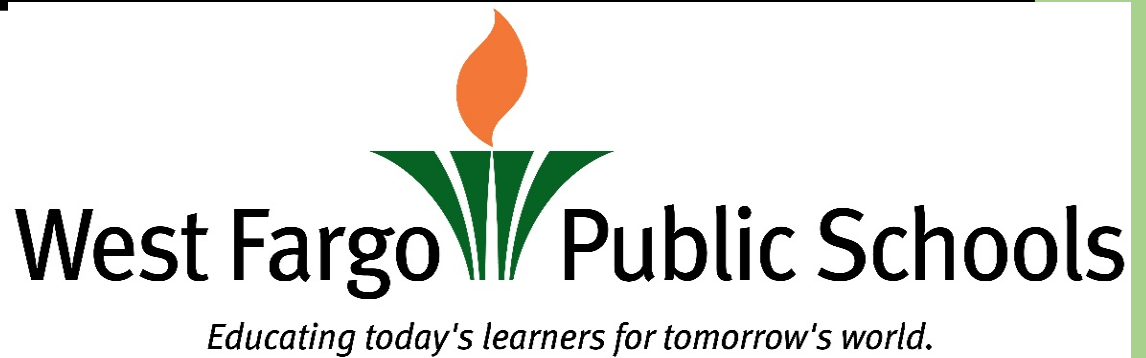


2016-
2017

Elementary Student Handbook



West Fargo Public Schools
2016-2017



West Fargo Public Schools

Educating today's learners for tomorrow's world.

West Fargo Public Schools prepares all learners with the knowledge and skills to be contributing citizens in a rapidly changing world. We are dedicated to continuous improvement, engaging every student to become problem solvers and lifelong learners. Excellence is achieved through practices based in research, and by aligning all resources to support learning.

Strategic Goals:

- 1) All WFPS students will be empowered to continuously develop, improve, and connect 21st Century Skills and academic proficiency in all content areas.
- 2) All WFPS students will graduate ready to pursue lifelong learning, find their passion and contribute to society.
- 3) All WFPS students will be engaged in nurturing and safe learning environments that allow them to grow and develop their physical, social and emotional wellbeing.

When parents or guardians have concerns about school, they are asked to first contact the school employee who is nearest to the situation of concern. If parents do not feel the issue is resolved after talking to that person, they should contact the building principal, followed by the elementary assistant superintendent, Beth Slette, if the matter is still not resolved. If that should fail, parents should contact superintendent David Flowers. A parent's final avenue is to file an appeal with the School Board, which is done through the Office of the Superintendent.

School	Principal	Administrative Assistant	Phone
Aurora	Lynn Bormann lbormann@west-fargo.k12.nd.us	Ronda Rheault rheault@west-fargo.k12.nd.us	701-356-2130
Eastwood	Paula Henry phenry@west-fargo.k12.nd.us	Lisa Erickson lerickson@west-fargo.k12.nd.us	701-356-2030
Freedom	Jeff Johnson jjohnson@west-fargo.k12.nd.us	Allison Schmitz aschmitz@west-fargo.k12.nd.us	701-356-5221
Harwood	Jerry Standifer jstand@west-fargo.k12.nd.us	Coralie Farkas farkas@west-fargo.k12.nd.us	701-356-2040
Horace	Carol Zent zent@west-fargo.k12.nd.us	Kristie Sauvageau sauvagea@west-fargo.k12.nd.us	701-356-2080
Independence	Michael Shea mshea@west-fargo.k12.nd.us	Wanda Freih wfreih@west-fargo.k12.nd.us	701-356-5890
L.E. Berger	Manix Zepeda mzepeda@west-fargo.k12.nd.us	Alison Schmidt schmidt@west-fargo.k12.nd.us	701-356-2010
Legacy	Jason Markusen jmarkusen@west-fargo.k12.nd.us	Christy Riddle criddle@west-fargo.k12.nd.us	701-356-3740
Lodoen KC	Ethan Ehlert eehlert@west-fargo.k12.nd.us	Mary Payne payne@west-fargo.k12.nd.us	701-356-2020
Osgood KC	Kristi Toy ktoy@west-fargo.k12.nd.us	Kristin Follman follman@west-fargo.k12.nd.us	701-356-2190
South	Loren Kersting kersting@west-fargo.k12.nd.us	Stephanie Manock smanock@west-fargo.k12.nd.us	701-356-2100
Westside	Tabatha Joyce tjoyce@west-fargo.k12.nd.us	Ruth Navarro rnavvaero@west-fargo.k12.nd.us	701-356-2110

You may utilize this QR code to access the district website:



You may utilize this QR code to access the parent page of the website.

