom.
- Refrain from engaging the attention of teachers or students through conversation or other means.
- Not record data that is considered confidential about how other children are learning or the services they are receiving based on IEP and other criteria.
- Remain inconspicuous and nondisruptive to the instructional process.
- You are not there to judge the teacher's ability to teach and are there to work with the teacher to best help your own child.
- Parent visitations are limited to only one class period during the school day.
- When leaving the classroom—you are bound by confidentiality and FERPA Law. The main purpose of a visit is for individual parents to gather information on their own child to better help the educational process.

### **WITHDRAWALS**

It is parent responsibility to call the office and notify the school at least one week in advance of withdrawing or moving. All books and material must be returned to the classroom teacher.

# WEST FARGO PUBLIC SCHOOLS

207 MAIN AVE WEST ~ WEST FARGO, ND 58078-1725  
PHONE: 701.356.2000 FAX: 701.356.2009



# WEST FARGO ELEMENTARY SCHOOLS



# HANDBOOK 2011-2012

## ADDRESSING CONCERNS

When parents or guardians have concerns, they are asked to first contact the school employee who is nearest to the situation causing the concern. If you do not receive satisfaction from that person, then contact the child's teacher and then building principal for assistance. If the matter is still unresolved, then contact the superintendent of schools. You may be asked by the superintendent to state the concern in writing and summarize the action taken date. Should that fail, an appeal may be filed with the School Board through the Superintendent's Office.

## ATTENDANCE AND ABSENCE POLICY AND PROCEDURE

School Board Policy 5-2400 states "Students must not be absent more than 20 days in a school year to receive credit for the year. Exceptions which may be approved include excessive illness substantiated by a statement from a doctor or other special circumstances approved by the principal." If your child will not be in school, **please call the school office and provide the following information: 1. Name of Child 2. Classroom Teacher 3. Reason for Absence** If you expect your child will be absent from school for more than one day, give the estimated duration. By giving the estimated duration of the absence you will not be required to call the school each morning. If the school does not receive a call from the parent or guardian stating the child is absent, the school will attempt to call the parent or guardian.

### EXCUSABLE ABSENCES

The following are examples of excusable absences:

Illness, death or serious illness in the immediate family. Medical or dental appointments should be made **outside of school hours** if possible. If this is impossible and a student needs to leave for an appointment during school hours, the parent must come into the school office to sign the child out for the appointment and/or sign in upon returning to the school. Other reasons for being absent must be approved by the principal in advance of the absence. A written or phone request from the parent or guardian is required. All school work (when possible) must be made up **in advance** of the absence. Any absence which does not fit into the above categories will be unexcused.

***Repeated unexcused absences or truancy may result in a referral to the Cass County Juvenile Authorities. Unexcused absences or truancy are a result of parents not contacting the school to either explain the reason for the absence or tardy, or the reason does not meet the excusable procedures as listed above. Unexcused absences are a form of truancy and Cass County Authorities will become involved.***

### AM /PM TARDINESS PROCEDURE

Regular attendance in school is essential in order for students to receive a quality education. When children are tardy it is disruptive to their education and the other students in class. Students arriving in their classrooms after 8:10 AM, but before 10:00 AM, will be counted tardy for the morning. Students arriving after 10:00 AM will be counted absent for one-half day. Students entering classrooms after the start of the afternoon classes will be counted tardy. Students must be in school until 1:25 PM to be counted as attending a full day of school.

## BUS RULES AND INFORMATION

### SCHOOL BUS INFORMATION FOR PARENTS

North Dakota law provides that bus drivers shall have authority over students while they're being transported in school buses. The West Fargo Public School bus system has the following rules and consequences in effect for all bus students:

1. Follow the driver's directions the first time they are given.
2. No moving or changing seats while the bus is in motion.
3. Keep your hands, feet, legs, and objects to yourself. Do not hang out windows.
4. Be courteous to the driver and fellow passengers. No profane language, yelling, or screaming.
5. Do not eat or drink on the bus. No smoking or lighting matches.
6. Do not litter the bus. Pick up all papers or other personal items.
7. Do not damage seats, windows, or any bus equipment.
8. Be at the bus stop on time. No pushing or shoving while loading or unloading. **NO SQUIRT GUNS, UMBRELLAS, ANIMALS, SKATEBOARDS, OR ANYTHING OF A DANGEROUS OR OBJECTIONABLE NATURE WILL BE ALLOWED ON THE BUS.**
9. Only students assigned to a bus will be permitted to ride the bus to and from school. Bus students will not be allowed to bring friends unless parent or guardian has called the transportation department. If your child is a regular bus rider, they will be permitted only to ride the bus they are assigned to and not a different one. If your child is a regular bus rider and wants to get off at a stop other than their own, their parent or guardian **must** call the Transportation department to schedule a guest.
10. Cell phones must be concealed at all times. Cell phones which are being used on the bus will be taken away and returned at the end of the route. Repeated violations will be referred to the principal.
11. The bus driver is the authority on the bus.

*The bus driver has the duty and responsibility to maintain discipline on his/her bus. If a student neglects to follow the rules and fails to cooperate with the driver, the following process will occur:*

**Low Level Infractions:** Students who violate low level rules are subject to in-school consequences which are determined by the principal at each school. Upon third low level write up student may be subject to the high level consequences.

**High Level - 1st offense:** Student will be removed from the bus for one week.

**High Level - 2nd offense:** Student will be removed from the bus for two weeks.

**High Level - 3rd offense:** Student will be removed from the bus for one month.

**High Level - 4th offense:** Student will be removed from the bus for remainder of school year.

**Severe Clause:** Students may have their riding privileges suspend for longer durations for severe acts on the bus.

**Revoking Clause:** A student may have their bus riding privileges permanently denied for serious actions, or threats that pose a danger to others.

Parents should cooperate with the school authorities and bus drivers in providing safe and efficient transportation.

1. The purpose of school bus transportation is to provide safe, comfortable, and economical transportation for those children of the schools of the district. It is not a taxi service for pupils.
2. Parents should not expect the bus to operate over roads that are not properly maintained or on roads or driveways where adequate space is not available to turn the bus around, if necessary.
3. The children should be at the bus stop on time.
4. Any suggestions for changes in the transportation program which a parent thinks will improve it should be presented to the Transportation Director.
5. Parents should insure the cooperation of the children by studying with them the rules adopted for school bus operation. Parents should understand that children riding on a school bus must obey all regulations and the requests of the driver or they may forfeit their privilege of riding on a bus.
6. They should require their children to wear or carry clothing that is suitable for the North Dakota winter weather.

**Please go over this information with your child as it is in your child's best interest that we work together with regard to his/her safe transportation.**

**BUS STUDENTS DO NOT SEND ANY MEDICATIONS WITH YOUR CHILD.** Upon dismissal bus students are to immediately put on their coats and board their designated bus. The buses leave within minutes of the dismissal time. Due to the limited space on school buses, only students assigned to a bus will be permitted to ride the bus to and from school. Bus students will not be allowed to bring friends on the bus. If your child is a regular bus rider, they will be permitted only to ride the bus they are assigned and not a different one. Bus students riding to and from school on a daily basis must bring a written note from a parent/guardian indicating permission to walk home from school when the situation warrants or to get off at a stop other than their own. This note should be presented to both the bus driver and teacher. Pupils missing the bus will have to contact parents and arrange for transportation.

### **BUS RIDER RULES**

#### **I. Previous to Loading (on the road and at school)**

1. Be on time at the designated school bus stop - keep the bus on schedule.
2. Stay off the road at all times while waiting for the bus.
3. Wait until the bus comes to a complete stop before attempting to enter.
4. Be careful in approaching bus stops.
5. Bus riders are not permitted to move toward the bus at the school-loading zone until the bus has been brought to a complete stop.

#### **II. While on the Bus**

1. Keep hands and head inside the bus at all times.
2. Assist in keeping the bus safe and sanitary.
3. Remember loud talking and laughing or unnecessary confusion diverts the driver's attention and may result in a serious accident.
4. Treat bus equipment as you would furniture in your own home. Damage to seats, etc. must be paid for by the offender's parent.
5. Bus riders should never tamper with the bus or any of its equipment.
6. Leave no books, lunches, or other articles on the bus.
7. Keep books, packages, coats, and all other objects out of aisles.
8. Help look after the safety and comfort of small children.
9. Do not throw anything out the bus window.
10. Bus riders **are not** permitted to leave their seats while the bus is in motion.
11. Horseplay is not permitted around or on the school bus.
12. Bus riders are expected to be courteous to fellow pupils and the bus driver.
13. Skateboards, rollerblades, umbrellas and skis are not allowed on the bus.

