

ACADEMICS

Books

Books are furnished by the school district and are expensive. Students should treat all books with care and respect and return them in good condition. Students must pay for their lost or damaged textbooks and library books.

Course of Study

Each grade level has a set of standards in all subject areas mandated by the Arizona Department of Education. Students are expected to show academic growth toward mastery of the grade level standards. Report cards will serve as communication on how a student is progressing toward mastery of grade level standards. Awards assemblies will be held quarterly to honor students who have demonstrated academic excellence.

Gifted Education

Students who demonstrate exceptional talent in academics, creativity, and intelligence may be referred for Gifted Education. The program is a supplemental resource program designed to challenge and motivate gifted children. Additional information is available through the school office.

Homework Guidelines

Homework may be assigned and will be consistent with the maturity, special needs, and achievement level of the individual student. Homework is a means of reviewing and reinforcing the lessons taught in school. Homework helps students develop work and study habits that will assist them throughout the years spent in school. Students should make sure they understand the homework assignment before taking it home.

Make-Up Work

The school is willing to provide make-up work for absences. Students are responsible for requesting make-up work immediately upon their return to school. If dates of a student's absence are known in advance, the teacher should be notified so planned assignments may be given.

Parent-Teacher Conferences

Conferences will be held at the end of the first three quarters. These conferences will be held to discuss student progress. The parent's attendance at conferences is very important. Sharing information about your child with his/her teacher will enable us to provide a learning program that will best meet the needs of your child.

Report Cards

Report cards are issued at the end of each nine-week period. Report cards are a means of communication on how a student is progressing toward mastery of grade level standards. Report cards for the first three quarters will be handed out at parent conferences.

Special Education

Under the direction of the Arizona Department of Education, Wellton Elementary School provides special education programs that qualify within the official classification. Students previously enrolled in a special education program may be placed automatically with parent authorization, provided previous testing and placement forms are current and in compliance with special education guidelines. Students may be recommended for testing for special education placement by parents, classroom teachers, resource room teachers, and special education consultants. Conferences will be held with the parents concerning parental rights and program guidelines. All student placements are in strict adherence to federal and state guidelines. Any questions concerning special education may be directed to the school principal or special education director.

Substitute Teachers

A substitute teacher will teach every student periodically. Substitute teachers are used when regular teachers are on leave for illness, personal business, professional training, or family emergencies. Students are expected to be very courteous to substitute teachers.

Supplies

The school furnishes paper, pencil, and other items directly associated with the requirements of the instructional program; however, students are responsible for making good use of these supplies and urged to make sincere effort not to be wasteful. Students may complement those materials with their own pencil, notebook, etc.

ATTENDANCE

Attendance Policies

Regular attendance for each child is necessary for maximum growth. Therefore, parents and the school should assume the responsibility for regular attendance.

State law requires regular school attendance of a school age child. Regular attendance promotes learning and achievement and is essential for success in school.

Note Regarding Vacations: School administrators may deem absences for family vacations as excused as long as the absences are arranged at least forty-eight (48) hours in advance and are limited to no more than five (5) days per semester. School administrators have the authority to deem family vacations as unexcused absences if the student already has excessive absences or is making unsatisfactory academic progress.

Note Regarding Absences: Please notify the school office before 8:45 A.M. on any day that your child will be late or absent. If you notify the school by phone, a note is required upon the child's return.

A doctor's note is required after a student has been absent for 3 consecutive days. There are two reasons why the school needs to be contacted as early as possible:

1. The home and school need to know quickly if any child left home but did not arrive at school.
2. School district officials are required to know the reason for absences for the State Department of Education attendance accounting procedures.

It is the parent/guardian's responsibility to notify the office when your child is absent and give the reason for your child's absence or the absence will remain unexcused.

