

ATTENDANCE AND SAFETY

Safety is a priority at Wheatland Elementary. School supervision begins at 7:40 A.M. and students are not to arrive to school before 7:30 A.M. Students who eat breakfast at school are to sit at the front tables and clear their places before the 8:05 tardy bell.

DRESS CODE

Students should wear clean and comfortable clothing. Sneakers are the preferred shoe because they allow students to safely participate in physical education classes and recess activities. **Flip-flops are not to be worn to school.** Skin tight clothing and revealing outfits are not permitted. Clothing with inappropriate messages/ graphics are not permitted. Student are not to wear makeup. Shorts may be worn during the months of **August, September, April and May only.** Shorts need to be fingertip length or longer (meaning students standing with their arms straight down at their sides with relaxed shoulders, the shorts will go to the tips of their fingertips or longer). Students who are not dressed appropriately will be sent home to change or appropriate attire will be provided.

EMERGENCY CONTACTS

Emergency contact information should be complete and updated as necessary. Parents and guardians must provide several contacts that will be available to pick up a student in case of an emergency. Please verify the people you have selected are aware that they have been named by you and are willing to take responsibility for your child if you cannot be contacted. Families should inform the school office of changes in phone numbers and addresses as soon as possible so that the school has valid contacts in case of an illness, injury, or emergency involving your child.

MEDICATION

Students are not permitted to have any type of medication in their possession. This includes over the counter medications such as aspirin, cough drops, eye drops, Tums, etc. as well as ALL prescription medications. The office must have a **“Consent to Administer Medication at School”** form signed by the parent of guardian and physician on file before medicine(s) can be administered at school. The medicine should be clearly labeled with the student’s name and proper dosage directions. School personnel cannot administer prescription medication that has not been prescribed by a licensed medical doctor.

PROMOTION AND RETENTION

Teacher recommendation for either the promotion or retention of a student will be based on input from special series personnel, building leadership and parents. The final decision in pertaining to promotion or retention shall rest with the appropriate building Principal.

BREAKFAST PROGRAM

Any student desiring to eat breakfast may participate in the school breakfast program at Wheatland Elementary School. Breakfast will be served from 7:40 A.M. to 8:00 A.M. Breakfast will **NOT** be served anytime the school day begins later than 9:30 A.M.

LOST AND FOUND

The Lost and Found is located in the office. Please label jackets, backpacks, lunchboxes, etc. Every effort will be made to return articles to the owner. Small items, such as jewelry, can be turned into the school office or classroom teacher.

TOYS AND ELECTRONIC DEVICES

Toys and electronic devices (including, but not limited to radios, headphones, iPods, MP-3 players, laser pens, etc.) are not appropriate at school. These items, and items like them, often cause disruptions to classroom instruction and are easily lost or misplaced. Items will be taken by school staff and may be claimed by an adult at the end of the school day. If there is a second violation, the item will be returned the last day of school.

BICYCLES

Wheatland Elementary School encourages students to ride bikes and scooters to school when possible. In keeping with our focus on student safety, all riders should wear a helmet. Students are to place their bikes in the bike rack. Students are to respect school grounds, structures, and landscaping. Students who do not meet these expectations will lose the privilege of riding to school.

CLASSROOM VISITS AND CONFERENCES

Parent-Teacher conferences are scheduled during the first and second semester. Parents/Guardians who wish to meet with a teacher should contact the teacher with several convenient meeting times. The teacher will contact the parent/guardian with a meeting confirmation.

Parents are asked not to attempt to conference with a teacher during dismissal time. Teachers are overseeing the release of students or have other duties/ meetings at this time. Please request a conference so that proper attention and confidentiality can be provided.

HOME-SCHOOL CONNECTIONS

Wheatland Elementary School has established several practices to encourage meaningful communication with families. Important school and classroom papers are sent home weekly. Families are requested to review all papers promptly. There are often forms that need to be completed and returned to school as well as student papers to stay with the families. Our primary form of communication is a "Friday Note", printed on blue paper and sent home with the oldest elementary student of the family every Friday.

BEHAVIOR SUSPENSION

Violations include, but are not limited to:

- Disrupting the education process or school activity
- Defiant behavior
- Stealing
- Being in possession of stolen property
- Being in possession of tobacco products, controlled substances, dangerous items, etc.
- Threatening to harm or causing harm to another
- Habitual profanity
- Destruction of property

Setting	Be Safe	Be Respectful	Be Responsible
Playground	<ul style="list-style-type: none"> • Walk on the sidewalk • Follow all game rules • Stay inside the fenced playground areas • Safe touch according to rules • LOOK before you throw, jump, run, or play 	<ul style="list-style-type: none"> • Take turns and share • Use kind words and actions • Solve problems peacefully • Include everyone • Throw trash in cans 	<ul style="list-style-type: none"> • WALK to class line • Line up promptly when bell rings • Use restroom during recess time, NOT when bell rings • Wear weather appropriate clothing • Take all personal items back to classroom • Return all equipment
Sidewalk/ Class Lines (During and after Recess)	<ul style="list-style-type: none"> • Walk on the sidewalk • Keep hands, feet, and other objects to self • WALK to/from play structures, restrooms, field, and cafeteria • WALK to class line promptly when bell rings 	<ul style="list-style-type: none"> • Be aware of your personal space area and that of others • Wait in line patiently, quietly, and calmly • Throw trash in cans 	<ul style="list-style-type: none"> • Return equipment to proper area • Take personal items back to classroom • WALK to line promptly when bell rings
Library	<ul style="list-style-type: none"> • Keep hands, feet, and objects to self • WALK quietly and safely in the library • Use tables and chairs properly 	<ul style="list-style-type: none"> • Respect property of yours and others • Use 6 inch voices at ALL times • If you need help, ASK! • Be aware of your personal space and that of others 	<ul style="list-style-type: none"> • If you need help, ASK! • Bring all books to the library on your library time • Use a bookmarker when you take a book from a shelf to mark its place • Return all materials to their proper place • Use computers with permission, as directed

<p>Assemblies</p>	<ul style="list-style-type: none"> • Enter and exit quietly and calmly • Keep hands and feet to self 	<ul style="list-style-type: none"> • Follow ALL adult directions • Raise your hand when needing to speak or use the restroom 	<ul style="list-style-type: none"> • Voices are silent and eyes are on the presenter • Clap appropriately • Participate in the assembly when appropriate • Be aware of your personal space and that of others
<p>Bus Area</p>	<ul style="list-style-type: none"> • WALK to the bus area and around bus area • Keep hands feet and objects to yourself • Be aware of your personal space and of others • Be aware of school property • Watch for traffic 	<ul style="list-style-type: none"> • Follow the directions of the bus duty staff • Follow the directions of the bus drier • Use kind words 	<ul style="list-style-type: none"> • Wait quietly and patiently in line for the bus • Bring all your belongings to the bus area