#### **III. After Leaving the Bus**

1. Cross the road, when necessary, after getting off the bus (at least 10 feet in front of the bus) but only after looking to be sure that no traffic is approaching from either direction.
2. Help look after the safety and comfort of small children.
3. Be alert to the danger signal from the driver.
4. The driver will not discharge riders at places other than the regular bus stop, at the home or at school unless by proper authorization from the parent or school official.

The above rules and regulations also apply to any school sponsored trips. Pupils shall respect the wishes of a competent chaperon appointed by the school. Students (Page 1 of 2) - File 5 - 1000 – Philosophy

### **INFORMATION FOR PARENTS**

Parents should cooperate with school authorities and bus drivers in providing safe and efficient transportation. Guidelines for bus transportation are as follows:

1. The purpose of school bus transportation is to provide safe, comfortable and economical transportation for those children in the district. It is not a taxi service for pupils.
2. Parents should not expect the bus to operate over roads that are not properly maintained or on roads or driveways where adequate space is not available to turn the bus around, if necessary.

3. The children should be at the bus stop on time.
4. Any suggestions for improving the transportation program should be presented to the Transportation Director at 356-2120.
5. Parents should insure the cooperation of their children by studying with them the rules adopted for school bus operation. Parents should understand that bus riders must obey all regulations and the requests of the driver or forfeit the privilege of riding on a bus.
6. Parents should require their children to wear or carry clothing that is suitable for the North Dakota winter weather.

*Please review this information with your child. It is in your child's best interest that we work together with regard to his or her safe transportation.*

### COLD WEATHER PROCEDURE

Specific guidelines will be used during cold weather. Students will be allowed to come into the building in the morning if the weather is inclement (guidelines used to assess weather conditions similar to those listed below for noon recess). They will wait in a designated area for school to begin. We strongly urge you not to bring students to the school before the time students are allowed to enter the building. Other factors come into consideration during the noon hour. Students have been confined for 3 1/2 hours and need exercise and fresh air. **The guidelines used to judge whether students will go outside during noon recess are dependent upon the temperature and wind chill.** The supervisor on outside duty may also decide if students will come in early before the bell. This allows flexibility in allowing for the differences in physical development and the age level of students. The temperature and wind chill information used is obtained from the National Weather Service on a daily basis.

#### **CLOTHING FOR COLD WEATHER**

North Dakota winter weather can be very cold. Therefore, dress your children warmly during the winter months. Children must wear mittens or gloves, overshoes/boots, caps, and scarves. During winter months, snow pants and boots are **required**. Bare legs should be covered in the winter. Except in the case of very severe weather, students will spend up to 30 minutes outside during the noon recess. Students must be dressed warmly enough to be comfortable. Also, if your child tends to chill while sitting in school, have them wear long sleeves, sweaters/sweatshirts, or leave a sweater/sweatshirt labeled with the child's name in school for continued use. Parents, your children must wear overshoes or boots in the winter months and when it is wet and/or muddy outside. The children's feet need to remain warm and dry, and our school must remain clean. If you are unable to purchase boots for your child, contact the school and we will make arrangements for boots. **Apparel should be marked with the child's name so it can be identified and returned if lost.**

### INSTRUCTIONAL PROGRAM

An effective educational program is contingent upon continuity and coordination of instruction and curriculum. Curriculum development and improvement are based on several factors: the philosophy of education and goals established by the Board of Education, the needs and interests of children, the needs of the community and of society, current research concerning human development and the ways individuals learn. The West Fargo School Board is responsible for all matters pertaining to the operation of the school district. This responsibility for the selection of instructional materials is delegated to the certified staff, which includes the superintendent, building principal, library media specialist and teaching staff of each school unit. The school board recognizes and appreciates the importance of parents, guardians and other citizens' active participation in the process of public education. Parents and citizens are encouraged to inspect instructional materials. If there are concerns regarding the materials, citizens are encouraged to consult with the teacher or library media specialist for a prompt resolution. If the concern remains, the citizen may initiate a formal reconsideration procedure.

### DISCIPLINE & RESPONSIBLE BEHAVIOR

The West Fargo Public School staff believes that appropriate behavior is a worthwhile goal for students. Learning can best take place in an orderly, safe environment, and students can best learn individual and collective responsibility and gain maturity if they are provided opportunities for exercising responsibility within the school building. The goal for all students and staff is to have respect for themselves and others. All staff members have disciplinary authority when students are on the school premises. Students have the responsibility to behave appropriately. The behavior expected from students at school is a combination of common courtesy and safety considerations. The following behaviors are never permissible: **\*defiance of school staff\*the use of profanity\*refusal to complete assignments or to participate in class\*threats to students and staff\*assault to a staff member or student.** Students may be suspended for repeated or excessive violation of school behavior code. The school staff needs the support and cooperation of parents in dealing with behavior problems. School staff members are not involved in the children's conduct off the school grounds, but may become involved if the problem surfaces in school.

As a part of the emergency procedures in place in our schools, any student who poses an imminent risk or injury to him/herself or others may be physically restrained and/or placed in seclusion by school staff in accordance with district guidelines. These could occur along with other emergency actions such as calling the police. Significant violations of the law including assaults on students and staff will be reported to the police. As soon as possible after any such incident the parent or guardians will be informed when any of these actions have occurred.

## **BULLYING**

West Fargo Public Schools supports a secure school environment, conducive to teaching and learning in an environment free from threat, harassment and any type of bullying behavior. "Bullying" means: Conduct that occurs in a public school, on school district premises, in a district owned or leased school bus or school vehicle, or at any public school or school district sanctioned or sponsored activity or event and which:

- (1) Is so severe, pervasive, or objectively offensive that it substantially interferes with the student's educational opportunities;
- (2) Places the student in actual and reasonable fear of harm;
- (3) Places the student in actual and reasonable fear of damage to property of the student; or
- (4) Substantially disrupts the orderly operation of the public school;

Conduct that is received by a student while the student is in a public school, on school district premises, in a district owned or leased school bus or school vehicle, or at any public school or school district sanctioned or sponsored activity or event and which:

- (1) Is so severe, pervasive, or objectively offensive that it substantially interferes with the student's educational opportunities;
- (2) Places the student in actual and reasonable fear of harm;
- (3) Places the student in actual and reasonable fear of damage to property of the student; or
- (4) Substantially disrupts the orderly operation of the public school.

"Conduct" includes the use of technology or other electronic media.

## **DRESS CODE**

West Fargo Public Schools seeks to maintain an orderly environment for education. To accomplish this, we have set a standard of student dress that is conducive to a proper educational climate. Clothing worn by students shall be neat, clean and in good repair for the general personal health and safety of the student. Immodest clothing of such type that distracts from the learning process shall not be worn. Some of the items we do not allow students to wear are: Hats, caps, or bandannas, any item that advertises drugs/alcohol/tobacco, skirts or shorts that do not reach at or near the fingertips, see-through items, tight or revealing clothing, bare midriffs or crop tops, halters, strapless dresses or tops, bright colored hair dye and visible undergarments. No clip earrings or pierced earrings that hang below the earlobe are allowed during recess or physical education activities. Students who come to school dressed inappropriately will be expected to change. Their parents will be asked to bring appropriate clothing. Students will not be permitted to attend classes in inappropriate clothing.

## **SNOWBALLS / KING OF THE HILL GAMES**

Throwing snowballs is strictly forbidden on all school premises, including streets and sidewalks adjoining the school property. Students are not allowed to climb snow banks near streets or parking lots or play games, such as "King of the Hill." There is also no "dog piling" allowed.

<b>GENERAL INFORMATION</b>
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## **BICYCLES / SKATEBOARDS/ROLLERBLADES**

Bicycles should only be used for riding to and from school. They should be parked in the bike rack and left there during the school day. **Bicycles are not the responsibility of the school.** Bicycles parked at school need to be locked. Skateboard, roller shoes and rollerblades are not allowed at school or on the bus.

## **BIRTH CERTIFICATES**

North Dakota law requires a copy of a student's birth certificate in the school file. If a copy is not submitted within 40 days of entering school, legal authorities will be notified.

## **CRISIS TEAM**

Each elementary school has a crisis team and plan in place. You can access the plan by contacting your building principal.

## **EMERGENCY DRILLS-Fire Drills/Tornado Drills/Lock Down Drills**

Each school year students and teachers participate in fire, lock down and tornado drills. In the event of an emergency, students will be familiar with safety procedures as a result of the drills.

## **INVITATIONS**

Every year many of the children in our school have parties in their homes. Invitations to these parties should not be distributed at school. The problem occurs when a child is left out. It is humiliating for a child to watch party invitations being handed out in a class and not receive one. We are asking that unless everyone in the class is invited to the party; please do not pass out invitations at school. Help us avoid a situation that could cause a lot of unhappiness.