West Fargo Public Schools has various procedures in place across the district that govern day-to-day activities within school facilities. District procedures are available via the website below OR a paper copy can be requested from the administrative assistant of your school.

<https://www.west-fargo.k12.nd.us/aspapps/PolicyCenter/>

You may utilize this QR code to access the policy/procedure site:



PROCEDURES & PRACTICES LIST:

Behavior Plan and Matrix
Bicycles/Skateboards/Rollerblades
Birth Certificate/Legal Names
Book and Resource Replacement
Bullying/Harassment Reporting
Bus Rules for Riding
Cold Weather
Copyright (Reference to the federal law)
Detention
Dress Code
Electronic devices & other personal items
Food Program – Breakfast/Lunch/Milk & Juice
Health (including Head lice/Vaccines/Nurse)
IDEA Section 504 (Reference to the federal law)
Intramural Activities
Invitations
Neglect/Child Abuse (Reference to the federal law)
Parent-Teacher Communication
Technology Responsible Use Regulations

The procedures mentioned above are a good representation of the comprehensive list of procedures that are followed by West Fargo Public Schools. Updated procedures are added to the website.

The School Board and administration of West Fargo Public Schools have multiple policies in place that govern the operations of the school district. District policies are available via the website below OR a paper copy can be requested from the administrative assistant of your school.

<https://www.west-fargo.k12.nd.us/aspapps/PolicyCenter/>

You may utilize this QR code to access the policy/procedure site:



POLICY LIST:

Attendance - FFB-FFB
Bullying - ACEA - AP
Bus Rules - IE
Corporal Punishment, Student Conduct and Discipline - FFL
Drugs - DEA-A
Emergency Drills - ACAB-AP
Family Educational Rights and Privacy Act - FGA-AP
Food - IBA-IBC
Graduation Requirements - GDA
Harassment - AAC
Kindergarten - FAA-B
Medications - FCA - A
Non-Discrimination - AAC
Pets in School - ACBC-AP
Photographing/Videotaping of Students - FGA-AP
Physical Restraint & Seclusion - FCC-AP
Privacy & Confidentiality - FGA-AP
Professional Development - DDDA-AP
Retention Policy and Procedure - GCA-A
Social Media - ABCE-AR
Special Education - FDE
Student Records Access - FGA-AP
Student Rights & Responsibilities - FG
Suspension and Expulsion of Students - FFR
Title Program Dispute Resolution - GAB-B
Transfer of West Fargo Elementary Students Outside Their Attendance Area - FAB
Weapons - FFD
Weather - Storm Days - ACAA-AP
Visitors - KAAA-AP

The policies mentioned above represent a fraction of the comprehensive policy manual of West Fargo Public Schools. The ND Department of Public Instruction requires that every district specifically mention available policy regarding student rights and responsibilities, and policies on parent and student issues that include attendance, discipline, promotion and retention, and graduation requirements.

WFPS Elementary Calendar – 2016-2017

AUGUST '16							7 days
S	M	T	W	Th	F	S	
	1	2	3	4	5	6	
7	8	9	10	11	12	13	
14	15	16	17	18	19	20	
21	22	23	24	25	26	27	
28	29	30	31				

SEPTEMBER '16							21 days
S	M	T	W	Th	F	S	
				1	2	3	
4	5	6	7	8	9	10	
11	12	13	14 PLC	15	16	17	
18	19	20	21 PLC	22	23	24	
25	26	27	28 PLC	29	30		

OCTOBER '16							18 days
S	M	T	W	Th	F	S	
						1	
2	3	4	5 PLC	6	7	8	
9	10	11	12 PLC	13	14	15	
16	17	18	19	20	21	22	
23	24	25	26 PLC	27	28	29	
30	31						

NOVEMBER '16							17 days
S	M	T	W	Th	F	S	
		1	2 PLC	3	4	5	
6	7	8	9 PLC	10	11	12	
13	14	15	16 PLC	17	18	19	
20	21	22	23	24	25	26	
27	28	29	30				

DECEMBER '16							16 days
S	M	T	W	Th	F	S	
				1	2	3	
4	5	6	7 PLC	8	9	10	
11	12	13	14 PLC	15	16	17	
18	19	20	21 PLC	22	23	24	
25	26	27	28	29	30	31	

West Fargo Public School
 207 W Main Ave
 West Fargo, ND 58078
www.west-fargo.k12.nd.us
 2016-2017