Truancy Policy

Wellton Elementary School participates in the Yuma County Attorney's Office Truancy Program. This program is designed to monitor those students who have chronic absences or tardiness. When students are tardy, they must report to the office for a late pass. This late pass ensures the student's name will be removed from the daily absentee report. **Three (3) tardies equals one (1) absence.**

We are interested in educating all our students and are willing to work with parents/guardians in correcting a child's truancy problem. If other problems are contributing to unexcused absences and/or tardies that we may be able to help with, we welcome the opportunity to work with parents/guardians.

Arizona law requires that a parent or legal guardian must ensure that their minor child between the age of six and sixteen is in school for the full time school is in session, unless otherwise legally excused pursuant to A.R.S. 15-802 or 15-803.

The Wellton School District Governing Board Policy JHB regarding truancy states: Truancy is defined as unexcused absences for at least five (5) school days within a school year.

Withdrawal from School

Parents who are withdrawing students from school should complete a withdrawal form in the office. Once the homeroom teacher receives official notice from the office, they will complete the report card. The report card may be picked up in the office or parents may request the report card be mailed to them.

BEHAVIOR/DISCIPLINE

Respect of Private Property

Students should NOT disturb the property of fellow students. In the case of damage to property, appropriate disciplinary procedures will be taken.

Off Limits Areas

Our school is maintained and operated for the benefit of our students. However, common sense and safety consideration dictate the designation of a few off-limit areas where unsupervised students are not allowed. Students **are required** to stay in areas where adults supervise them. Students may not be in a classroom when a teacher is not in the room.

Care of School Property

Students are expected to take care of school property including, but not limited to desks, books, walls, chairs, furniture, and other items that are a part of the equipment of the school. Costs of damage to the school property will be charged to the parents of student who owes the damage.

Litter on Campus

We are proud of our campus. All people on campus including students, teachers, administrator, instructional aides, and support personnel are expected to help keep the campus clean. We encourage people to use the trash barrels for litter and to pick up trash even if they didn't drop it.

Improper Display of Affection

There should never be unnecessary or inappropriate public displays of affection. These displays are considered improper in a school setting. (Examples: hugging, holding hands, kissing, etc.)

Respect for All

All individuals like to be treated with respect and courtesy. It is very important that students accept the responsibility for conducting themselves in the best possible manner each school day. With this attitude, they will become more successful in school. Disrespect shown by students or staff members will be referred to the principal's office. If disrespectful behavior continues, a conference with parents/guardians, students, teachers(s), and the principal may be arranged. In some cases, it may be necessary to send the student home for a day or more to give everyone an opportunity to try and resolve the problem. Finally, it may be necessary to start formal procedures for suspension.

HAZING

There shall be no hazing, solicitation to engage in hazing, or aiding and abetting another who is engaged in hazing of any person enrolled, accepted for or promoted to enrollment, or intending to enroll or be prompted to District schools within twelve (12) calendar months. For purposes of this policy a person as specified above shall be considered "student" until transfer, promotion or withdrawal from the District school.

Definition

"Hazing" means any intentional knowing or reckless act committed by a student, whether individually or in concert with other persons, against another student and in which both of the following apply:

- The act was committed in connection with an initiation into, an affiliation with or the maintenance of membership in any organization that is affiliated with an education institution.
- The act contributes to a substantial risk of potential physical injury, mental harm or degradation, or causes physical injury, mental harm or personal degradation.

"Organization" means an athletic team, association, order, society, corps, cooperative, club, or similar ground that is affiliated with an educational institution and whose membership consists primarily of students enrolled at their educational institution.

DISCIPLINARY ACTION

Students who become involved in problem behavior will be subject to certain disciplinary actions. Depending upon the behavior problem of the student, one or more of the following actions will be taken by the school officials. All actions will consider severity and circumstances of the incident.

- **CONFERENCE.** A school official, or administrator will talk to the student and try to reach an agreement regarding how the student should behave.

Students will be assigned a “silent lunch” in order to think about his/her actions and the possible consequences. During this conference, the student must agree to correct his/her behavior. The student will miss practice for extracurricular activities, if applicable.