## **LEAVING THE SCHOOL GROUNDS**

Parents must send written permission or give verbal instructions to a school adult when their child will be leaving the school early. Students leaving during school hours must be signed out and picked up at the office by their parents.

## **NEWSLETTER/WEEKLY ANNOUNCEMENTS/LUNCH MENU**

Weekly announcements/newsletters from the principal to parents will be sent home with each student or emailed to families on Fridays. The school lunch menu will be sent home on a monthly basis. Newsletter information will also be posted on the school district website.

### **PERSONAL BELONGINGS**

Students' names should be on their personal belongings so found items may be identified. Students **should not have** excessive money or valuables such as cell phones, mp3 players, video games, or toys in school. Cell phones cannot be used during school hours or the phone will be sent to the office. The school does not accept responsibility for lost, stolen or damaged personal items. Cell phones cannot be used during school hours or the phone will be sent to the office to be returned personally to parents.

### **PETS IN SCHOOL**

Pets, with the exception of fish, are not allowed in the school building. This pertains to classroom pets of any kind and parents bringing pets for Show-and-Tell. Some animals cannot handle the attention of many children. Also, some children are not adept at handling pets or are not aware of precautions or restrictions that are necessary when handling animals. Finally, certain children are allergic to animals.

### **TELEPHONE CALLS**

Students and teachers **will not be** paged to take telephone calls during school hours except in an emergency. Students may use the phone in the office or in the classroom if it is **EXTREMELY** necessary. They **must** have a phone pass issued by the classroom teacher.

## **HEALTH INFORMATION**

### **SCHOOL NURSE: ACCIDENTS, INJURIES, AND ILLNESS**

School nurses make regularly scheduled visits to each building. They will check and admit students who have been absent due to illness, as well as check students referred by teachers. Should the nurse wish to make any recommendations, she will contact parents. When students become ill at school, they will be taken to the nurse's office. Parents will be notified and required to remove their child if deemed necessary. If you are unable to come to the school when requested to retrieve a sick child, please make arrangements for an adult to pick up your child as soon as possible. Please do not ask the school to allow a sick child to walk home, as we are concerned for their safety and welfare. Please do not send a sick child to school to be checked by the nurse. If your child has an elevated temperature, diarrhea, or is vomiting at home, **DO NOT** send them to school. Also, if your child has had any of these symptoms in the last 24 hours, **DO NOT** send them to school. A child should not return to school until they have been fever free, no vomiting or diarrhea for 24 hours.

### **ACCIDENTS ON SCHOOL PROPERTY OR AT SCHOOL FUNCTIONS**

In the event of an accident on the school premises, specific school personnel are equipped to render first aid. In the event of a more serious accident, parents will be notified and asked to seek medical attention for their child. If parents cannot be located, **the student will be taken to the nearest medical facility**. The West Fargo School District **does not** provide health or dental insurance coverage or benefit payments for students. Costs incurred for medical, dental, or hospital services due to injuries sustained by students while on school property and/or during school functions are the responsibility of the parent/guardian.

### **HEAD LICE - NO NITS POLICY**

The West Fargo School District adopted a **No Nits Policy** when dealing with students with head lice. Students with nits or head lice will be removed from other children. The child's parents will be required to remove the child from school immediately and will be given written information on the proper treatment of head lice. Students will be re-admitted to school **only** if there are no nits and the school nurse has judged the treatment effective. When cases of disagreement arise, the city health officer will make the final decision.

### **IMMUNIZATIONS**

A child may not be admitted to any public, private, or parochial school, or day care center, child care facility, head start program, or nursery school operating in this state or be supervised through home-based instruction unless the child's parent or guardian presents to the institution authorities a certification from a licensed physician or authorized representative of the state department of health that the child has received immunization against diphtheria, pertussis, tetanus, measles, rubella (German measles), mumps, hepatitis B, haemophilus influenza type b (HIB), varicella (chickenpox), and poliomyelitis. In the case of a child receiving home-based instruction, the child's parent or legal guardian shall file the certification with the public school district in which the child resides. (North Dakota Century Code 23-07-17.1) **Students who are not vaccinated may be excluded from educational or extracurricular activities if there is threat to their safety due to possible exposure.**

### **MANDATORY REPORTING OF (VARICELLA) CHICKENPOX**

*North Dakota Administrative Code 33-06-01-01, states that chickenpox is a mandatory reportable condition in North Dakota. Schools are required to report to the North Dakota Department of Health, the name of any student who is absent from school due to chickenpox.*

## **HOT LUNCHES, BREAKFASTS & MILK/JUICE PROGRAM**

Breakfasts and hot lunches are served daily with a desire to provide students with nutritious meals at minimum prices. Meals are purchased with funds you have deposited into your child's account. Please keep track of your child's account by checking for notes sent home when your child's account gets low. Breakfasts are served between 7:45 - 8:00 AM. Students eligible to receive free or reduced meals will be charged accordingly. To aid the school in record keeping, students are encouraged to buy between 10 and 170 meals at a time. Children will lose the privilege of eating in the

lunchroom if they do not follow the cafeteria rules. They are expected to be courteous and have appropriate table manners. Milk or juice is served during mid-morning break times. Individual cartons of milk/juice price is .35 cents, half year \$31.50 and year \$63.00.

### **Payschools**

Meal prices and the monthly menu are posted on the WFPS website (follow the menu link). This can be done two ways: Send cash or a check (payable to WFPS) to the school office. Please pay for a minimum of 10 meals at a time. Or make online payments using the Payschools processing system –follow the link on the WFPS website. There is no fee for using this service. Please keep track of your child’s lunch balance - charging is not allowed. Notes will be sent home with your child when his/her account is low. You can also receive an email reminder by using the low balance notification feature available through the Payschools processing system. Please ask your school office for your child’s student ID – this is needed when setting up your Payschools account

### **FOOD SERVICE ACCOMMODATIONS for STUDENTS WHO HAVE ALLERGIES, CHRONIC ILLNESS or DISABILITY**

**SPECIAL DIETARY NEEDS**-The WFPS Child Nutrition Program provides changes or substitutions to the menu for those students that have special dietary needs. The USDA requires all Child Nutrition Programs to make the necessary dietary accommodations for students with special dietary needs that have been determined by the student’s physician. A Medical Statement Form signed by the student’s physician must be on file for the Child Nutrition Program to make changes to the menu for the student. This is a government requirement. Medical Statement Forms are available from your school office or on the WFPS website. All information concerning any student with a special needs diet is confidential.

### **NEW STATE LAW PASSED**

There was a North Dakota legislative change in required school age for students that started in kindergarten in the 2010 – 2011 school year. The new code states: A school district may not enroll in kindergarten a child who is not five years old before August 1. If you have further questions concerning this change, please call the Clayton A. Lodoen Kindergarten Center at 356-2020 or the Osgood Kindergarten Center at 356-2190.

### **PARENT-TEACHER ASSOCIATION/ORGANIZATION**

The PTA/PTO is an organization for parents, teachers and other community members. All parents and teachers are encouraged to join this organization each year.

### **PARENT-TEACHER CONFERENCES**

Conferences provide the opportunity for parents and teachers to discuss the student’s educational progress. There will be two regularly scheduled parent-teacher conferences during the school year. Scheduled conference times will be sent home with each child. Please make every effort to attend these important meetings with your child's teacher. We will only schedule 1 conference time per family, so we ask that both parents attend the same conference time. Bring your list of prepared questions to the conference so the teacher may assist in attaining all available information concerning your child’s education. Individual teachers, parents, may schedule other conferences as needed. Oct. 17 & 18 from 4:00-7:45 pm and Feb. 16 & 21 from 4:00-7:45 pm are the dates set.

### **SPECIAL PROGRAMS**

#### **INTRAMURALS**

The West Fargo Elementary Schools offer an after-school intramural sports program for 4<sup>th</sup> and 5<sup>th</sup> grade students. Fees for participation are charged for each activity. Information regarding intramurals will be sent home with eligible students prior to the activity.

#### **SCHOOL COUNSELORS**

The "normal" situations and problems facing students today have changed dramatically in recent years. Because of societal changes, children are experiencing a wide range of new problems. The district believes all children can benefit from the extra support and encouragement given by a quality guidance program. The Elementary Guidance and Counseling Program is designed to assist students in:

- Developing a healthy self-concept;
- Becoming more aware of individual strengths and needs;
- Acquiring and developing skills in getting along with others;
- Acquiring positive coping skills in dealing with problems;
- Preventing problems by using good decision making skills;
- Avoiding drug and alcohol use;
- Mastering life-long learning skills such as listening, organizing, remembering, thinking and problem-solving;
- Developing positive attitudes toward self, others and the school environment.

