

Waterville Elementary School

Parent/Student Handbook

2011/2012



**Waterville School District #209
Douglas County
PO BOX 490
200 East Birch Street
Waterville, WA 98858
509 745-8585
FAX 509-745-9073
www.waterville.wednet.edu**

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PERSONNEL 2011-2012

Superintendent: Cathi Nelson

Principal: Mrs. Cathi Nelson

Board of Directors: Daniel Miranda, Joe Ludeman, Cody Salazar, Dale Snyder & Gordon Edgar

School Counselor: Mr. Jerry VanWinkle

Teachers

Kindergarten	Mrs. Kirsten Thomsen
1 st grade	Mrs. Stacey Biram
2 nd grade	Ms. Lynn Chambers
3 rd grade	Mr. Justin Grillo
4 th grade	Mrs. Diane Petersen
5 th grade	Mrs. Angie Deishl
6 th grade	Mrs. Melissa Flaget
Special Education	Mrs. Tiffany Arneson
Art	Mr. Damian Smith
Music	Mr. Will Chisholm
P.E.	Mr. Gary Brown

Classified Staff

School Secretary	Korene Greenwood
School Nurse	Laurie Riley
Librarian	Rachel Poppie
Food Service Director	Diane Polson
Cook	Nimfa Parcels
Custodians	Kevin Avey, Sharon Kelley, Rita Arcinega
Para Professionals	Claude Day
	Renee Landon
	Loranna Pickett
	Marjie Loeb sack
	Jona Tollackson
Sign Language Interpreters	Jennifer Day
Transportation Supervisor	LouAnn Bromiley
Bus Drivers	Bob Olin
	Jan Harle
	Jill Heiserman
	Marjie Loeb sack
	Bruce Molton
	Twila Neisinger
	Loranna Pickett
	Sharon Kelley

Itinerant Staff

Speech/Language Pathologist Aide	Linda Burke
Special Education Director	Brent Stark
School Psychologist	Caprice Logan
Occupational/Physical Therapist	Geri Bloch
Deaf Education Coordinator	Justin Carvito

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C § 1232g, 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the meeting, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - School officials with legitimate educational interest;
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for or on behalf of the school;
 - Accrediting organizations;
 - To comply with a judicial order or lawfully issued subpoena;
 - Appropriate officials in cases of health and safety emergencies; and
 - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. If you choose to not have "directory" information disclosed, please make your signed request on the last page of this handbook and turn it in to the elementary office no later than 3 days after the start of school.

For additional information, please visit www.ed.gov or you may contact:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5920

September 2011

Dear Waterville Families,

As we begin a new school year, I am excited at the direction our school and district are headed. We are creating an expectation of excellence as we focus on the social, emotional, and academic growth of all of our students. We are building this “culture of excellence” on the foundation of the “7 Habits of Happy (& Successful) Children!” We are committed to earning and keeping your support, trust, and partnership as we help each of our amazing students discover their strengths the leader within them. By tapping into those individual gifts, we hope to show your child how they can contribute to improving our school and community, as well as how they can work toward their individual academic success.

Communication is essential to our school operation and your child’s success and this handbook is the beginning. In this document are the general policies and procedures of Waterville Elementary School. Please review this handbook together with your child(ren). After reading and discussing, please sign the form included and send back to school with your child.

Please feel free to contact me at any time regarding any concerns, questions, or ideas you may have. I look forward to working with you as we create a learning environment where everyone is celebrated for their individual talents and where all students feel welcome, cared for, and successful.

Sincerely,



Cathi Nelson, Principal
Waterville Elementary School

Mission Statement

To provide a rigorous, student-centered education by focusing time, energy, and resources to help all students achieve at high levels in a respectful and safe environment.

Vision Statement

“Personalized teaching to create high achieving students who make a positive impact on society.”

