

Elementary Student Handbook



Wilton Public School

2017-2018

MISSION STATEMENT

**“Working together to develop successful students,
responsible citizens, and life-long learners.”**

Elastic Clause

A handbook is a guide. If a student commits an act not covered in this guide that threatens the safety or health of other students and teachers, administration reserves the right to act accordingly. The student will be given the right of due process guaranteed by law to all citizens.

SCHOOL POLICY: RULES AND REGULATIONS

THE SCHOOL DAY: The school day runs from 8:30 A.M. to 3:15 P.M. Students may not be in the school building before 8:00 A.M. or after 3:30 P.M. unless under the supervision of a teacher or approved adult. No students are to be in the weight room, lunch room, or gym unless under the direct supervision of a teacher or approved adult.

BELL SCHEDULE: Bells will ring to signal the beginning and ending of class periods. Students are to remain in the classroom until dismissed by the instructor or supervisor in that classroom.

ACADEMIC INTEGRITY

The Wilton Public School District regards academic integrity as a cornerstone of its educational mission. It is expected that all schoolwork submitted for the purpose of meeting course or class requirements represent the original efforts of the individual students. Administration, faculty, students, and their families are all important contributors to upholding this academic integrity in our school community. Consequences will be imposed for all violations. To this end, it is important that all involved understand their integral role in helping to promote this climate of academic integrity and responsible citizenship.

The following list provides examples of unacceptable practices:

- Plagiarizing written, creative or oral work (Plagiarism is using the ideas of another as one's own without acknowledgment of the source.);
- Submitting work that is not original;
- Giving or receiving unauthorized assistance on exams. This action will result in a grade of 0 for the test for all involved;
- Altering grades or other academic records, giving false information;
- Submitting identical work in more than one course without the prior approval of the instructor; and,
- Providing notes, signatures, or other documents that are forgeries to school officials or teachers.

ACTIVITY PASSES

The MINER PASS will be honored at all high school and junior high athletic events. This includes the sports of girls' basketball, boys' basketball, football and volleyball and softball. This does not include music concerts, drama productions, and tournaments. The gate prices for all athletic events will be **\$5.00 for adults, \$4 for Senior Citizens (age 65 and over), and \$3.00 for students (PK-12). Two game nights will be \$6.00 for adults, \$5 for Senior Citizens (age 65 and over), and \$4.00 students (PK-12). Passes for the entire year are family \$135, adults \$65, students K-12 \$45, and Senior Citizens \$55.**

ADMISSION TO WILTON SCHOOL

Age Requirement- A child may enroll in the first grade if they are six years old prior to midnight July 31, of the upcoming school year, except as provided by law. Children, who do not arrive at the age of five years by midnight July 31, shall not start Kindergarten until the beginning of the following school year, except as provided by law. Children entering Pre-Kindergarten shall be 4 years of age by midnight of July 31, except as provided by law.

Educational Records- Before a student may participate in courses, all educational records from previously attended schools must be received and reviewed by the administration.

Immunization/Birth Certificate- Immunization information is required to be completed and returned to the school in accordance with NDCC. Birth Certificates will be required to be provided for all students. These records will be reviewed and copied by the administration and must be present in the student's cumulative file within the first 30 days of enrollment.

AFTER SCHOOL PROGRAM

The Wilton After School Program is available for students in grades PK-6 from 3:15 until 5:30 P.M. Monday through Friday. Parents must register and pay tuition for their children with the After School Club Coordinator at least 24 hours prior to participation in the program. A child will not be admitted if tuition is not paid in full. Parents will be billed in advance on a monthly basis at a halftime rate of \$2.50 for care between 3:15-4:30 and fulltime rate of \$5.00 for care between 3:15-5:30. Parents may select customized days of attendance to meet the family needs, but no refunds will be given if a child does not attend on selected days. Students must provide their own snack, if a snack is desired. If the child is picked up after 4:30, for halftime, and 5:30, for full time, there will be a \$5.00 fee assessed per each 10 minutes. 3 occurrences of arriving late, and/or late payments will result in a 3-month suspension from the program. **In the case of an emergency, parents must notify the school office before 3:00 P.M. if their child will be attending the After School Program. The child will be admitted only if space is available.**

ATTENDANCE POLICY

Students in the schools of North Dakota are required by state law to remain in school until the age of 16. The school is responsible for providing instruction to students within

a 175-day school year. If students are to learn sufficiently they need to be in attendance on a regular basis.

There are two types of absences: excused and unexcused. An excused absence is an absence from school with parental and school permission. Excused absences from school are limited to illness, doctor appointments, emergencies, death in the family, and some special circumstances, as determined by the administration. ALL OTHER ABSENCES ARE UNEXCUSED.

In an excused absence, work missed will be made up and credit will be given if the work is completed within the time limit established by the administration.

Make-Up Work: Students are responsible for making up work missed due to an absence. Students have two days for the first day missed and one day for each additional day. Students absent for school-related activities are required to get assignments done when they are due.

Any unexcused absence may result in partial credit for the work missed. It is also possible that privileges may be suspended, suspension from interscholastic activities may result, or a conference with a parent or guardian may be required. **Any absence above 10 per semester will be considered an unexcused absence unless it is accompanied by a written doctor's excuse. Also students that exceed the 10-absence threshold will lose credit for the semester if they do not make up the time beyond 10 absences.**

Tardiness: Each tardy will result in 5 minutes before or after school with the teacher. Tardy slips will be filled out by the teacher, signed, and turned into administration. With a third tardy, a student will automatically receive an office referral.