#### **Instructional and counseling strategies include:**

- Short term individual counseling - many anxieties and negative feelings can be eased or eliminated by having the chance to talk them out with someone;
- Students learn to set positive goals, take responsibility in making choices and improve their academic progress and/or social skills. Students need support during a personal crisis;

- A student may make an appointment to see the school counselor at any time. A teacher or you as a parent may recommend or request an appointment time;
- Small groups focusing on making friends and getting along with others, dealing with negative feelings, self-esteem issues or changes and loss issues in the family such as serious illness, separation, or divorce;
- Classroom guidance benefiting all students. The elementary counselor visits every classroom to introduce and teach age-appropriate concepts that help kids feel good about themselves; and,
- Sometimes it is helpful to meet privately with parents to help understand and meet individual student needs.

If you have any questions, comments or concerns, please call the elementary counselor at their respective schools. Situations facing students today have changed dramatically in recent years. Because of societal changes, children are exposed to a wide range of issues at a younger age. WFPS believes all children can benefit from a quality counseling program designed to assist students in understanding that good choices affect their lives. The counselors will address pertinent topics through classroom lessons, small educational group sessions and short term individual counseling. Children may be referred to a counselor by staff, parents or themselves.

**Counseling Topics**

1. Personal/Social Development: acquire self knowledge - acquire interpersonal skills - develop and apply personal safety skills
2. Academic Development: develop academics - self understanding - acquire skills to improve learning - plan to achieve goals
3. Career Development: develop career knowledge - develop work place skills

The counseling program will be enhanced by various community agency programs such as “I Wish the Hitting Would Stop” and “Red Flag, Green Flag”. These programs, in addition to the district counseling program, address personal safety and/or personal boundary and privacy needs. All fifth graders will be given an opportunity to learn about their personal development, including physical and emotional changes. Parents will be notified prior to the occasion. For more information about the content, contact your school counselor. Any questions you have regarding the counseling program should be addressed to your building counselor.

**SCHOOL POLICIES**

**504 POLICY**

**PROGRAMS FOR CHILDREN WITH DISABILITIES UNDER SECTION 504 OF THE REHABILITATION ACT**

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination against persons with a disability in any program receiving federal financial assistance. Section 504 defines an eligible child with a disability if he/she: *Has a mental or physical impairment which substantially limits one or more major life activities such as caring for one’s self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working. The impairment must impact the child’s education.* The West Fargo School District acknowledges its responsibility under Section 504/ADA to avoid discrimination in policies and practices regarding its personnel, parents, school personnel, and children. No discrimination against any person with a disability shall knowingly be permitted in any program or practice in the school. Under Section 504/ADA, the school has the responsibility to identify, evaluate, and if the child is determined to be eligible under Section 504/ADA, to provide access to appropriate education services. If the parent or person in parental relationship disagrees, he/she has a right to file a local grievance, request mediation, ask for a due process hearing or contact the regional Office for Civil Rights at 1-815-880-4200.

**CHILD ABUSE AND NEGLECT**

North Dakota state law mandates that school teachers and administrators having knowledge of or reasonable cause to suspect that a child coming before him in his/her official or professional capacity is abused or neglected shall report the circumstances to the Division of Community Services of the Social Services Board of North Dakota located at 1010 Second Avenue South, Fargo, North Dakota. In addition, any staff member having reasonable cause to suspect that a child is abused may report such fact to the Division of Community Services. The law further provides that any person required to report, but who willfully fails to do so, is guilty of a Class B misdemeanor (a Class B misdemeanor penalty is a maximum of 30 days imprisonment or \$500 fine, or both). In addition, any person who permits or encourages the unauthorized disclosure of reports made or confidential information obtained under the provisions of the law is guilty of a Class B misdemeanor. Reports may be made orally; however, each oral report shall be followed within 48 hours by a written report made on the appropriate form available in the principal's office provided for this purpose by the Division of Social Services. Any person, other than the alleged violator, participating in good faith in the making of a report or in providing protective services under this act, is immune from any liability, civil or criminal, that otherwise might result. It shall be the policy that all employees of the West Fargo Public Schools shall cooperate in fulfillment of the purposes of this act.

**DISPENSING OF MEDICATIONS TO ELEMENTARY AND MIDDLE SCHOOL STUDENTS**

Some students attending West Fargo Public Schools take prescribed and/or over-the-counter medications during school hours. Elementary and middle school students will have these medications administered during school hours in accordance with procedural guidelines, unless the prescribed medication pertains to North Dakota Century Code 15.1-19-16, Self-Administration of Medication by Student – Liability.

## **PROCEDURES FOR ADMINISTERING MEDICATIONS TO ELEMENTARY & MIDDLE STUDENTS**

Students receiving medication during school hours must provide written permission from a parent or guardian giving specific directions for administering the medication by a designated employee. Acetaminophen is an exception and may be administered through verbal consent by a parent or guardian. Any medication, which is ordered by a physician to be administered at school, may be given using the following procedures:

1. The medication or inhaler brought to the school must be in a prescription or commercial container and accompanied by a signed **Medication Permission Request Form** from the parent or legal guardian.
2. The following information must be included in the parent's or physician's written order and on the label of the prescription container: The student's name; Amount of dosage; Time of administration; Name and strength of medication; Special care, such as refrigeration. Any changes in medication status (such as dosage, time of day, additional medication, and type of medication) must be accompanied by a newly signed **Medication Permission Request Form**. The directions on the **Medication Permission Request Form** must match the directions on the prescription label or original packaging.
3. Medication for emergency use only (such as a bee sting kit for known acute allergic reaction) may be administered upon written consent from the parent or the legal guardian by the school nurse or a designated employee who has been trained by the school nurse to administer such medication. In emergency cases, such as acute allergic reactions, the school personnel shall promptly notify emergency medical personnel and the parents or legal guardians. The emergency number is 911.

Medications kept in the schools for administration to students will be stored in a secured cabinet in a location designated by the building administrator. The key for the medication cabinet will be the responsibility of the building administrator and any staff member assigned by said administrator. The parent or legal guardian will be notified when all the medication has been used so that the supply can be replenished if necessary. A parent or guardian must pick up all medication. Medication will not be sent home with students. Medication that has not been picked up at the end of the school year will be destroyed.

## **PERSONNEL RESPONSIBLE FOR ADMINISTERING THE MEDICATION**

1. Personnel should be familiar with the policy and procedures for administering medication in the school through the district handbook.
2. Personnel having responsibility for supervising students shall be given information on the health portion of the student's school records, such as related medical problems (if any), suspected allergies, and emergency contact persons. School personnel shall be informed of anticipated circumstances for which they may need to be in touch with out-of-school personnel (such as medical personnel).
3. Designated personnel administering medication must receive a general orientation in the administration of medication and a specific review of instructions for a given student's medication needs.
4. It is the shared responsibility of the designated staff member administering the medication and the student receiving the medication to make certain he/she receives the medication at the designated time.
5. The administrator of each building will designate which staff member(s) will be given the responsibility to check in the medication at the office, administer the medication, and ensure that the **Medication Permission Request Form** is on file.

## **MEDICATION RECORDS MANAGEMENT**

1. The school district shall use a uniform system of recording the administration of medication, noting date and initials of the person administering the medication.
2. The **Medication Permission Request Form** completed and signed by the parent or legal guardian must include necessary information such as possible reactions or side effects.

## **OTHER SAFEGUARDS OR CIRCUMSTANCES**

1. Even though some students may be capable of independently administering their own medication, the school district requires students to deposit medication in the designated office area. Exceptions may be allowed for middle school students who may possess and administer their own medication with written permission from their parents or guardians. Sharing of medications between students is forbidden.
2. All personnel must be informed of proper procedures in the event of an emergency and during specific circumstances in which they are expected to directly call the emergency medical assistance number.
3. Under no circumstances will school personnel give medication to a student unless it is specifically designated for him/her.
4. The school newsletter and individual staff memos will print an annual reminder notice for parents and staff to read the policy for dispensing medications and the procedures for administering medication to elementary and middle school students in their respective handbooks.
5. All over-the-counter medication must be in its original packaging when brought to school by elementary students. It must also be accompanied by a signed **Medication Permission Request Form** from the parent or legal guardian stating the name of the medication, student name, dosage, time of administration, and number of days the medication is to be administered in school. These permission notes will be kept on file in the school office for one year. Documentation of administration will be noted daily.

## **SELF-ADMINISTRATION OF MEDICATION FOR ASTHMA OR ANAPHYLAXIS**

North Dakota Century Code section 15.1-19-16, states that a student with asthma or anaphylaxis, may possess and self-administer emergency medication for the treatment of such conditions, provided that the student's parent or guardian files with the school the appropriate documentation. Please contact your school nurse for further information.