Belief Statements

- 1) We believe that every student is unique and can learn in an environment that encourages creativity, trust, honesty, and high expectations for all learners.
- 2) We believe that improved learning for every student begins with the strengthening of research-based instructional practices in a personalized learning environment.
- 3) We believe that student success is ensured when everyone is working toward a clear and common goal to improve teaching and learning, built on the foundation of the Washington State Learning Requirements.
- 4) We believe that the Waterville learning community supports improved learning through a collaborative effort between students, staff, families, and community based on mutual respect.

Be it understood that the Waterville School District No. 209 provides equal educational opportunity to all students regardless of age, sex, race, creed, occupation, color, national origin, or political preference.

WATERVILLE ELEMENTARY SCHOOL HIGHLIGHTS

Waterville School District is engaged in exciting work that focuses on active inquiry, in-depth learning, and performance assessments. This includes:

- Common focus – development of a few important goals and a consistent research-based instructional approach based on shared beliefs about teaching and learning.
- High expectations – students are engaged in an ambitious and rigorous course of study at all levels and in all content areas.
- Personalized – promotion of sustained student relationships with adults where every student has an adult advocate and a personal plan for progress.
- Respect and Responsibility – responsible behavior is taught, modeled, and expected, and the environment is safe, ethical, and studious.
- Time to collaborate – staff has time to collaborate and develop skills and plan to meet the needs of all students.
- Performance based – Competency is an expected outcome for all students, and students receive additional time and assistance when needed to achieve this competency.
- Technology as a tool – engaging and imaginative curriculum is linked to learning standards; students and teachers have access to best practices and learning opportunities.

The Administration and School Board support these efforts, and we will continue that work during the 2011-12 school year. Parents and community are a critical part of our success, and we welcome you into our learning community.

Washington State essential learning requirements are emphasized in each of our classrooms.

Teachers participated in a year-long study using the “7 Habits of Highly Effective People” during the 2010-11 school year, in preparation for building a cultural foundation of leadership. Students are learning and practicing these habits as they discover their leadership qualities, roles, and potential. It is our goal that every student matches their talents to a specific role in the building, developing responsibility and the confidence they need to be successful in all aspects of their lives.

All Waterville students have access to computers in their classrooms.

We maintain a rural atmosphere with small town values.

We provide special education, vision and hearing impaired, and speech programs.

We support all students in a warm, nurturing, safe, kind atmosphere that fosters greater learning for children.

We promote open, candid friendly communication with parents and seek to find ways to involve parents in their child’s education and the day to day activities of our school.

GENERAL INFORMATION

School Hours

K	8:05 A.M -12:00 P.M.
1-6	8:05 A.M. - 2:55 P.M.
Early Release	Please refer to the 2011-12 Waterville School calendar for early release days and times.

School Breakfast and Lunch Services

Waterville School offers both a nutritious school breakfast, and a hot lunch program. Providing wholesome and nutritious meals is one way of ensuring students are ready to learn and can achieve success in school.

Our requirements are that school meals are paid for prior to being eaten. Parents may pay as far in advance as they would like. Our intent is not to let any child go hungry for failure to pay, yet our auditor insists that we are not to charge lunches. Information regarding the availability of **free or reduced meals** is distributed at the beginning of each school year. Parents or guardians are encouraged to fill out these forms and return them to the school office. Schools receive additional grant funding based on our numbers of free and reduced meals, so be sure to apply for this benefit. Please contact Diane Polson at 745-8583 for questions about food service. Parents are able to check their child's account through Parent Access (check with the office about log-in information if you do not have this).

Meal prices for the 2011-12 school year are:

Breakfast: \$1.25

Lunch: \$1.75

Registration

Parents are welcome to complete the registration process at any convenient time throughout the summer. The Elementary office is open two weeks after the last day of school of the prior school year and two weeks before the start of the current school year. Early registration helps us plan for our students. We will need your child's birth certificate and a current Certificate of Immunization Status filled out before the student can enter school.

Each May, we hold our Kindergarten Orientation. Parents and soon to be Kindergarteners come to school to learn about our school, our staff, and our programs. Parents are encouraged to complete registration forms and bring required documents that evening.