Absences and Extracurricular Activities: Academic learning is the primary reason for attending school. Although extracurricular activities are important, activities play a secondary role in education. Therefore, any student participating in extracurricular events, practices, or rehearsals should be in school for the entire day to be involved in extracurricular activities that day.

Should a student repeatedly be absent from classes before or after events, the administration may treat this as a discipline problem and take action, which could include suspending or removing the student from the activity.

Should a student miss all or part of a school day for health reasons requiring medical attention (other than routine dental or vision appointments), that student must provide a signed written release stating the student may participate in activities on that day. Failure to produce such a release will result in the student being ineligible to participate in any extracurricular activities held that day.

Reporting Absences – When your child is absent, please make contact with the office by 8:00 a.m. each day to inform the school of the absence. This can be done by calling the office at 701-734-6331. If this is not possible send a signed parental note to the

front office the next day, indicating the reason for the absence. Parents will receive a phone call, text, and/or email if the school has not received notification by 8:30 AM (or 12:30 PM for the afternoon session) that a student will be absent.

If a student becomes habitually truant and the administration is not satisfied that the absences are excusable, he/she may file a Report of Suspected Child Abuse or Neglect (Form 960) with Social Services for appropriate action.

Truancy is any unexcused absence by a student under the age of 16 to include: Three (3) consecutive unexcused days within a semester; or Six (6) one-half unexcused days within a semester (elementary school); or Twenty-one (21) class hours, as defined by each local education authority (LEA).

The number of absences per semester is limited to 10 per class. When the number of absences in a class exceeds 10, the student is not eligible to receive credit for that class until time has been made up outside of school hours. The only exceptions to the above absence limit are school-sponsored activities, in-school suspension, out-of-school suspensions and medical absences with a signed doctor's excuse stating the specific time that the student was not able to be in school. Unusual situations or exceptions will be considered by the administration. In addition to credit loss after 10 absences, a student under 16 can be cited for truancy and his or her parent can be cited under North Dakota's compulsory attendance law.

The process will be as follows:

- 1) A warning letter will be sent to parents/guardians at 6 absences.
- 2) An additional letter will be sent to parents/guardians at 9 absences.
- 3) At 10 absences final letter will be sent to the parents/guardians requesting a meeting with administration and the school resource officer to determine the cause of absences and to create a plan to avoid further absences.
- 4) Truancy will be filed at the 11th absence and equal time will need to be made up outside of school hours in order for the student to recover the credit.

BEFORE SCHOOL PROGRAM

The Wilton Before School Program is available for students in grades PK-6 from 7:30 until 8:00 a.m. Monday through Friday. Parents must register and pay tuition annually for their children with the Director prior to the first day of the program starting. A child will not be admitted if tuition is not paid in full.

BEHAVIOR

Students are responsible for their own behavior. Conduct that impedes teaching or learning and conduct that threatens the security, comfort or welfare of others, will not be tolerated. This policy applies to any school related activity, class, noon hour, extra-curricular activities, bus riding, classes at the Career and Technical Academy and any other instructional or activities sponsored by or associated with the Wilton Public School.

Wilton Public School Behavior Management Process:

Behaviors are divided as minor and major incidents. If a student has a major incident, administrative action in the form of a conduct referral may be given immediately, depending on the situation. To include but not limited to:

- Insubordination or defiance to school staff;
- Use of alcohol, tobacco or other illegal drugs;
- Causing or threatening physical harm to others;
- Repeated disruptive behavior in classes or during the school day;
- Chronic tardiness or truancy;
- Destruction or theft of school property or the property of persons within the school;
- Unauthorized entry into the school;
- Any other willful misconduct which disrupts the rights or access of others to an education.

Minor behaviors will be handled using a tiered system:

Step 1: When a student has a minor incident for the first time, they will be given redirection and the behavior will be retaught.

Step 2: The student will receive a misconduct ticket and parent contact will be contacted.

Step 3: If the student has another incident, the student will receive a 2nd misconduct ticket and parents will be contacted.

Step 4: If the student receives 3 misconduct tickets in 30 days, there will be administrative action in the form of a conduct referral. This conduct referral form will result in consequences as determined by School Board Policy and/or the administration.

Listed are examples of measures that will be utilized, if determined appropriate by the administration and/or school board:

Removal from class: Should it be necessary to remove a student from class for behavioral reasons, the instructor will complete a misconduct ticket and send the student to the principal or assistant principal.

First Occurrence: The student will report to the principal/assistant principal's office. Parent contact will be made.

Second Occurrence: The student will report to the principal/assistant principal's office. At the discretion of the principal and/or assistant principal, the student may receive one or more days of in or out of school suspension. Prior to returning to class and/or school, a conference involving the student, his/her parents/guardian, the teacher, and the administration will be held.

Third Occurrence: The student will report to the principal/assistant principal's Office. A student sent out of class three times during a single quarter may be required to drop the class with no credit given (grades 9-12), and/or may receive an in or out of school suspension. The instructor will refer the student to the administration for academic and/or behavioral counseling services to determine an appropriate resolution.