- PARENT INVOLVEMENT. After a disciplinary referral, the principal may request a conference involving the parents, teachers, and a support staff member. Parent(s) may be notified of disciplinary actions by phone, personal contact, letter, or certified letter.
- LOSS OF PRIVILEGE. The student will be excluded from a specific activity during or after school including but not limited to recesses, sports activities, field trips, classroom events, promotion ceremony, etc.
- COMMUNITY SERVICE. Students have clean up duties on school property, isolated from other students and supervised by a staff member.
- LAW ENFORCEMENT INVOLVEMENT. School officials are not required to initiate or complete due process procedures prior to notifying police authorities. If law enforcement or authorities are notified, school officials will first attempt to contact parents by phone. If parents can't be reached by phone, a certified notice will be sent. Any action taken by law enforcement authorities will be in addition to action taken by the school. School administration will cooperate with probation, parents, and law enforcement on joint disciplinary efforts.
- SUSPENSION/EXPULSION:
 - Step 1. The student will receive notice, written or oral, of what he is accused of doing and the evidence the school authorities have of the alleged misconduct. Once the student has received notice, he/she will then be asked to explain his/her version of the situation. The principal shall make reasonable efforts to verify facts and statements prior to making a judgment.
 - Step 2. The Principal or Superintendent may not suspend a student for more than 10 days at a time. Due process shall be followed in all cases regarding suspension or expulsion.
 - Step 3. A student who is suspended for disciplinary reason is not permitted to attend any school activities **during or after school hours**. If a student violates these rules they are subject to an extension of the suspension.
 - Step 4. Authority for student **expulsion** rests with the school board. Should the Superintendent conclude that an expulsion should be made: the parent or guardian will be notified by certified mail that an action for expulsion is being initiated. The notice shall state the circumstances for the expulsion action as well as advise student and parents of their rights. The notice will also state the time, date, and location of the hearing to be held before the Board.
 - Step 5. The Special Education Department will be consulted for the students with an I.E.P.

DRESS CODE

Students of Wellton Elementary School are required to wear a solid color polo shirt or button-up shirt of any color. Students may wear standard uniform **OR** jean shorts, pants, skirts, capris, skorts, or A-Line Jumpers. (Jeans must have NO holes, rips, or fringe.)

- Clothing must be clean and properly fitted.
- Other than earrings, piercings are not allowed.
- Hats are not to be worn inside buildings.
- Polo shirts with a small (less than 2 inches) logo are permitted.
- Undershirts should NOT show below the uniform shirt.
- Wednesdays and game days are considered spirit days. Occasionally other days will be designated as a spirit day. On spirit days, students may wear a yellow or purple T-Shirt or a school spirit T-shirt
- Shorts are required to be longer – usually near the knee in length.
- WES does have a “school closet.” The purpose of this closet is to provide students with clothing when their own clothing is inappropriate or when their clothing has been damaged or soiled.
- Wellton School’s mascot is a bulldog and our school’s colors are purple and gold.
- Shoes - Athletic shoes, sandals, closed-toe, or closed-heeled shoes are permitted.

EXTRA CURRICULAR

Dances

All rules governing the campus, including dress code, apply to student dances. After arriving at a dance, students are not allowed to leave and then return. Parents are always welcome to attend school dances.

Field Trips

Field trips within our city and to nearby points of interest are scheduled by classroom teachers throughout the school year. These trips are designed to supplement different aspects of the classroom curriculum and to introduce students to the resources of the community. Parents will receive notice of a field trip date and will be asked to sign field trip permission forms.

Physical Activity

Physical activity is an important part of the school experience. The development and maintenance of a healthy body is essential for physical well-being and good mental health. We also believe that attitude development is an important part of education. We will attempt to create an atmosphere for the development of leadership, sportsmanship and congeniality throughout our physical activities program. Students are encouraged to wear proper shoes in order to safely participate in activities.

HEALTH

Auditory (Hearing) Screening

Each year students in kindergarten through 8th grade are checked for hearing difficulties. Parents will be notified if a child does not pass the auditory screening.

Eye Screening

Each year the entire student body is checked for eye problems. Should we discover that a child has a problem with vision, parents will be notified.