Beginning Entrance Age

A child entering Kindergarten must be five on or before August 31. Birth certificate and proof of immunization must be provided before a child can be registered. A child entering first grade must be six on or before August 31.

Student Transfers- Non resident district “Choice”

When a student wishes to transfer into Waterville School District and is a resident of another district, board policy requires that the parent or guardian fill out a choice form annually which requires superintendent approval from both the accepting and releasing school districts. Choice forms are available in the office.

When a student wishes to transfer out of Waterville School District but still resides within the district boundaries, board policy requires that the parent or guardian fill out a choice form annually, obtain approval from the superintendents of both accepting and releasing school districts, and provide self-transportation to the new school district.

Volunteers

Waterville School encourages the participation of volunteers in support of the school programs. In the past, volunteers have helped in a variety of ways, including reading to students, listening to students read, working with students on math or spelling, supervising play periods, grading papers. There are many ways to help, and we welcome volunteers. If you would like to volunteer, please come to the office and fill out our Volunteer application to get signed up. Volunteers in the classroom who will work alone with students will be required to undergo a fingerprint background check. This is a state law put in place to protect students and volunteers.

Visitors to the School

Parent/guardians are welcome to visit the school any time. In our continuing effort to provide the safest conditions for our students, **we ask that upon entering the school all visitors; including parents, report directly to the office.** There, visitors and parents will sign in and receive a visitor’s badge. The badge will be worn while the visitor or parent is in the school or attending a field trip and returned to the office prior to leaving. At that time, we will ask that the visitor sign out in the office.

If a parent wishes to observe the classroom, 24 hour prior notification to the child’s teacher is a courtesy we require. Upon arrival, visitors should first report to the school office and receive their visitor’s badge before going to the classroom.

MEDICAL/HEALTH INFORMATION

Oral Medication Policy

According to district policy, Waterville School is authorized to administer oral medication to students during school hours ONLY when parent/guardian and the physician or dentist have signed permission forms which are available at the school office. Medication is defined to mean all drugs, whether prescription or over the counter.

Medical Emergencies

In case of serious emergency, such as accident or serious sickness, the school will attempt to contact the parent/guardian of the child. If deemed necessary, the emergency medical system will be contacted simultaneously. If the parent/guardian cannot be reached, the school will take the necessary steps to assure the child receives appropriate and proper medical care.

Immunizations

Washington State law requires that any child entering school must present evidence of full immunization on or before the first day of school. Please check with your child's doctor for information about needed immunizations.

Immunization will not be required if the parent/guardian signs a written certification stating that immunization is contrary to religious or philosophical beliefs, or if a physician signs a written certification stating that a particular vaccine is not advisable for the child. However, if an outbreak occurs, non-vaccinated students may be required to remain home for a period of time.

Student Accident Insurance

Waterville Elementary School is not able to provide medical insurance to cover your student in the event of injury. Instead, Waterville Elementary School has been able to select an insurance carrier to provide affordable coverage options.

Information about Medical/Dental coverage is available at the beginning of each year. For more information about this and possible free or reduced fee insurance programs, parents may contact the office.

COMMUNICATION

Contact Information

Elementary Office phone number: 509-745-8585
Fax number: 509-745-9073
Mailing Address: PO Box 490 Waterville, WA 98858
Physical Address: 200 E. Birch Waterville, WA 98858
Website: www.waterville.wednet.edu

Student Report Cards

Teachers will issue progress reports every nine weeks, or four times during the school year. Student led conferences are scheduled in the fall and spring and as needed through out the year.

Parents are encouraged to communicate with teachers at any time regarding individual student progress. For assistance in scheduling an appointment, call the school office at 745-8585.

Teacher Qualifications

Waterville Elementary receives Title I funding. Parents have the right to request the qualifications of their child's teacher and/or classroom para-professional by notifying the office [Section 1111(6)(A) ESEA.] Guidance C-6.