Detention: Detention is being in school for an assigned period of time before or after the regular school day, including Saturday. Detention may be used as a disciplinary action by teachers or administration. Students will be notified before detention is to be served. Transportation to/from detention will be the responsibility of the student and his/her parent/guardian. If detention falls during the time of an extracurricular event or practice, the student will not participate in that activity during detention time. Students in detention will not talk, drink beverages, or eat without permission from the detention supervisor. Students must bring schoolwork to detention. Students failing to report for assigned detention will receive double detention time and will serve the extended detention time the following day, or at a time assigned by the teacher and/or principal. If detention is missed a second time, the student will be subject to additional disciplinary action.

Suspension: Suspension is removal from class for a specified period of time, not to exceed ten school days.

In-school suspension is served in school during the school day.

- Students on in-school suspension must do schoolwork during detention and will be responsible to complete any work missed or assigned during the detention.
- Credit will be received for work done.
- Students will not be counted as absent.
- Students will not be allowed to participate in extracurricular practices, activities, and events.

Out-of-school suspension is served outside of school.

- Students will be counted absent for time on suspension.
- Students will be expected to make up their work.
- Students will receive credit for work made up.
- Students will not participate in extracurricular practices or events, or be allowed on school grounds while on suspension.

Expulsion: Expulsion is removal of a student from attendance for the remainder of the school term (term is defined as the semester).

- Expulsion may be done only by the Wilton School Board, after the recommendation by the school administration.
- Expulsion proceedings will follow all due process requirements legally established within the State of North Dakota.
- Students expelled are not students of the school while under expulsion and may not participate in any of the school's curricular or extracurricular programs or activities.

BICYCLES

Bicycles are to be placed in the racks next to the school building not on the sidewalk. Bikes are not to be ridden during the school day except when coming and going from school. Students are urged to follow the rules of bicycle and driving safety. Extreme caution should be used during heavy traffic in the morning and when school is dismissed.

BOOKS

Books of all types, either classroom or library, should be treated with respect at all times. The student is responsible for the books issued to him/her. Books must be returned in good condition except for normal wear. There should be no writing in books. **The students will be responsible for replacement costs of the book if a book is damaged or lost and not returned by the end of the school year.**

Library Books – The school librarian will outline the procedures to use in checking out library books. When a library book is checked out, the student is responsible to see that the book is brought back, and that the book is properly checked in by the procedure that has been set.

Textbooks – Textbooks are issued by number to each student at the beginning of the year and will be collected at the end of the semester or school year.

BUSES

Students are to wait until the homeroom teacher releases them before they depart. Students must walk to the bus in an orderly manner. During winter months, students riding a bus must have in their possession; a coat, hat, gloves, and boots.

Students are to remain seated while the bus is in motion. Students are under the supervision of the bus driver when on the bus and are expected to comply with his/her

instructions at all times. The bus drivers will notify the Principal of any cases where students are causing a problem or causing confusion on the buses.

If you are not going to ride home on the bus in the evening, you are to go out and inform the bus driver so he/she does not wait for you. If non-bus students are going home with a bus student, the parents of both students must contact the school.

Wilton School District provides transportation for the convenience and safety of our students. To avoid disciplinary measures, students must behave in a responsible manner while as a passenger in a school vehicle. Students may not move about or do anything that could endanger other riders, distract the driver or cause problems of any sort. Students must respect the driver's authority and the rights of other riders.

Bus Discipline:

First Offense: Warning, Parent Contact

Second Offense: School Disciplinary Action, Parent Contact

Third Offense: Suspension from the bus for an amount of time determined by administration

The district reserves the right to deny bus service to any students for disciplinary or safety reasons on a temporary or permanent basis.

Busing to activities – Students participating in out-of-town, school-sponsored events OR riding to an event on transportation provided by the Wilton Public School District shall ride to and from the event on transportation provided by the school.

Students on school-sponsored trips must return with the group unless the student's parent/guardian picks up the student and signs a release or provides written permission to the group's supervisor, designating another adult with whom the student may ride.

Any written permission for a student to ride with an adult other than the student's parent/guardian must be given to the group's supervisor prior to departing from the event or activity.

The school personnel supervising the event have the discretion to deny the request and require the student to ride home on transportation provided by the school.

It is the expectation of the Wilton coaching staff, and the Athletic Director that all students ride to and from events with the team. The unity and cohesiveness that is achieved through riding to and from events cannot be overlooked.

STATE LAW REQUIRES THAT WHEN THE SCHOOL BUS FLASHING RED LIGHTS ARE ON, TRAFFIC FROM BOTH DIRECTIONS MUST STOP AND WAIT UNTIL THE FLASHING RED LIGHTS ON THE SCHOOL BUS ARE OFF.

CARE OF PROPERTY

Desks, books, and all other school equipment that are loaned to students are school property. Any damage done to such articles will be assessed against the borrower. Every student should do his/her best to help keep the building clean. Wastebaskets are provided for all waste paper and refuse. Do not mark or deface the buildings, walls, or school furniture. Let us justify the confidence the community has in us by respecting the buildings they have put to our use. Pupils are not to cut across any lawn or garden, public or private to avoid injury to young trees, shrubs and flowerbeds.