## **DRUG FREE WORKPLACE ACT OF 1988**

All school district workplaces must be totally free of the illegal use of drugs. Smoking and the use of tobacco products are prohibited on school district property. This includes all school district buildings, grounds, and vehicles. The unlawful manufacturing, distribution, dispensing, possession or use of a controlled substance is prohibited in the West Fargo Public School District.

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

The Family Educational Rights and Privacy Act (FERPA) afford parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

The right to inspect and review the student's education records within 45 days of the day the School receives a request for access.

Parents or eligible students should submit to the School principal a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate or misleading. Parents or eligible students may ask the School to amend a record that they believe is inaccurate or misleading. They should write the School principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are: *Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue, SW Washington, DC 20202-4605*

## **HARASSMENT POLICY**

### **PROHIBITION OF DISCRIMINATION, HARASSMENT, AND VIOLENCE GENERAL STATEMENT OF POLICY**

The West Fargo School District will maintain learning and working environment free of discrimination and harassment of any kind. The West Fargo School District prohibits any form of discrimination or harassment based on race, color, religion, sex, national origin, disability, sexual orientation, age, or status in any group protected by federal or state law. All complaints will be treated fairly and evenhandedly in order to prevent frivolous or malicious accusations. The school board expects administrators and supervisors to make it clear to students and staff that harassment in the school building, on school grounds, or at school-sponsored functions will not be tolerated and will be grounds for disciplinary action up to and including suspension or expulsion of students and termination of employment for employees. Harassment is generally defined as any unreasonable and/or repetitive interference, intimidation, hostility, or offensive behavior on the part of any employee, student, or visitor. Harassment may include but is not limited to sexual harassment, racial harassment or harassment because of a physical condition or disability, appearance, or sexual orientation. Incidents involving initiations, hazing, intimidation and/or related activities which are likely to cause bodily danger, physical harm or personal degradation or disgrace resulting in physical or mental harm to students are prohibited.

### **HARASSMENT DEFINED**

Harassment generally includes, but is not limited to, physical contact or violence or verbal statements relating to an individual's race, color, religion, sex, sexual orientation, national origin, age, disability, or status in any group protected by federal, state or local law when the conduct:

1. has the purpose or effect of creating an intimidating, hostile, or offensive working or academic environment;
2. has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
3. otherwise adversely affects an individual's employment or academic opportunities.

### **RACIAL HARASSMENT DEFINED**

Racial harassment in public schools violates Title VII of the Civil Rights Act of 1964; sexual harassment violates Title IX of the Education Amendments of 1972. Racial discrimination/harassment is present if a person is treated differently on the basis of race, color, or national origin in the context of an educational program or activity without legitimate nondiscriminatory reason so as to interfere with or limit the ability of the person to participate in or benefit from the services, activities, or privileges provided by the school district. Racial discrimination/harassment may include but is not limited to: Harassing conduct that is physical, verbal, graphic or written; injury to persons or property; or conduct threatening injury to person or property.

### **SEXUAL HARASSMENT DEFINED**

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communication of a sexual nature when:

1. Submission to such conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment, or of obtaining an education, advancement or grade;

2. Submission to or rejection of such conduct or communication by an individual is used as a factor in decisions affecting such individual's employment or education; or
3. Such conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education or creating intimidating, hostile, or offensive employment or education environment.

**Sexual discrimination/harassment may include but is not limited to:**

- Unwelcome verbal harassment or abuse of a sexual nature;
- Unwelcome pressure for sexual activity;
- Unwelcome, sexually motivated, or inappropriate patting, pinching or physical contact, other than necessary restraint of pupil(s) by teachers, administrators, or other school personnel to avoid physical harm to persons or property;
- Unwelcome sexual behavior or words, including demands for sexual favors accompanied by implied or overt threats concerning an individual's employment or educational status;
- Unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises for preferential treatment with regard to an individual's employment or educational status; or
- Unwelcome behavior or words directed at an individual because of gender.

*Any person who believes he or she has been the victim of harassment, sexual or otherwise, should file a complaint. Filing of a written or oral complaint will not reflect upon the individual's status or affect future employment, work assignments, or grades. The right to confidentiality, both of the complainant and of the accused, will be respected consistent with the school district's legal obligations and with the necessity to investigate allegations of harassment and to take disciplinary action when appropriate. A substantiated charge against a student in the school district will subject that student to disciplinary action, which may include suspension or expulsion, consistent with student disciplinary policies.*

Students, parents, or others who believe they have been discriminated against or harassed on the basis of race, color, national origin, sex, age, or disability in any of the district's programs or activities may file a complaint as follows:

1. An oral complaint may be informally filed with the building principal;
2. A formal written complaint form may be filed with the building principal; or
3. A formal written complaint form may be filed with the district superintendent, West Fargo Public Schools, 207 West Main West Fargo, North Dakota 58078.

*A complete copy of Board Policy I-9000, procedures, and complaint forms are available in all school offices and the district office. The West Fargo Public Schools acknowledges your right at any time to file a discrimination complaint with: US Department of Education, Office for Civil Rights, 10220 North Executive Hills Boulevard, 8<sup>th</sup> Floor, Kansas City, Missouri 64153-1367, phone #(816) 880-4200.*

**HEALTH AND SAFETY POLICY**

Public schools are expected to promote the physical health of pupils, to keep them safe from injury while in school, and to instill good habits of mental health and hygiene. It is, therefore, the duty of all staff members to see that the school environment is such as to encourage a wholesome growth in body and mind.

**LEGAL NAMES POLICY**

**North Dakota law requires** that a **pupil's legal surname** be used on all records maintained by a school and also requires the use of the legal surname in all communications involving the student. Therefore, all communications and records of pupils in the West Fargo Public Schools will use students' legal surnames.

**LOST OR DAMAGED BOOK REPLACEMENT POLICY**

Each student is responsible for textbooks assigned to him/her, books he/she checks out of the library, or reference books he/she uses. A West Fargo School policy requires that the cost of a lost or damaged book will be the replacement cost.

**NON-DISCRIMINATION POLICY**

It is the policy of the West Fargo School District not to discriminate on the basis of race, color, national origin, religion, creed, sex, or disability. This policy applies to admission or access to the educational programs and activities offered to students, and extend to employment policies and practices applicable to school district personnel.

**Inquiries by Students and Parents concerning:**

Program:	Contact:	Phone:
Title I of the Elementary and Secondary Education Act of 1972	Louise Dardis	701-356-2001
Title IX of the Educational Amendments Act of 1972	Curt Jones	701-356-2050
Americans with Disabilities Act	Pete Diemert	701-356-2002
Section 504 of the Rehabilitation Act of 1973	Louise Dardis	701-356-2001
Individuals with Disabilities Education Act	Mari Bell	701-356-2003

To contact these individuals in writing, please send correspondence to their attention at West Fargo Schools, 207 West Main Avenue, West Fargo, ND 58078. Inquiries may also be referred to the Office of Civil Rights, Kansas City Office, U.S. Department of Education, 10220 North Executive Hills Boulevard, 8<sup>th</sup> Floor, 07-6010, Kansas City, Missouri 64153-1367. Telephone: 816-880-4200. Fax: 816-891-0644. TDD: 816-891-0582.

**PHOTOGRAPHING AND VIDEOTAPING OF STUDENTS**

During the course of the school year, children may be photographed in a variety of school-related activities for publicity and public relations. If you do not wish to have your child photographed, you must notify the school office in writing of

your objection. In the absence of such a written objection, any child may be photographed and the resulting image(s) displayed publicly.

#### **RETENTION POLICY AND PROCEDURE**

In accordance with Board Policy 5-6300 certain conditions of special difficulty such as immaturity, ill health, frequent absence from school, academic failure, or other circumstances may impede the proper adjustment of the student. When any of these conditions are evident, the teacher may call for a conference with the parents or guardians to discuss the student's progress and possible retention. Parents or guardians will be notified concerning the potential of retention on or before March 1. The decision to retain a student will rest with the building principal. If the parents or guardians do not agree with the decision, they may appeal the decision to the superintendent.

#### **SEARCHES OF LOCKERS, DESKS AND STORAGE AREAS**

Lockers, desks and storage areas are the property of West Fargo Public Schools and are assigned for school use only. Ownership and control of all lockers is retained by the School District. All school property, including student lockers, desks and storage areas are subject to being searched by school officials with or without prior notice to the student. Access to all lockers is a legal right of school officials whose responsibility it is to protect the health, safety and welfare of all students enrolled.