Parent-Staff Communication

Teacher/Classroom/Student concerns:

1. Parent/guardian should speak with the teacher involved – elementary 745-8585
2. Parents may request a meeting with the building Principal – elementary 745-8585
3. Parents may request a meeting with the district Superintendent 745-8585
4. Parents may request, in writing, a hearing with the School Board

Facilities/Safety/Rules questions or concerns:

- Contact Cathi Nelson, Principal – 745-8585

Transportation questions or concerns:

- Initial contact: LouAnn Bromiley, Transportation Supervisor – 745-8116
- Secondary contact: Cathi Nelson, Principal – 745-8585

Food Service questions or concerns:

- Initial contact: Diane Polson, Food Service Director – 745-8583
- Secondary contact: Cathi Nelson, Principal – 745-8585

Health Services questions or concerns:

- Initial contact: Laurie Riley, School Nurse – 745-8583
- Secondary contact: Cathi Nelson, Principal – 745-8585

Counseling questions or concerns:

- Initial contact: Jerry VanWinkle, K-12 Counselor – 745-8585
- Secondary contact: Cathi Nelson, Principal – 745-8585

Athletics:

- Initial contact: Mike Gray, Athletic Director – 745-9033
- Secondary contact: Tabatha Mires, Dean of Students – 745-8583

If you still have concerns or questions after following the above protocols, you have the option to contact Cathi Nelson, Superintendent. If concerns continue, you have the option to contact the Waterville School Board.

Staff e-mail: www.waterville.wednet.edu and go to “Staff Directory”

Adverse Weather/School Closure

Occasionally weather conditions may necessitate delayed opening or emergency closure of school. If this happens, local radio stations will be notified and we will post it on our website www.waterville.wednet.edu Notification will be submitted to **KHQ TV (Spokane), KING 5 TV (Seattle)** and the following radio stations in the greater Wenatchee area: **KPQ 560/102.1, KOZI 93.5, KAAP 99.5, KW3 103.9, KWWX 1340, KYSN 97.7, KPLW 89.9, KKRV 104.7 & KWLN 103.3** Any decision regarding a delayed opening or morning closure will be conveyed to the radio or TV stations by 6:00 AM. If no radio broadcast is made after that period of time, then it should be assumed that school will operate on a regular schedule. Please keep in mind that often school closures or delays are made based on road conditions for our bus routes. On occasion conditions are good in town and not so for outlying areas.

EXPECTATIONS

Punctuality

Breakfast is served from 7:30-8:00. Students not eating breakfast at school should arrive no earlier than 8:00 a.m. Students who are not in their classrooms when school begins at 8:05 A.M. are considered tardy and must report to the school secretary for a tardy slip before they will be admitted to class.

Students not riding the bus or involved in a school sponsored activity will leave the building and grounds as soon as they are dismissed at the close of the day. Teachers will contact parents if they are requesting a student to remain after school. If students are involved in after-school activities, please notify the elementary office.

Attendance

Regular daily attendance by all students is required. Parents are encouraged to call the office at 745-8585 before 8:30 a.m. to inform the school about a child's absence. The school will attempt to contact the parents if no message has been received by 8:30 a.m. When a student is absent due to illness, a health condition, or a family emergency the parents/guardians should call the school secretary or send a note to school the following day explaining the reason for the absence. Timely communication between parent and the school is absolutely critical when dealing with absences.

Students are allowed to make up work or tests that take place during excused absences. Students are not allowed to make up work or tests that take place during an unexcused absence. The following absences will be considered excused at Waterville School:

- Absences due to approved activities;
- Absences due to illness, health conditions, or family emergencies;
- Absences excused by the Superintendent upon prior approval;
- Absences due to discipline or suspensions

Absences which do not meet these requirements are considered unexcused. State law requires districts to file cases with the juvenile court against students who reach seven unexcused absences in a month and or ten unexcused absences in a year. The district will also consider taking legal action when a student's academic progress is negatively impacted by an excessive number of absences, excused or unexcused.