CHAIN OF COMMAND

Communication is a key to any organization's success. Communication requires openly discussing concerns, complaints, or other issues through the proper channels. Parents, students and employees must follow a clear chain of command to facilitate communication and ensure amicable relationships within this school. The chain of command for requests, complaints, etc. is: 1. The other person involved, 2. The assistant principal and/or principal, 3. The superintendent, 4. The School Board Chair. Please follow these steps to ensure a successful school year.

COMPUTER USAGE

**See Appendix H - Technology Acceptable Use Policy

Violations: policy will at a minimum result in the following disciplinary consequences for students:

First offense (Level I)

- a. Loss of email and Internet privileges for one week;
- b. Parents contacted.

Second offense (Level II)

- a. Loss of email and Internet privileges for at least one month;
- b. Parents contacted.

Third offense (Level III)

- a. Loss of email and Internet privileges for at least one school year;
- b. Parents contacted.

A student may be subject to Level II or Level III disciplinary action on his/her first or second offense if administration deems this necessary based on the severity of the offense.

Students are required to have school technology with them and charged for every class.

- First offense – the student calls parent
 - Second offense – the student calls parent and the device is kept at the school for 1 week
 - Third offense – the student calls parent and the device is kept at the school for 1 month
- Offenses beyond that will require the device to stay in school indefinitely.

CONDUCT OF STUDENTS ON THE SCHOOL PREMISES

Student conduct should be courteous and helpful to all and should reflect positively on the students, their class, and their school.

Conduct in school that shows disrespect for supervisors, or causes disturbances in classes that affect the work of the individual student, teacher, or other students is not permitted and will lead to disciplinary action, which may include a conference with the student, parent, teacher, and administration.

Inside The Building

- Students will conduct themselves in a quiet, orderly manner so as not to disturb other classes in session.
- Students are not to loiter around in the halls or to chase back and forth from one room to the next.
- Students are not to loiter around in the bathrooms and should use these facilities only for the purpose designed.
- Students are not to go to other rooms during class times without making prior arrangements with the instructor(s).

Lunch Room

Students are expected to conduct themselves in an orderly manner at all times. The procedures outlined by the teachers and principal are to be followed.

Playground

Recess equipment must be checked out with the recess supervisor or classroom teacher. The student or students who take an item outside are responsible to see that it is returned. Any item of equipment lost from a room will not be replaced during the same school year.

- There is to be no tackle football, fighting, or activity so rough that there is extreme danger of someone being hurt.
- There is to be no rock, tire chip, or snowball throwing on the school grounds at any time.
- When the bell rings at the end of a recess period, students are to line up quickly. Students will come into the building quietly so as not to disturb other classes in session.
- Students are encouraged and expected to go outside for the fresh air and exercise during times when the weather permits. Please dress accordingly.
- Students are directed to use playground equipment in the way intended by design. All use that puts a student at risk of injury is prohibited.
- There is to be no writing on the sidewalks or school buildings.
- There should be no one on the playground from 8:00-3:15, without appropriate supervision.
- Students are not to climb fences.

- Students are to stay on the sidewalk and walk to the playground. The teacher or supervisor will lead them.
- All equipment is to be used as designed:
 - No standing or walking up the slides
 - No students on top of the monkey bars/spinners
 - No students' upside down on the monkey bars
 - No upper grade students on the preschool equipment
- Football Requirements
 - 2-hand touch only
 - Must stay on the grass

Appropriate Gear Guidelines:

- Above 30 degrees: Recommendations for appropriate dress will be given daily.
- Below 30 degrees: coat, hat, and gloves.
- Precipitation on the ground (including mud): boots are required.
- Students who come without boots will be limited to a dry play area.

Winter Dress – Overshoes or snow boots will be required by all students when the playground becomes muddy or during the snowfall season. Students not having proper boots will not be allowed to fully participate in recess. They will be limited to a dry play area. In addition, it is recommended that students have proper snow pants, coat, stocking hat, and gloves. Elementary students will go outside for recess, weather permitting. If the temperature drops below -10F (either wind chill or actual temperature), students will be kept indoors for recess.

School Events

Students are encouraged to take part in all school activities, but must display respect for the rights of others as well as for the property and buildings in which they attend school, as well as school functions. Any students causing a disturbance or bothering other people with their behavior will be asked to leave. Incidents, which would lead to a dismissal, would be as follows:

- Unnecessary running on bleachers.
- Loitering in hallways.
- Fighting or wrestling.
- Loitering under bleachers.
- Throwing items, caps, scarves, mittens, etc.
- End zone football games are not allowed during the game. Please stand by the sidelines or sit on the bleachers and watch the game.
- Running in and out of the gym or in the hallways while the basketball or volleyball game is in progress is not allowed.

Students will be sent home if they are not following the rules. Repeated occurrences will require disciplinary action, which may include a suspension from attending school events or activities.

DANCES

Elementary school dances must be approved by the administration in advance.

DISMISSAL TIME

When school is dismissed, students are encouraged to go home immediately per arrangements made with parents. Students are not to be around the school building fifteen minutes after dismissal, unless they are at school for a specific purpose, and are supervised by a staff member.