2016
 Aug. 15-16 ----- New Teacher Orientation Days
 Aug. 17-18 ----- Teacher Workshop Days
 Aug. 19 ----- New Teacher Curriculum Day
 Aug. 23 ----- First Day of School
 Sept. 5 ----- Labor Day- No School
 Oct. 3 ----- Professional Development No School
 Oct. 20-21 ----- Teacher's Convention- No School
 Nov. 11 ----- Veteran's Day- No School
 Nov. 23 ----- No School – K-12 TCD 1
 Nov. 23-25 ----- Thanksgiving Break- No School
 Nov. 28 ----- Professional Development No School
 Dec. 22 ----- Last day of school before Winter break
 Dec. 23 ----- No School – K-12 TCD 2

2017
 Jan. 3 ----- School reconvenes after Winter break
 Jan. 16 ----- Professional Development No School
 Feb. 17 ----- No School K-12 TCD 3
 Feb. 20 ----- No School/ Snow Day 1
 Mar. 16 ----- No School/ Snow Day 2
 Mar. 17 ----- No School/ K-12 TCD 4
 April 14 ----- No School
 April 17 ----- No School/ Snow Day 3
 May 25 ----- Last Day of School
 May 26 ----- Teacher Grading Day
 May 28 ----- Graduation
 Snow Days Feb. 20th, March 16th, Apr. 17th

Professional Development – No School
Holiday – No School
PLC - STAFF 25 minutes PD IN EXCHANGE FOR 2 PD Days
Non-Contract
No School – Possible Snow Make-up Day

REPORTED DAYS FOR STATE AID PURPOSES (A.D.M)	
Sub-Total Student Contact Days	175
Legal Days: November 11 & 24, April 14 Veteran's Day Observance, Thanksgiving, Good Friday	3
Staff Development Days	2
Parent/Teacher Conference Days	2
Total	182
TEACHER CONTRACT DAYS PER SCHOOL YEAR	
Student Contact Days	175
Parent/Teacher Conference Days	2
Legal Days: November 11 & 24, April 14 Veteran's Day Observance, Thanksgiving, Good Friday	3
Staff Development Days	3
Sub-Total	183
Teacher Workshop Days	2
District Staff Development Days	2
June Teacher Grading/Record Keeping Day	1
Total	188

Trimester End Dates:
 November 18
 February 24
 May 25

JANUARY '17							20 days
S	M	T	W	Th	F	S	
1	2	3	4 PLC	5	6	7	
8	9	10	11 PLC	12	13	14	
15	16	17	18 PLC	19	20	21	
22	23	24	25 PLC	26	27	28	
29	30	31					

FEBRUARY '17							18 days
S	M	T	W	Th	F	S	
			1 PLC	2	3	4	
5	6	7	8 PLC	9	10	11	
12	13	14	15 PLC	16	17	18	
19	20	21	22	23	24	25	
26	27	28					

MARCH '17							21 days
S	M	T	W	Th	F	S	
			1 PLC	2	3	4	
5	6	7	8 PLC	9	10	11	
12	13	14	15	16	17	18	
19	20	21	22 PLC	23	24	25	
26	27	28	29 PLC	30	31		

APRIL '17							18 days
S	M	T	W	Th	F	S	
						1	
2	3	4	5 PLC	6	7	8	
9	10	11	12 PLC	13	14	15	
16	17	18	19 PLC	20	21	22	
23	24	25	26 PLC	27	28	29	
30							

MAY '17							19 days
S	M	T	W	Th	F	S	
	1	2	3 PLC	4	5	6	
7	8	9	10 PLC	11	12	13	
14	15	16	17	18	19	20	
21	22	23	24	25	26	27	
28	29	30	31	1	2		