First Aid

The office staff will maintain health records and render first aid. Only first aid and illness are cared for at school. Written permission from a parent or legal guardian must be on file before medication may be taken at school.

For illness or injury at school that require immediate medical attention, parents or the emergency contact will be called.

Medication: Under certain circumstances, when it is necessary for a student to take medicine during school, the District will cooperate with the family physician and parent if the following requirements are met:

- There must be written order from the physician stating the name of the medicine, dosage, and time it is to be given.
- There must be written permission from the parent to administer the medicine to the student. Appropriate forms are available from the school office.
- The medicine must come to the office in the prescription container.

Illness

If your child should become ill in school, you will be contacted to come and take him/her home. It is important that you notify the school when you have a change of address or phone number **OR** if there is a change in the name or phone number of the person to be contacted if you are not available. When your child is ill in the evening before or the morning of school, please keep him/her at home. Children who run a fever, vomit, experience diarrhea, coughing, sore throat, or other cold/flu related symptoms are not ready for a rigorous day at school. They need at least 24 hours to rest before returning to school.

Immunizations

The Yuma County Health Department sponsors immunizations each year as a part of school enrollment. Students should have proper and up-to-date immunization records.

Lice

There is occasionally an incident of pediculosis (head lice) among children. We examine hair of suspected cases and may exclude students from school during treatment. Excluded pupils will be returned to school after treatment. Inspection of the hair and scalp must show that treatment has been effective. Your pharmacist can recommend a suitable shampoo. A fine-tooth comb should be used daily to remove nits.

Some prevention hints:

1. Warn pupils not to lend their comb or brush to anyone. Have your child leave his or her brush at home.
2. Check and launder your child's clothing
3. Advise your child not to try on other children's clothing
4. If you purchase or receive clothing for your child, wash it before your child wears it.

FOOD ON CAMPUS

Birthday parties – Birthdays will be celebrated at school with a special classroom privilege and an announcement during the morning message. We encourage families to celebrate birthdays **at home** and **NOT** bring treats to school. Please remember, no celebratory balloons or toys should be brought to school.

Eating In Buildings

Students may bring water bottles that contain water and have lids, which seal to protect from spills and leaks. It is against school regulations to have food

or beverages into the classroom. For health and safety reasons, all items brought to the classroom for approved parties must be pre-packaged or store bought.

Juices, milk, chocolate milk, & strawberry milk should be consumed inside the cafeteria. Students may not have open containers, energy drinks and sodas on campus! Beverages or other items brought to school are NOT to be shared. GUM CHEWING ON CAMPUS IS NOT PERMITTED.

Lunch/Breakfast Program

Application forms are available in the Office for those families who qualify for free or reduced priced breakfast and lunches. It is suggested that all families who might feel the need for lunch assistance complete the application forms. These forms can be obtained in both English and Spanish. If you need help, ask the school office for assistance in completing the form.

1. The cafeteria is operated as a service to the students and faculty. Students are expected to cooperate in maintaining an atmosphere of neatness and courtesy.
2. Students may pay in advance for meals. The prices are as follows:

BREAKFAST FULL PRICE:	\$1.00
LUNCH FULL PRICE:	\$2.00
BREAKFAST REDUCED PRICE:	\$0.30
LUNCH REDUCED PRICE:	\$0.40
ADULT BREAKFAST PRICE:	\$1.70
ADULT LUNCH PRICE:	\$3.25
A LA CARTE MAIN DISH	\$1.00
SIDE ORDER	\$.50

3. If a student owes for lunch, the Cafeteria Staff hands out slips to let parents know how much the student owes.
4. Students should take their lunch trays quickly and respect other student's place in line.
5. Students are to carry their trays and dump them into the trashcans when finished eating.

GENERAL INFO

Campus Hours

Students are not allowed on campus before 8:15 a.m. Classes start at 8:40 a.m. for most students. ALL students are dismissed at 3:00 p.m., except on Early release days when students are dismissed at 1:30 p.m. As soon as students are released they should leave campus unless they are under supervision of an adult. The school grounds must be cleared after dismissal, unless a school activity is being held or students are practicing for sports.