DRESS CODE

Parents should use good judgment in determining what appropriate dress and grooming are for their children, in accordance with age and grade of the student. However, the School District through the administration reserves the right to establish minimal standards of appearance. Areas of concern include clothing with pictures, captions or print referring to alcohol, drugs, tobacco, or sexual innuendo. Such apparel will not be allowed in school during the day or any school event. Shorts of appropriate length may be worn to school during the months of August, September, April and May. Wearing caps or other headwear will be limited to outside of the school day or to special events.

Examples of inappropriate attire:

- Strapless tops
- Spaghetti Straps (1 inch minimum)
- One strap tops
- Short shorts and skirts (Appropriate length is defined as the hem hanging lower than your fingertips when arms are resting at your sides.)
- Midriff tops
- Open back dresses or blouses
- Exposed undergarments
- Tattered and/or soiled clothing
- Leggings/Tights shall not be worn as a replacement for pants, unless worn with a top of appropriate length

EARLY DISMISSAL / INCLEMENT WEATHER

If the school should have to dismiss early due to weather or mechanical problems, notice will be announced over KFVR TV and KFVR Radio. You will also receive an Instant Alert notification. Announcements will also be made on Facebook and the school website. To ensure you receive these notifications, please notify the office immediately if changes to your contact information occur throughout the school year. Please direct all questions and concerns regarding school notifications to the school office.

Please discuss with your child the procedures they should follow, where they should go, and who will be responsible for them should we need to dismiss early. Storm home information will be required for all rural students.

ELECTRONIC DEVICES

Personal use of devices (such as iPods, iPads, cell phones, etc.) will be prohibited at school during instructional time unless such use is for a clearly defined educational purpose with the permission of the classroom teacher. Violations will be dealt with as follows:

First Occurrence- the teacher will confiscate the device. The student may pick it up at the end of the day

Second Occurrence- the teacher will confiscate the device. A conference will be scheduled with the student, parent, and an administrator before the device is returned.

Third Occurrence- the device will be confiscated and the student is subject to further disciplinary action that may include suspension.

ELIGIBILITY

In addition to meeting all rules and regulations as set by the North Dakota High School Activities Association, students must also comply with local requirements. Any student who is earning a failing grade in any course work will be academically ineligible for interscholastic competition for a period of one week. Eligibility will be reviewed on Wednesday each week, and will be enforced after the first three weeks of a new semester. Eligibility is cumulative to the end of each nine-week grading period. Enrollment in school for three periods is required for a student to participate in an interscholastic contest of that day. Situations may make it possible to participate if arrangements are made in advance with the principal/assistant principal and athletic director.

Participation Rules: An ineligible student may not participate with an organization, and may not miss any class time for travel.

EMERGENCY DRILLS

Fire and tornado drills will be held as weather permits. Students and teachers shall proceed to the designated exits as posted in each room for fire drills. The building should be evacuated quickly, but do not run or panic. The first people to the exit doors shall hold the doors open for all others and then join the others away from the building. The fire alarm system will be used for fire drills.

For tornado drills, students and teachers shall proceed to the designated areas hunch down and cover the head until the all-clear signal is given. The intercom system will be used to announce tornado drills.

All other emergency drill procedures have been outlined for staff members in the district emergency guide handbook. Practice drills will be conducted with students and staff members.

EXTRA CURRICULAR ACTIVITIES

To provide a well-rounded educational environment for our students we provide various activities for students. Students participating in athletic activities in grades 4-6 will be

obligated to meet the North Dakota High School Activities Association participation guidelines as set for Jr. High students.

Other Activity Regulations – Students must be present the day of an event such as a practice, ball game, concert, etc. to participate in that event. A student who is too ill to be in school will be considered too ill to take part in the event, unless a written medical excuse from a physician is provided.

FOOD SERVICE PROGRAM

The school secretary is the director of the school food service program. All meals are to be purchased from the secretary in the office. Please make check payable to: Wilton School Lunch Program. **Meals are to be paid in advance.** Parents are encouraged to apply for free or reduced meals. The application form is available in the school office. The form must be completed and returned to the school office. The income guidelines are on the form. Patrons are encouraged to utilize this program. The school district qualifies for reimbursement from the federal government for these meals. This is also part of the criteria used by the State Department of Education in determining federal grant funds for the Wilton School. The greater the need, the more federal funds the district may receive for our school.

School Meal Prices			
Breakfast		Lunch	
PK-6	\$1.50	PK-6	\$2.15
7-12	\$1.50	7-12	\$2.60
Adults	\$2.00	Adults	\$3.25

Seconds for Salad Bar or Entrée Line: \$.25 (no more than one time through each line) (All students are charged for seconds, including those students whose families qualify for free or reduced lunch. Charging of meals or second servings is not allowed.

Reduced Meal Prices

Breakfast- \$.00

Lunch- \$.40

Extra noon milk: \$.30 or \$6.00 for a 20 punch milk ticket

Milk Tickets available for elementary snack break in the afternoon- \$.30 per milk or a 20 punch milk ticket for \$6.00. 1% white, chocolate and skim milk available.

GRADING SCALE

Grading System

Wilton Public School uses standards-based grading and a letter grading system (averages).

Standards-based Grade Scale

E- Exceeding
P- Proficient
D-Developing
AC- Area of Concern

Grade Range

A 92-100
B 83-91
C 74-82
D 65-73
F 64 & Below

I: incomplete, may be given at the end of a grading period by an instructor when a student has make up work outstanding as the result of an absence. In the absence of extenuating circumstances, an incomplete will convert to an F two weeks after the end of the grading period if the make-up work is not completed.