Behavioral Expectations and Procedures

	I am RESPECTFUL	I am RESPONSIBLE	I am SAFE
Arrival/Dismissal	<ul style="list-style-type: none"> • Wait patiently for the bell. • Hold the door for others. 	<ul style="list-style-type: none"> • Punctual - be on time. • Prepare - have all materials with you. • Prompt - go where you are supposed to be. 	<ul style="list-style-type: none"> • Walk appropriately. • Use the sidewalk. • Use the bike rack. • Wait for bus in the assigned area. • Allow others to exit before entering.
Bathroom	<ul style="list-style-type: none"> • Listen to adults. • Use an appropriate voice. • Be timely, others may be waiting. • Allow others privacy, keep to yourself. 	<ul style="list-style-type: none"> • Use the toilet appropriately. • Use the sink appropriately. • Wash hands with soap and water. • Return to class quickly. 	<ul style="list-style-type: none"> • Follow respectful and responsible expectations. • Watch for wet floors and use caution. • Watch for messes and use caution. • Report issues to an adult.
Classroom	<ul style="list-style-type: none"> • Listen - take turns, ask appropriate questions. • Listen - provide appropriate nonverbal feedback to the speaker. • Respect Resources – take care of personal and school resources. • Work Collaboratively – follow norms for discussions and decision making. • Work Collaboratively – accept constructive feedback from others. 	<ul style="list-style-type: none"> • Digital Citizenship & Ethical Use – follow acceptable use policy and protect personal information. • Efficiency – use the time allotted for tasks appropriately. • Efficiency – complete assigned tasks as prescribed. • Organization – use an organizational system to keep materials neat. 	<ul style="list-style-type: none"> • Rules –follow rules and procedures established. • Self-Control – appropriate verbal and nonverbal responses. • Dress appropriately according to school guidelines.
Hallway/Lockers	<ul style="list-style-type: none"> • Listen - adults will give instructions. • Use an appropriate voice. • Keep to yourself. • Be timely. • Take care of your locker. 	<ul style="list-style-type: none"> • Stay with your classmates. • Organization – use an organizational system to keep items and area neat. • Organization – bring necessary materials. 	<ul style="list-style-type: none"> • Walk appropriately. • Report messes or issues to an adult. • Follow respectful and responsible expectations. • Self-Control – appropriate verbal and nonverbal responses.
Lunchroom	<ul style="list-style-type: none"> • Listen - adults will give instructions. • Use good table manners – use a napkin, chew with mouth closed, face your food, say please and thank you. • Be timely. • Keep hands, feet and objects to yourself. • Visit quietly until you are dismissed. 	<ul style="list-style-type: none"> • Remember your lunch choice. • Take all needed items before you sit down. • Eat first. • Keep your area clean, pick up after yourself. 	<ul style="list-style-type: none"> • Walk appropriately. • Follow respectful and responsible expectations. • Use utensils appropriately. • Report messes or issues to an adult.
Office	<ul style="list-style-type: none"> • Be polite – do not interrupt. • Use a respectful voice. • Respect the time of others. • Respect the privacy of others. 	<ul style="list-style-type: none"> • Tell an adult what you need. • Return to class quickly. 	<ul style="list-style-type: none"> • Wait patiently – sit or stand in one place.
Playground	<ul style="list-style-type: none"> • Listen - adults will give instructions. • Be collaborative - include others and take turns. • Take care of equipment. 	<ul style="list-style-type: none"> • Return equipment to where it belongs. • Line up immediately when the bell rings or the whistle blows. 	<ul style="list-style-type: none"> • Ask for permission to leave the playground and report back when you return. • Use equipment properly. • Follow respectful and responsible expectations. • Report damaged equipment or issues to an adult. • Dress appropriately according to school guidelines.
Assembly	<ul style="list-style-type: none"> • Listen - adults will give instructions. • Be polite. • Keep hands, feet and objects to yourself 	<ul style="list-style-type: none"> • Participate appropriately. 	<ul style="list-style-type: none"> • Walk appropriately. • Stay with your classmates or group.
Bus/Field Trip	<ul style="list-style-type: none"> • Listen - adults will give instructions. • Avoid eating or drinking on the bus. • Keep hands, feet and objects to yourself. • Visit quietly. 	<ul style="list-style-type: none"> • Face forward. • Only bring safe and allowable objects. 	<ul style="list-style-type: none"> • Stay in your seat. • Keep limbs out of the aisle. • Do not open the windows. • Stay with your classmates or group.

Responsible Use Regulations Technology Agreement 2016-17 West Fargo School District

Please read together, sign and return this signed document to the school.

Statement of Purpose

Throughout the school year, elementary students will utilize a personal district login ID and password. This login ID remains with them until graduation.

The West Fargo School District believes that all students should have access to technology when they act in a responsible, efficient, courteous and legal manner. All school Internet use is filtered and monitored. The responsible use of technology is devoted to activities that support teaching and learning. The following are our agreements about the use of technology in the schools of the West Fargo School District:

Terms of Agreement



I will not share my passwords inappropriately.



I will not use technology to hurt or make fun of others.



I will not send inappropriate pictures or messages.

I will not copy things without permission – including work, pictures, or music.



I will use equipment and resources carefully.

I will use technology for learning.

I will use the programs and sites my teacher has approved.



I will tell an adult if I see anything on the computer that makes me feel uncomfortable.

I will only print after I ask my teacher.

I understand that if I do not use technology appropriately, I may not have privileges to use it for all situations.

I have read this Responsible Use Agreement and have discussed it with my child.

Parent/Guardian Signature: _____

I will sign my name to show that I will follow the agreement above.

Student Signature: _____