#### **SPECIAL EDUCATION POLICY**

It is the policy of the West Fargo School District to provide a free appropriate public school education to all students with disabilities ages 3-21. "Special Education" means specially designed instruction at no cost to the parents, to meet the unique needs of a child with a disability. Students with disabilities are integrated into regular education programs to the maximum extent appropriate based on individual needs. Related services such as occupational, physical and speech therapy, assistive technology, audiologist, psychological services and transportation are provided when necessary for the student to benefit from special education. Evaluations are provided at no cost to students or parents. The West Fargo School District provides special education services in all categories of disability.

#### **STUDENT RECORDS ACCESS POLICY**

Each year parents and students need to be reminded of the student records policy of the West Fargo School District. Parents of students or 18-year-old students who wish to review any or all of the school records pertaining to the student should contact the building principal for an appointment. The records will be reviewed with school personnel, and parents may have copies of the records for the cost of copying. If parents or adult students believe something in the records is inaccurate or misleading, they may request that it be corrected or they may have comments added to the records. If the principal and the parent or adult student cannot agree, the latter may contact the superintendent for a hearing. Record information will not be released to most persons or agencies without the written consent of parents. Nonetheless, it is the policy of this district to forward school records, without parent consent, to schools in another district to which a student transfers. This is to facilitate the prompt placement of the student in the new school. However, parents may request a copy of the record. Similarly, without parent consent, the district forwards transcripts, or other information requested by high school students, to colleges and other educational institutions to which the students are applying.

For a complete copy of the district's student record policy (Student Records Policy, File 5-4000), contact your school principal. Parents who have questions or concerns contact the superintendent or the US Office of Education.

#### **USE OF DIRECTORY INFORMATION**

The directory information listed below may be released to the public as needed in regard to any individual student in the school district. Any parent of a student less than eighteen years old or any student eighteen years old or older not wanting any or all of this information released to the public must make such a refusal in writing to the principal by September 15 of each school year. The objections must be renewed annually. NAME, GRADE, AGE, ADDRESS, PARENTS' NAMES, TELEPHONE LISTING, PLACE OF BIRTH, PARTICIPATION IN OFFICIALLY RECOGNIZED CO-CURRICULAR ACTIVITIES, WEIGHT AND HEIGHT OF MEMBERS OF ATHLETIC TEAMS, DATES OF ATTENDANCE, RECOGNITIONS, AWARDS RECEIVED, AND PHOTOGRAPH OR LIKENESS. If you have no objection to the release of the above information by the school, you do not need to take any action.

#### **SUSPENSION AND EXPULSION OF STUDENTS POLICY**

A student may be suspended or expelled for insubordination, habitual indolence, disorderly conduct, or any student behavior that is detrimental or disruptive to the educational process. The authority to suspend a student for up to ten days or up to twenty days for a student in an alternative education program in accordance with state law rests with the principal or other administrative personnel. "Expulsion" is the dismissal of a pupil from school classes, buildings, and grounds and, except for a violation of the District's firearm policy, may extend to the termination of the current school year.

The school board has delegated the process of conducting expulsion hearings to the superintendent of schools, with the exception of expulsion hearings for the possession of a firearm on school property. The superintendent of schools will notify the board president of all instances in which the superintendent of schools is considering expulsion. Together, the superintendent of schools and the board president may agree to have an expulsion hearing conducted by the school board.

Students with disabilities will be suspended or expelled in accordance with state and federal laws. *Adopted: 07/08/91*  
*Reviewed: Revised: 03/08/9,05/22/95,10/26/98,10/23/00,01/26/09*

### ***Suspension of Regular Education Students***

The authority to initially determine whether or not a student shall be suspended rests with the principal or other administrative personnel and can be exercised after the student is given:

- 1) Oral and/or written notice of the charges against him/her.
- 2) An explanation of the evidence against him/her.
- 3) An opportunity to present his/her side of the story.

There need be no delay between the time notice is given and the carrying out of the above procedures. The parent or guardian shall be notified regarding the suspension. In those cases where a student's presence poses a continuing danger to persons or property or any ongoing threat of disrupting the educational process, the student may be immediately removed without prior parent notification. Before reinstatement of the student, the events leading to the suspension will be discussed with the parent or guardian by telephone or conference at the administrator's discretion.

### ***Expulsion of Regular Education Students***

#### 1) Nature of the Hearing

The hearing is not a court proceeding and should not be referred to or conducted as such. The administrative hearing should be conducted without the rigidity of court hearings, and there are no specific rules of evidence or procedure that must be followed. The thrust of the entire hearing is directed toward a determination of whether the reasons offered for the proposed suspension or expulsion is supported by substantial evidence. The evidence offered at the hearing should be directed toward attaining the truth, and each situation may call for a slightly different approach. The key to conducting a successful hearing is to search for the truth through reasonableness and fairness.

#### 2) The Hearing Panel

The student is entitled to an impartial hearer of facts. Therefore, a three-member panel shall be established using the following procedure: The superintendent will act as chairperson and will select two building principals who are not directly involved in the incident leading to the hearing.

#### 3) Representation of the Student

There is no definite requirement that the student must have representation at the hearing; however, if the student or his/her parent(s) request that he/she be represented by an attorney, his/her parent(s), or another adult, the request should be granted. The school should attempt to involve the parents in the disciplinary proceedings from the outset. The school may refrain from making its presentation through an attorney if counsel does not represent the student.

*The student and the student's parent(s) shall be provided with the following notices, prior to the hearing outlined below:*

#### 1) Notice of Charges

The student and the student's parent or guardian shall be notified in writing of the specific charges against the student. These charges will be stated clearly enough for the student and the parent to understand the grounds of the charges and to be able to prepare a defense.

#### 2) Notice of Nature of Testimony and Witnesses

Prior to the hearing, the student and the student's parent or guardian shall be advised of the nature of the evidence against the student and be provided the names of any witnesses whose testimony may be used against the student.

#### 3) Notice of Hearing

The student and the student's parent or guardian shall be notified of the date of a hearing within a reasonable time after notice of charges. The date of the hearing may be advanced at the request of the student or postponed on the showing of reasonable grounds.

#### 4) Notice of Right to Present Evidence

At the time notice of the hearing is given to the student and the student's parent or guardian, they shall be notified of their right to present witnesses or documentary evidence.

#### 5) Adult Representation

The student, or his or her parent or guardian may be represented and/or assisted at the hearing by a lawyer or another adult. A parent or guardian who is unable to attend the hearing may designate another adult to assist the student in the parent's absence. Notification of the representative's identity shall be given in advance of the hearing, or the representative shall furnish evidence of appointment at the time of the hearing.

#### 6) Right to Present Evidence

At the hearing, the witnesses for the administration will present their evidence that supports the reason for the proposed expulsion. The student and/or his or her representative shall be given an opportunity to present witnesses and evidence to disprove the reasons offered by the school's witnesses.

#### 7) Record

The hearing shall be tape-recorded or a secretary or court reporter shall keep an accurate record of the proceedings.

#### 8) Action of the Administration

The administration shall render its decision by a majority of those members in attendance and written notice of the decision shall be sent promptly to the student and parent or guardian.

#### 9) Appeal to the School Board

An appeal of the hearing panel's decision may be made to the School Board within 10 working days of the original hearing. The decision should be reviewed at the next regular meeting of the Board, except when good cause is shown for calling a special meeting for that purpose. The School Board will only review the decision of the hearing panel; they will not hear evidence. Since the expulsion will affect or become a part of the student's educational record, the

appeal hearing before the Board will be in executive session unless the parent/guardian signs a written waiver of their rights under the Family Educational Rights and Privacy Act.

### ***Students who have been Suspended or Expelled from Another School or School District***

Any student who has been suspended or expelled from a school within the West Fargo School District is not eligible to attend any other school within the district until eligible to return to his or her regular school. Any student who has been suspended or expelled from another district will not be permitted to enroll in the West Fargo School District until eligible to reenroll in his or her former district or until the West Fargo Board of Education or the superintendent has reviewed the prior suspension or expulsion and determines that the suspension or expulsion was illegal or improperly given.