WF: withdrew failing, given when a student drops a class with a failing grade after the third week of the semester.

WP: withdrew passing, given when a student drops a class with a passing grade after the third week of the semester.

NC: no credit, given when a student fails to earn credit due to exceeding absence limits.

Report cards will be prepared and passed out or mailed within 1-2 weeks following the end of the nine-week period. Proficiency and deficiency reports will be providing between reporting periods. S-Satisfactory, N- Needs Improvement, and U- Unsatisfactory may be given for non-core academic classes, if approved by the administration.

Academic grades will be based on academic achievement alone. Conduct or citizenship shall not be considered as a means of academic evaluation, unless it can be shown to have a reasonable educational relationship to the grade.

While school marks are important in the promotion of pupils, they are only one of many factors to be regarded in special classes. Other factors may be mental age, health and soundness of body, physical maturity, social maturity, opportunity to improve, and effort.

It is the recommendation of the administration and School Board that the time for students to repeat a grade-if such is necessary-being generally in grades PK, K, 1, 2, or 3. Students shall not be retained more than two times during their first eight years.

If it is determined that a student is not meeting proficiency levels in a course or grade, the parent/guardian will be contacted immediately. If a student does not meet grade level or course requirements, the letter grade will reflect this concern. If a student is at

risk of not meeting course or grade level requirements, the parents or guardians and the principal will be notified.

ILLNESS

Please notify the school by 8:00 a.m. if your child will not be attending school. For student safety, the parent/guardian will receive a phone call, text, and/or email if the school does not receive prior notification of a student absence from a parent/guardian.

Students Becoming Ill in School – If a student becomes ill in school, he/she should notify the teacher at once. Do not leave and go home without permission from your teacher, the principal/assistant principal, or the office.

In School – Parents are allowed to request limited activity for their child, for up to two days, due to illness. Thereafter, the students must have a written doctor's excuse to continue only participating in limited activities. A student with any onset of the following symptoms should be taken home, or remain at home:

1. Fever of 100 degrees or higher. The child should be fever free without the aid of fever reducing medication for at least 24 hours.
2. Diarrhea: runny, watery stools, or 2 or more loose stools within 4 hours
3. Vomiting: 2 or more times in a 24-hour period. Please do not bring your child if they have vomited during the night.
4. Pink eye: child needs to be on eye drops and have a doctor's note recommending they can rejoin class.
5. COMMUNICABLE DISEASES: Students with a communicable disease shall be sent home from school and shall not be readmitted without a physician's written statement that the child is free from contagion.

If a student has shown any of these symptoms, they should remain at home until they have been symptom free for 24 hours.

Limited Activity

- Recess limitation – either outside with no participation, or no recess at all.
- PE – participation limited to only those activities that are not physically demanding as determined by the teacher and/or principal/assistant principal.

INITIATION

It is the policy of the School Board that no students are to be initiated, formally or informally. Proper action will be taken against students who violate this policy.

INJURIES

Students who are injured in school should report the injury to the teacher in charge or to the school office. Inquiries regarding insurance coverage should be made to the school business manager.

INVITATIONS

The Wilton Elementary School would like to ask that students not distribute invitations at school, unless they are inviting all members of their classroom to the event. This is done to limit feelings of exclusion among students who do not receive invitations.

LIBRARY

The library/media center is the learning center of the school system. The school system exists to serve student needs, and students need the resources of the library/media center. Students should use the library as a vital learning resource. Students must also recognize the library as a place serving the needs of many, and should conduct themselves properly while using the library.

1. The school librarian oversees the management of the library. Students will be permitted to sign out from study hall or classroom to the library for research work, library reading, or computer use (if the library is supervised, and authorized by a teacher).
2. A complete copy of the Library/Media Center policy can be found in the appendix.

Library privileges may be denied if a student does not comply with library rules and regulations.

MEDICINE – DISPENSING TO STUDENTS

The Wilton Public School may assist in dispensing of non-prescription medicines during regular school hours (8:30 AM -3:15 PM), upon written approval of the parent or guardian. Non-prescription medication must be brought to school in a sealed container. **If your child uses an inhaler or has asthma, please notify the office so that an Asthma Action Card (AAC) can be completed and kept on file.** Completion of the AAC may allow the child to carry the inhaler throughout the day.

The Wilton Public School may assist in the dispensing of prescription medicines during regular school hours (8:30 AM – 3:15 PM), upon written approval of the parent or guardian and family physician. Written approval must be given using a District Adopted Prescription Medication Permission Form. This form can be obtained at the office. Medications must be in their original container and will not be dispensed beyond the effective date of the prescription. Parents must provide consent for each medication provided.

The written approval must be on file with the school before the staff member may dispense any medicine. Staff members are limited to providing assistance or supervision in administering prescribed or non-prescribed medications and in no case

should a staff member recommend or prescribe medicine to a student or require medication for a student.

The Wilton Public School will not dispense prescription or non-prescription medicines after school hours during practices or events. All medications must be hand delivered by a parent or guardian to the school office. The office will ensure that the appropriate forms are complete, that the medication has not expired, that the medication is appropriately labeled, and that all provisions of school policy are in compliance before accepting medication from the parent or guardian.