Insurance

The school does not provide free insurance for students. Insurance may be purchased at a very reasonable rate. The school office has further information. Students are not allowed to participate in school sports without proof of insurance.

Photos

On occasion students may have their photo taken. Please contact the office for a "Photo Restriction" form if you do not want to have your child's photo taken during school sponsored events.

Playground Supervision

School staff will supervise the playground beginning at 8:15 a.m. Other supervised play times may be throughout the day depending on the grade level. The playground is not supervised after school and students are expected to leave for home immediately following dismissal unless they have sports practice or another after school activity.

Visitors

1. Parents are welcome to visit school. Please make prior arrangements before visiting classrooms.
2. All visitors must check in though the school office before going to the classrooms and or playgrounds. This is required in order to ensure the safety of all students and staff.
3. Visitors will need a visitors' pass at all times.
4. Visitors should be careful to not interrupt the instruction in the classroom.

5. Visitors must remember that the school is designated as a Tobacco, Drug, and Weapon free zone.

6. Parents and visitors should be respectful of our dress code and dress appropriately.

Problems

When a student or parent has a problem or concern, it should be addressed directly to the person involved at the appropriate time. If the problem is not resolved then the next course of action would be to contact the principal.

STUDENT BELONGINGS

Students bring their own personal property to school at their own risk. All personal items (such as coats, sweaters, books, lunch boxes) should be identified or labeled with the child's name. Money sent from home should be placed and sealed in an envelope with the child's name. Trading, selling, exchanging, or giving the property of one student to the other is discouraged. NO undesirable items (such as pocket knives, laser pointers, noise makers, etc.) that could injure others or create disturbances are to be brought to school. If contraband is brought to school, it will be confiscated.

CELL PHONES AND OTHER ELECTRONIC DEVICES

Cell phones/electronic devices can be disruptive to the educational environment. Each classroom is equipped with a phone and the school office phone is available for student use. We request that students who bring a cell phone/device for after school use, observe the following guidelines.

- Cell phones/electronic devices should be turned in to the classroom "phone hotel" for safekeeping. Students may retrieve phones at the end of the day.

TRANSPORTATION

Buses

Buses are provided for pupils who live at a distance of one or more mile(s) from school. While the district operates a bus program to furnish transportation, it

does not relieve parents or students from the responsibility of supervision before the child boards the bus in the morning and after the child leaves the bus. Only when the child boards the bus in the morning does he or she become the school's legal responsibility and responsibility shall end when the child is delivered to the regular bus stop. When it is necessary for a child to deviate from his normal routine, a note from the parents or legal guardian must be presented to the front office secretary **BEFORE NOON**. These changes include staying after school for a special event, riding, or walking to an address other than the student's own, being picked up by someone when the student usually rides the bus, leaving early, etc. Students being transported are under authority of the bus driver and shall observe the following standards:

1. Obey driver's or bus aide's instructions.	<i>DISCIPLINE</i>
2. <i>Keep aisles clear.</i>	
3. <i>Remain in assigned seat until stopped.</i>	<i>1st Occurrence</i>
4. <i>Keep everything inside the bus.</i>	<i>-Warning</i>
5. <i>Talk quietly- do not yell or use profanity.</i>	<i>2nd Occurrence</i>
6. <i>Keep your hands to yourself. Be courteous.</i>	<i>-Community Service</i>
7. <i>Do not throw anything.</i>	<i>-loss of activity</i>
8. <i>Maintain orderly conduct at bus stops.</i>	
9. <i>No food or beverages.</i>	<i>3rd Occurrence</i>
	<u>-Loss of bus privilege</u>

Bicycles

Students may ride bicycles to school. Racks are available and the students should bring a lock to protect the bicycle. The school is not responsible for damaged, lost, or stolen bicycles. Bicycles should not be ridden on sidewalks or in the parking lot area.