### ***Suspension of Students with Disabilities***

- 1) Summary suspension of students with disabilities for dangerous or excessively disruptive behaviors.
  - A summary suspension is the immediate removal of the student from his or her regularly scheduled school program for a period not to exceed three school days. Students with disabilities may be summarily suspended if they endanger themselves or others. The summary suspension may be in effect immediately upon the decision of the designated building administrators who will review the file to ascertain if the Individual Education Plan (IEP) addresses the behavior in question. If the IEP does address the behavior, the specified procedure should be followed. The administration must make and document efforts to contact and notify the parent prior to the suspension.
  - The student shall be given oral or written notice of the charges, the explanation of the evidence supporting the charges, and an informal opportunity to respond to and rebut the charges.
  - A multidisciplinary team (consisting of the student's IEP team) shall convene within 24 hours of suspension to review the misbehavior and propose any needed revisions in the IEP. The District has an obligation to provide educational services during the time of summary suspension. The multidisciplinary team will determine the manner in which the services are provided.
- 2) Short-term suspension of students with disabilities.
  - A short-term suspension of five school days or less may be in effect for a student with a disability for any conduct which would warrant short-term suspension for a student who is not disabled. The multidisciplinary team must determine that the behavior in question was not related to the disability or a result of inappropriate placement before short-term suspension may be effected. No multidisciplinary team meeting will be required for those students with disabilities for whom short-term suspension has been included in the behavioral intervention section of the IEP, provided the student has engaged in conduct for which the behavioral plan allows for short-term suspension.
  - The student shall be given oral or written notice of the charges, and an informal opportunity to respond to and rebut the charges. The administration will make and document efforts to notify the parent prior to the suspension.
  - The multidisciplinary team will determine the nature and extent of services, if any, to be provided at home for students who receive short-term suspension. The district has an obligation to provide educational services during the time of short-term suspension. The multidisciplinary team will determine the manner in which the services are provided. If a student has received summary suspensions and/or short-term suspension totaling ten days during any one school year, all subsequent suspensions will be handled under the policies governing long term suspension.
- 3) Long-term suspension of students with disabilities.
  - A long-term suspension of more than five school days may be in effect for a student with a disability for any conduct that would warrant long-term suspension. The multidisciplinary team will meet to determine whether the misbehavior is related to the disability or is the result of inappropriate placement. If the multidisciplinary team determines that the misbehavior is related to the disability or is a result of an inappropriate placement, the student with a disability may not be suspended. The district has an obligation to provide educational services during the time of long term suspension. The multidisciplinary team will determine the manner in which the services are provided.
- 4) Short-term and long-term suspension of students with disabilities.
  - Except for summary suspension procedures, a student with disabilities shall remain in the current placement pending action on a suspension recommendation, unless the parents and the administration agree otherwise. A student with a disability for whom long-term suspension has been recommended is entitled to all the due process rights available to a student who is not disabled for whom long term suspension has been recommended. In addition, the student is entitled to all the due process procedures available to a student with a disability under the Education of All Handicapped Children Act, as amended, and applicable state policies and procedures.
- 5) Suspension and special referral.
  - The school district is not required to refer for special education assessment and evaluation a regular student who has been suspended for violation of school rules and district policy to determine if such a student might have a disability. A suspended regular education student is not entitled to reinstatement to classroom and campus privileges pending any assessment and evaluation which is to be made during the term of the student's suspension.

### ***Expulsion of Students with Disabilities***

When considering an expulsion of a student with a disability the district will:

- 1) Determine the need for an interim placement.
- 2) Convene, prior to the expulsion hearing, the I.E.P. team to determine whether or not:
  - a. The current placement is appropriate,
  - b. The student's I.E.P. contains a specially designed behavior intervention regarding discipline,
  - c. The behavior is a manifestation of the student's disability, and
  - d. Alternative placements have been reviewed.
- 3) Schedule a meeting of knowledgeable persons including the parents to prepare a written report related to the incident or incidents that resulted in the contemplated expulsion.

- 4) Provide the parents with the "Parents' Prior Notice Form."
- 5) Conduct a reevaluation of the student.
- 6) Modify procedures at the expulsion hearing to include:
  - a. The I.E.P. team evaluation report and recommendations, and
  - b. Additional witnesses or representatives to determine whether the student's behavior is a manifestation of the student's disability.
- 7) Modify the board expulsion order to include:
  - a. Findings regarding the I.E.P. team/evaluation report to accept, modify, or reject recommendations, and
  - b. Provision of an alternative education program consistent with the expulsion order.

### TITLE PROGRAM DISPUTE RESOLUTION POLICY

West Fargo School District #6 will follow procedures for receiving and resolving disputes pertaining to all Federal Title Programs, including, but not limited to Title I, II, IIA, IID, III, IV, and V as required by North Dakota Department of Public Instruction through the "No Child Left Behind" federal mandate. Any person who believes that West Fargo School District #6 has violated the regulations or law governing any of the Federal programs may file a written complaint with the Assistant Superintendent. The written complaint must include:

- The date;
  - The name of the district, unit, or individual the complaint is against;
  - The name, address, and telephone number of the person making the complaint;
  - A detailed description of the complaint, including specific facts supporting the allegation; and,
  - The personal signature of the complainant.
- The written complaint may be sent via mail, e-mail, or hand delivered to: Assistant Superintendent West Fargo School District #6 - 207 Main Ave W West Fargo, ND 58078 - [dardis@west-fargo.k12.nd.us](mailto:dardis@west-fargo.k12.nd.us) -356-2001

*The Assistant Superintendent shall investigate the complaint and provide the complainant a written response within 30 calendar days. If the complaint is not resolved to the satisfaction of the complainant, the complainant may forward the complaint to the specific Title Program Director at: [Director of Specific Title Program] North Dakota Department of Public Instruction-600 East Boulevard Avenue, Dept. 201 Bismarck, ND 58505-0440 - 701-328-3264 -701-328-4770 Fax*

The director will investigate the charges and issue a report providing suggestions for resolution within 60 calendar days of receipt of the complaint. Once the complainant receives a response from DPI staff, the person making the complaint may submit a reconsideration request in writing to the State Superintendent within 30 days of the date of the Title director's response. The State Superintendent will issue a final decision within 30 days of the request for reconsideration.

If the complaint is still not resolved to the satisfaction of the complainant upon receipt of the State Superintendent's reconsideration, the complaint may be forwarded to the federal level at: Secretary of Education U.S. Department of Education, 555 New Jersey Avenue NW, Washington, DC.

### TRANSFER OF WEST FARGO ELEMENTARY STUDENTS OUTSIDE THEIR ATTENDANCE AREA POLICY

To prevent overcrowding in the elementary classrooms, the following procedures will normally affect the placement of students:

1. The class size will not **normally** exceed 22 students in grades K-2, 25 in grades 3-4 and 27 in grade 5.
2. Students new to a school will be assigned to a building outside their attendance area if enrollment at their grade level exceeds the numbers listed above. Transportation will be provided between the home school and the assigned school. Siblings will be given the option to attend the assigned school if space is available.
3. Random selection will be used to determine which new student will be required to attend classes in a different building.
4. Student assignment to another building will be for the academic year.
5. If space is available the following academic year, students who were placed in a building outside their attendance area the previous year will be readmitted to their home school.
6. Students who have been transferred previously will normally not be transferred again until everyone currently attending the grade level in question has also been transferred.
7. When considering transfers requested by parents, students will be assigned to schools according to the following order:

First priority will go to students who attended the school the previous year and remain in the school's attendance area and those who live outside the attendance area but had written approval to attend the school the previous year. Second priority will go to students who are new to the attendance area. The lowest priority will go to new requests for transfers. If necessary, random selection will be used in assigning students in any of the above groups. Transfers will only be granted if the receiving school has room in the grade level requested. All requested transfer students that have been approved are responsible for their own transportation. After a student has been approved to transfer, he/she becomes a permanent resident of the approved attendance area.

### WEAPONS POLICY

#### Carrying Weapons

The West Fargo School Board places a high priority on the safety and wellbeing of students and school staff. Possession and/or use of a weapon by a student are detrimental to the welfare and safety of students and school personnel within the district. No student will knowingly possess, handle, carry, transmit, or use any weapon or dangerous instrument or any other object used to intimidate or threaten bodily harm or irritation or to cause bodily harm or irritation to another individual in any school building, on school grounds, in any school vehicle, or at any school sponsored activity. Violations of this policy will result in disciplinary action. All weapons will be confiscated and turned over to law

enforcement officials. Bringing to school a firearm (as defined in 18 U.S.C. 921 and described in procedures for this policy) will require that the principal immediately initiate proceedings for the expulsion of the student involved for a minimum of one calendar year. The superintendent may recommend a modification of the expulsion on a case-by-case basis. This modification shall be based on the circumstances revealed in the investigation into the incident conducted by the superintendent or other person designated by the superintendent to conduct the investigation. The school board shall provide the student with a hearing at which time the board will take testimony and consider evidence including the existence of mitigating circumstances. A student and his/her parent/guardian may waive a hearing of the board for an administrative hearing.