NEWS AND ANNOUNCEMENTS

School news and announcements can be found on the school website, <http://www.wilton.k12.nd.us>, on the Wilton School Facebook page, and in the quarterly newsletter, which is available on the website.

PASSES

Students may not leave a class or study hall without a pass from the supervisor in charge. Prior to leaving the building, students must sign out in the main office.

PHYSICAL EXAMINATIONS

The NDHSAA requires students to pass an annual physical examination prior to student participation in both interscholastic athletic competitions and practices.

SCHEDULE

The Wilton School operates on the following schedule:

Breakfast	8:00-8:25	HS Periods	Time
School Starts	8:30	1st	8:30-9:22
PK Lunch	10:40	2nd	9:25-10:15
K-2 Lunch	11:05	3rd	10:18-11:10
3-6 Lunch	11:35	4th	11:13-12:05
MS Lunch	12:00	5th	12:37-1:27
HS Lunch	12:05	6th	1:30-2:21
Dismissal	3:15	7th	2:24-3:15

SCHOOL SONG

Hey W-I-L-T-O-N
We Will Win This Game!
Rah-Rah-Rah
M-I-N-E-R And S
Fight, Fight
To Win This Game!

On To Wilton, On To Wilton
Fight On For Our Fame
Rah-Rah-Rah

Though We Labor, Though We Falter
We Will Win This Game
Rah-Rah-Rah
On To Wilton, On To Wilton
Fight On For Your Fame
Fight Miners, Fight, Fight, Fight
To Win This Game!

SECURITY

For the safety of our students the Wilton School locks all doors of the building from 8:30 AM until 3:15 PM. All visitors must enter through the front doors and sign in at the office.

STUDENT ACCIDENT POLICY NOTICE

The Wilton Public School carries limited accident insurance for students injured in extra-curricular activities, or during the school day.

STUDENT ACCIDENT POLICY

If a student is injured or ill during school hours, or extra-curricular activities, the parent or guardian will be notified and determine the appropriate course of action to be taken. If a student is seriously hurt or ill and the school staff believes medical attention is needed immediately, the student will be taken to the nearest health care facility. The parent or guardian will be contacted immediately, and asked to meet at the health care facility.

Local or In-school injuries: Should a student, in the judgment of the staff member in authority, need immediate medical attention, and should the nature of the injury make it reasonably possible to transport the student, then, in the absence of a parent or guardian, that staff member should arrange transportation of said student to a health care facility. If the nature of the injury is such that there is question on moving said student, the ambulance should be called. In either case, the parent or guardian will be notified immediately.

Out-of-Town injuries: Local or In-School policy applies if the local health care facility is within a reasonable distance, as determined by the injury. Otherwise, the nearest medical facility will be substituted. If treated at an out-of-town facility and the student is not referred further, but is medically released, the staff member should transport the student home, in the absence of the parent or guardian.

STUDENT PICK UP AND DROP OFF

Parents dropping their students off in the morning or picking them up after school are asked to do so on the south side of the school. Parking is prohibited in areas where school buses will be arriving and departing, in the handicapped and delivery areas, and in areas designated for school employees.

STUDENT VISITATION POLICY

Students not enrolled in the Wilton Elementary School may visit the elementary classrooms for an amount of time agreed upon by the staff involved and the Principal/Assistant Principal, up to a maximum of one day. The school office and teaching staff shall be contacted at least one day prior to visitation. All visitors must report to the office and follow the rules and regulations of the Wilton School.

SUPERVISION BY TEACHERS AND AIDES

Emphasis is made to all students, regardless of grade level, that they are under the supervision of all teachers, instructional aides, administrators, and any other employees of the school district.

Playground and cafeteria supervision is provided for students, starting at 8:00 AM each school day. At that time, doors to the school will be opened, allowing entrance into the lunch room. Parents are strongly cautioned that entrance into the building and supervision will not be provided before this time, and arrangements should be made for your child's care until 8:00 AM. Students entering at 8:00 AM are expected to be in the cafeteria, either eating breakfast, quietly waiting for the bell, or on the playground/gym. A bell rings at 8:25 AM, designating the time students should go to the classrooms; any students on the playground at that time are expected to report to their classroom.

When any adult employed by the school gives instructions or makes a request, those instructions are to be followed. This is in effect anywhere in the school building, on the school grounds, or at any school function sponsored by the school district – including the activities at the high school. Failure to immediately comply will result in disciplinary action.

SUPPLIES

Each student is to provide items for use in school, such as paper, pencils, color crayons, etc. Each teacher will indicate the items that will be needed for their class on a supply list that is available from each classroom teacher or from the school office.

TELEPHONE

Students will not be called from class for telephone calls unless a call is of an emergency nature. Messages will be delivered to students outside of class time.

TITLES

Teachers and other school personnel are to be referred to by students with a proper title such as, Mr., Mrs., Miss, or Ms. First names, last names, or other names should not to be used by themselves. Some exceptions may be made at the discretion of the staff member, such as lunch room staff, secretarial staff, or janitorial staff.

TOBACCO, ALCOHOL, and DRUGS (See Appendix A for the complete Wilton School Board Policy ABBA.)

