

**Wheatland Elementary School**

**Student Handbook**



**Home of the Thunderhawks**

**2017 – 2018**

## **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. 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. Students 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 down at their sides with relaxed shoulders, the shorts will extend to the fingertips of 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 the 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, etc. as well as **ALL** prescription medications. The office must have a “**Consent to Administer Medication at School**” form signed by the parent or 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 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 services personnel, building leadership and parents. The final decision 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 am to 8:00 am. Breakfast will **NOT** be served anytime the school day begins later than 9:30 am.

## **LUNCH PROGRAM**

The Wheatland schools offer all students the opportunity to receive a well-balanced, nutritious and economically priced meal through the school lunch program. Meals must be purchased in advance through the school office. Lunch balances are available for review through PowerSchool and are updated daily. Any student whose lunch balance is in the negative an equivalent of 10 lunches may be provided an alternate meal consisting of a cheese sandwich and milk, or within dietary compliance for individual. At least one written warning shall be provided to a student and his/her parent or guardian prior to denying meals for exceeding the district's charge limit. Alternative lunches can be made available at a reduced price. Please contact the District Office for further information

## **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, cell phones, headphones, I-Pods, MP-3 players, laser pens, etc.) are not appropriate in an elementary school setting. 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. **(Parents that desire their child have access to a cell phone: the cell phone must be turned off and stored in a backpack or turned into the office during the school day)**

## **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 must wear a helmet. Students are to store their bikes on campus and place them in the bike rack. Students not wearing a helmet will not be permitted to ride until a helmet is provided. Students are to respect school grounds, structures, and landscaping. Students who do not meet 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 regularly. 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. The Friday Notes are sent home with the oldest elementary student of each family.

### **BEHAVIORAL EXPECTATIONS**

Violations of behavioral expectations will result in negative consequences up to and including suspension from school or the classroom. Violations include, but are not limited to:

- Disrupting the educational process or school activity
- Defiant behavior
- Stealing
- Being in possession of stolen property
- Being in possession of tobacco products, controlled substances, and other threats to safety
- Threatening to harm or causing harm to another
- Habitual profanity
- Intentional or willful destruction of property

## General Expectations:

Setting	Be safe	Be Respectful	Be Responsible
Playground	<ul style="list-style-type: none"> <li>• Walk on the sidewalk</li> <li>• Follow all game rules</li> <li>• Stay inside the fenced playground areas</li> <li>• SAFE touch according to rules</li> <li>• LOOK before you throw, Jump, Run, or Play</li> </ul>	<ul style="list-style-type: none"> <li>• Take turns and share</li> <li>• Use kind words and actions</li> <li>• Solve problems peacefully</li> <li>• Include everyone</li> <li>• Throw trash in cans</li> </ul>	<ul style="list-style-type: none"> <li>• WALK to class line</li> <li>• Line up promptly when bell rings</li> <li>• Use restroom during recess time, NOT when bell rings</li> <li>• Wear weather-appropriate clothing.</li> <li>• Take all personal items back to classroom</li> <li>• Return all equipment</li> </ul>

Sidewalk/Class lines (During and after recess)	<ul style="list-style-type: none"> <li>• WALK on the sidewalk</li> <li>• Keep hands, feet, and other objects to self</li> <li>• WALK to/from play structures, restrooms, field, and cafeteria</li> <li>• WALK to class line promptly when bell rings</li> </ul>	<ul style="list-style-type: none"> <li>• Be aware of your personal space area and that of others</li> <li>• Wait in line patiently, quietly, and calmly</li> <li>• Throw trash in cans</li> </ul>	<ul style="list-style-type: none"> <li>• Return equipment to proper area</li> <li>• Take personal items back to classroom</li> <li>• WALK to line promptly when bell rings</li> </ul>
Library	<ul style="list-style-type: none"> <li>• Keep hands, feet, and object to self</li> <li>• WALK quietly and safely in the library</li> </ul>	<ul style="list-style-type: none"> <li>• Respect property yours and others</li> <li>• Use quiet voices at ALL times</li> <li>• If you need help ASK!</li> <li>• Be aware of your personal space and that of others</li> </ul>	<ul style="list-style-type: none"> <li>• If you need help, ASK!</li> <li>• Bring all books to the library on your library</li> <li>• Use a bookmarker when you take a book from a shelf to mark its place</li> <li>• Return all materials to their proper place</li> </ul>

Assemblies	<ul style="list-style-type: none"> <li>• Enter and exit quietly and calmly</li> <li>• Keep hands, feet, and object to self</li> <li>• Dress-up</li> </ul>	<ul style="list-style-type: none"> <li>• Follow ALL adult directions</li> <li>• Raise your hand when needed to speak or use the restroom</li> </ul>	<ul style="list-style-type: none"> <li>• Sit on bottom and face the stage</li> <li>• Voices are silent and eyes are on the presenter</li> <li>• Clap appropriately</li> <li>• Participate in the assembly when appropriate</li> <li>• *Be aware of your personal space and that of others</li> </ul>
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Bus Area	<ul style="list-style-type: none"> <li>• WALK to the bus area and around bus area</li> <li>• Keep hands, feet, and objects to yourself</li> <li>• Be aware of your personal space and the space of others</li> <li>• Be Aware of school property</li> <li>• Walk on sidewalks</li> <li>• Use crosswalk when crossing streets</li> <li>• Watch for traffic</li> </ul>	<ul style="list-style-type: none"> <li>• Follow the directions of the bus duty staff</li> <li>• Follow the directions of the bus driver</li> <li>• Use kind words</li> </ul>	<ul style="list-style-type: none"> <li>• Wait quietly and patiently in line for the bus</li> <li>• Dispose of food and drinks before boarding the bus</li> <li>• Bring all your belongings to the bus area</li> </ul>
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