A student who is defined as having a disability under the Individuals with Disabilities Education Act may be placed in an alternative education setting for up to 45 calendar days, during which time a determination will be made as to whether bringing the firearm to school was a manifestation of the student's disability. Discipline and placement of the student will be in accordance with the Individuals with Disabilities Education Act. Other violations of the policy (possessing a weapon other than a firearm) will require that proceedings be initiated by the principal for suspension and/or expulsion of students involved. Proper due process proceedings as defined in Policy 5-2500 on Suspension and Expulsion of Students will be followed in all suspensions and expulsions under this policy. *Adopted: 07/22/96 Reviewed: Revised: 11/30/09*

### **Procedures**

Definition of "firearm" as stated in 18 U.S.C. 921: The term "firearm" means any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; or any destructive device. Such term does not include an antique firearm.

The term "destructive device" means:

- A. Any explosive, incendiary, or poison gas such as a
    - a. Bomb
    - b. Grenade
    - c. Rocket having a propellant charge of more than four ounces
    - d. Missile having an explosive or incendiary charge of more than one-quarter ounce
    - e. Mine
    - f. Device similar to any of the devices described in the preceding clauses
  - B. Any type of weapon (other than a shotgun or a shotgun shell which the Secretary of the Treasury finds is generally recognized as particularly suitable for sporting purposes) by whatever name known which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one half inch in diameter; and
  - C. Any combination of parts either designed or intended for use in converting any device into any destructive device described in subparagraph "a" or "b" and from which a destructive device may be readily assembled.
- The term "destructive device" shall not include any device which is neither designed nor redesigned for use as a weapon; any device, although originally designed for use as a weapon, which is redesigned for use as a signaling, pyrotechnic, line throwing, safety, or similar device; surplus ordinance sold, loaned, or given by the Secretary of the Army pursuant to the provisions of section 4684(2), 4685, or 4686 of title 10; or any other device which the Secretary of the Treasury finds is not likely to be used as a weapon, is an antique, or is a rifle which the owner intends to use solely for sporting, recreational, or cultural purposes.
  - The term "shotgun" means a weapon designed or redesigned, made or remade, and intended to be fired from the shoulder and designed or redesigned and made or remade to use the energy of the explosive in a fixed shotgun shell to fire through a smooth bore either a number of ball shot or a single projectile for each single pull of the trigger.
  - The term "rifle" means a weapon designed or redesigned, made or remade, and intended to be fired from the shoulder and designed or redesigned and made or remade to use the energy of the explosive in a fixed metallic cartridge to fire only a single projectile through a rifled bore for each single pull of the trigger.

<b>WEATHER RELATED NEWS: STORM DAYS, SCHOOL POLICIES &amp; PROCEDURES RELATING TO STORMY WEATHER</b>
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The superintendent and many other school administrators carefully watch weather conditions. The superintendent makes every effort to remain completely informed, using contact with the National Weather Service, personal observation, telephone contact with individuals living in the rural areas of the district, law enforcement agencies, and city/county/state road maintenance personnel. Road conditions and visibility on bus routes are tested beginning as early as 4:00 am. The superintendent of schools makes the decision based on the above factors and input from others. In deciding whether children will be safe, we look at the following factors: Visibility and current/expected wind conditions, road conditions (current, anticipated, and the status of city and county road crews), the time precipitation starts and the current/expected amount, expected duration of the storm, alert level from National Weather Service, and temperature and wind-chill. On rare occasions, the decision will be made the night before by 9:30 pm, which allows sufficient time to notify the local media before the 10:00 pm news. Most often, the decision is made no later than 6:30 am. A delay or cancellation after 6:30 am is possible, but because buses must be in route by 7:00 am, later decision-making is undesirable. Consideration must be given to the desirability of sending students, particularly very young students, home to an empty house. While we have dismissed school early and sent buses out early in the past and will likely do so sometime in the future, please understand that we are also concerned about the safety of your children if you are not home or find it impossible to get home. Students living within reasonable walking distance will be dismissed to walk home only at the discretion of the principal. Questionable cases will be handled

with a telephone call between parent(s) and the building principal. At times, students in kindergarten through grade eight may be kept at school until their parents or other designated adults come to pick them up. In cases of very severe weather, high school students could also be required to stay until individual arrangements have been made with parents. It is appropriate for you or another authorized adult to pick up your children at school when weather conditions have gotten progressively worse during the day. Please be assured that your children will be safe and well cared for in the event that it is not safe for you to come to pick them up.

**How Is The Public Notified?** All storm announcements relating to West Fargo Public Schools will be: reported to local radio and television stations; communicated to parents and guardians by the Connect-ED messaging system; and be posted to the school district's website ([www.west-fargo.k12.nd.us](http://www.west-fargo.k12.nd.us)). Please check more than one source, as on occasion we are unable to make contact with all media sources due to their capacity to handle all incoming calls or we may not have an accurate telephone number for a family in the Connect-ED system. If you have any questions, please call:

Superintendent	-	356-2000	Assistant Superintendent	-	356-2001
Transportation Director	-	356-2120	High School	-	356-2050
Sheyenne Ninth Grade Center	-	356-2160	Cheney Middle School	-	356-2090
Aurora School	-	356-2130	South School	-	356-2100
Eastwood School	-	356-2030	Westside School	-	356-2110
Berger School	-	356-2010	Horace School	-	356-2080
Harwood School	-	356-2040	Clayton Lodoen Kindergarten Ctr	-	356-2020
STEM Center	-	356-2102	Osgood Kindergarten Center	-	356-2190

Each of us is here to help. Also, note that with the installation of the two-way radios, we are now capable of remaining in continuous radio contact with each bus and should be able to provide assistance to a bus either in the form of a wrecker or another bus without forcing the bus driver to leave the bus or the children assigned to his or her care. The decision to have or not have school due to inclement weather will be based on the safety of the students attending the district's schools. The decision whether or not to close school will be based on the best information available. Parents may choose to pick up their child at school or not to send them to school anytime they feel that the weather is a threat to their child's safety.

### VISITORS POLICY

Visitors are always welcome at school, but they must **CHECK IN AT** the office when they arrive and when they leave. According to West Fargo Ordinance #12-0505, unannounced visitors may be fined \$500. Please arrange your visits so that it will not occur during the first two weeks or the last two weeks of school. **SMALL CHILDREN MUST BE ACCOMPANIED BY THEIR PARENT(S).**

#### **Visiting School**

We welcome parents and other visitors to our facility. When visiting, all parents and visitors must register in the school office upon entering the building. In order not to disrupt instructional time, all visitors/parents are required to stop in the office and let our office personnel assist you. The main entrance door is the only door unlocked during school hours. Please enter through these doors and go straight ahead into the office area. Office personnel will assist you. If you plan on picking up your child after school, please wait in the office, and have your child meet you there. Do not stand outside classroom areas or block hallways. According to West Fargo Ordinance #12-0505, unannounced visitors may be fined \$500.

#### **Visiting - Students Bring Friends to School**

Students may not bring friends or other students to visit in the classrooms or at lunchtime. Only enrolled students are allowed into their specific classroom. This rule is for the protection of all students and the instructional program. Classroom interruptions can be very detrimental to the learning process.

#### **Visiting - Parent Classroom Visitation**

Having parents visit the classroom is an important part of the elementary school experience. School staff values the concept of parents as partners in education, and understands that the student's education extends beyond the school. Parents will have the option of signing up to assist as a room parent for special projects and parties, joining PTA and performing special school activities, helping with science fairs, and volunteering time to assist on fieldtrips. It is up to the individual teacher to determine his/her classroom needs and to make any necessary arrangements for parent volunteer assistance. Parents wishing to visit the classroom to observe specific academic instruction need to visit with the building principal for approval. Parents must provide 24-hour notice and state the purpose of the visit (identify what you wish to accomplish by the visit). The decision is entirely up to the building principal based on the purpose of the request. This rule is for the protection of all students and the instructional program. Many children in the classroom setting receive special services (ELL, Special Education, Title, Speech, etc.) during the school day due to their individual academic needs, and this information is extremely confidential. Due to FERPA (Federal Law), requests will be closely scrutinized to ensure the safety and confidentiality of our student population, along with their individual programming needs. This type of request is different than in volunteering your time to help with a classroom project, party, or fieldtrip. If you are granted permission to visit a classroom to watch specific academic instruction, you must follow these rules:

- Sign in at the office to receive a nametag and be directed to the classroom.
- Refrain from engaging the attention of teachers or students through conversation or other means.
- Not record data that is considered confidential about how other children are learning or the services they are receiving based on IEP and other criteria.
- Remain inconspicuous and non-disruptive to the instructional process.
- You are not there to judge the teacher's ability to teach and are there to work with the teacher to best help your own child.
- Parent visitations are limited to only one class period during the school day.
- When leaving the classroom—you are bound by confidentiality and FERPA Law. The main purpose of a visit is for individual parents to gather information on their own child to better help the educational process.