1. Tobacco:

A student shall not use or possess tobacco, or e-cigarettes, during the school year or during the season of training and non-school months. Students who violate this rule shall be suspended from participation in all North Dakota High School Activities Association (NDHSAA) and all activities sponsored by Wilton Public School for the time specified below.

2. Alcohol:

A student shall not consume or possess a beverage, regardless of quantity, containing alcohol during the school year or during the season of training and non-school months. Students who violate this rule shall be suspended from participation in all North Dakota High School Activities Association (NDHSAA) and all activities sponsored by Wilton Public School for the time specified below.

3. Other Drugs:

A student shall not use, possess, buy, sell or give away any illegal drugs, regardless of quantity, during the school year or during the season of training and non-school months.

- a. "Drugs" as used in this rule includes any controlled substances as defined by North Dakota's law.
- b. Use and possession of prescription drugs currently prescribed by the student's physician for the student's own use shall be permitted.
- c. Students who violate this rule shall be suspended from participation in all activities sponsored by the North Dakota High School Activities Association (NDHSAA) and all activities sponsored by Wilton Public School for the time suspended below.

4. Suspension Terms:

- a. First offense six-week suspension.
- b. Second offense eighteen-week suspension.
- c. Subsequent offenses in same year eighteen-week suspension.

If a student has a combination of three offenses from the violation of this policy during one school year, he/she must be evaluated by a drug/alcohol counselor before resuming participation in NDHSAA and school district sponsored activities. The cost of the evaluation must be borne by the student and /or his/her parents/guardians.

Offenses are cumulative for a twelve-month period beginning with the first offense. After a twelve-month period recording of offenses for calculating suspension times will begin again.

In the event the suspension is administered during a season when the student is not actively participating (including the summer months), the student's suspension shall be extended to include a minimum two- week or two- contest suspension (whichever is more severe) from the student's next activity.

"POSSESSION" is defined as a student knowingly and willingly possessing a beverage containing alcohol or having illegal drugs or tobacco on the student's person.

Presence at a gathering where alcohol, tobacco, or a controlled substance is being used illegally will be regarded as possession. The administration will take into consideration whether the student was at a gathering where the student had knowledge that alcohol, tobacco or controlled substance were being illegally used, and whether or not the student had a reasonable opportunity to remove himself or herself from said location. Any activity award or letters will be withheld if the violation happens during the activity season.

Due Process for Alcohol and Drug Policy:

Step 1: The student will meet with the principal to discuss charges. If charges are founded, suspension will result according to this policy.

Step 2: The student may request a formal hearing with the principal. The student may have counsel, parents/guardians, and witnesses present at that hearing. The decision will be based upon information presented at the hearing.

Step 3: The students may appeal the decision from Step 2 and request a hearing with the superintendent. The student may have counsel, parents/guardians, and witnesses present at that hearing. The decision will be based upon information presented at the hearing.

Step 4: The student may appeal the decision from Step 3 and request a formal hearing before the Board of Education. The student may have counsel, parents/guardians, and witnesses present at that hearing. The decision will be based upon information presented at the hearing.

VALUABLE ITEMS

Students are advised against bringing excess money or valuable items to school and/or storing them in your desk or locker. If you have money for meals, fees, etc., please take it to the office upon your arrival to school. The school is not responsible for lost or stolen items, but will make every attempt to recover missing property. The assistance and/or involvement of legal authorities may result in the case of stolen items.

VISITORS

It is the policy of the Wilton School District that all parents and visitors to the school sign in and out in the office. It is also required that students who are leaving the school for any reason sign out and if returning, sign back in at the office.

WASHING OF ATHLETIC UNIFORMS

It is important that parents and students do not wash their uniforms with fabric softener. The fabric softener weakens the adhesive for the letters and numbers and will significantly shorten the lifespan of the uniforms.

WEAPONS

The Wilton Public School Board determines that possession and/or use of a weapon by a student is detrimental to the welfare and safety of the students and school personnel within the district.

No student will knowingly possess, handle, carry, or transmit any weapon or dangerous instrument in any school building, on school grounds, in any school vehicle or at any school-sponsored activity. Such weapons include, but are not limited to: knife, razor, ice pick, explosive, smoke bomb, incendiary device, laser pointer, gun (includes pellet gun), slingshot, bludgeon, brass knuckles or artificial knuckles of any kind, or any object that can reasonably be considered a weapon or dangerous instrument.

Violation of this rule will require that proceedings for the suspension and/or expulsion of the student involved be initiated immediately by the principal. When a student is found to have an object that can reasonably be considered a weapon or dangerous instrument, the item will be confiscated.

PUBLIC NOTIFICATION NON-DISCRIMINATION POLICY

THE WILTON PUBLIC SCHOOL DISTRICT NO. 1 DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, AGE, RELIGION OR HANDICAP IN ITS EDUCATIONAL PROGRAMS, ACTIVITIES, EMPLOYMENT POLICIES OR PRACTICES. INQUIRIES CONCERNING TITLE VI OF THE CIVIL RIGHT OF 1963, TITLE IX OF THE EDUCATIONAL AMENDMENTS OF 1972, AND SECTION 504 OF THE REHABILITATION ACT OF 1973, MAY BE REFERRED TO THE SUPERINTENDENT, BOX 249, WILTON, ND.