- A. Parent/guardian will be notified if the student has an unexcused absence within any month during the school year.
- B. Following two unexcused absences within any month during the school year, a parent conference will be scheduled.
- C. Following the 5th unexcused absence during any one month, or following the 10th unexcused absence within the school year, the school MUST petition the Juvenile Court to assume jurisdiction for the purpose of alleging a violation of the compulsory attendance law by the parent or by the student.
- D. In addition, unexcused absences may result in discipline or suspension.

- E. Excessive absences (excused or unexcused) may result in a conference with parent, principal, and teacher if these frequent absences are negatively impacting the academic progress of the student.

Dress Code

Student dress should be appropriate during school hours and at all school functions and not cause disruption of the learning process or school program.

Elementary dress code guidelines are:

- Skirts and shorts no shorter than arms length
- Tops long enough to be able to tuck into pants or skirts
- Undergarments should not show
- Hats, head-coverings, and sunglasses are not worn in the building
- Clothing with inappropriate language or pictures not appropriate
- Halter tops, swimwear, or pajamas not appropriate

Telecommunication Devices

Students using telecommunications devices (cell phones, i-pods, etc.) shall observe the following conditions:

- A. Devices shall not be used in a manner that disrupts the educational process, or violates confidentiality or privacy rights of another individual.
- B. These devices may only be turned on and operated before and after school, unless a school administrator authorizes the student to do otherwise.
- C. Students who violate this policy will be subject to disciplinary action, including losing the privilege of bringing the device onto school property. In addition, a school district employee may confiscate the device, which shall only be returned to the student's parent/guardian.
- D. Students are responsible for devices they bring to school. The District is not responsible for loss, theft or destruction of devices brought onto school property.

Vending Machines

Vending machines are unavailable to elementary students any time during or before school hours. Elementary students will only have permission to use the vending machines after school has been dismissed.

Skateboards, In-line Skates, Heelies, Scooters and Bicycles

Students who ride bicycles to school are asked to park them in the bike rack at the east end of the elementary building. Students are prohibited from riding skates, skateboards, in-line skates, heelies, and scooters on school grounds during school hours.

“Time To Teach” Student Behavior Program

The staff of the Waterville School District wants the students at Waterville Elementary School to be able to learn and develop to the best of their capabilities in a positive and productive learning environment. Appropriate behavior will be emphasized at all times. Students are expected to show respect for themselves and others by being courteous, considerate, and cooperative. We especially emphasize kindness and respect in all of our students.

Students are treated fairly and with due respect for their rights. District policies outline the appeal and hearing processes that are designed to protect a student’s rights. If a student chooses not to accept his or her responsibilities or infringes upon the rights of others, the school will intervene by incorporating appropriate disciplinary measures. Refer to the Discipline Matrix in this document.

Waterville Elementary Discipline “Absolutes” & “Critical Decisions”

Our goal at Waterville Elementary School is to keep kids in school so that they can continue to learn. There may be times however, when someone will cross the line of what is a safe and secure environment for our students to continue to learn in. When this happens we want not only the student but also our community to know just exactly what the consequences will be. The students and the staff of the Waterville Elementary School created the following absolutes and critical decisions.

ABSOLUTES: An administrator will determine the consequence and/or the length of suspension from school.

1) No Weapons

Weapon Free School Policy

It is the policy of Waterville School District, as well as state law, that our school is a weapon free school. It is the intent of the law and this policy that no weapon shall be on school grounds, including the sports fields, and buses at any time, including after school, evening and weekend activities. The term “weapon” includes firearms, sling shot, sand club, metal knuckles, any knife, dagger, nun-chu-ka sticks, throwing stars, dirk, air guns, or any object which looks like a weapon, such as a toy or “dummy” gun, knife or grenade. Adults as well as students are subject to enforcement according to the law. Parents and law enforcement will be immediately notified.

Penalties:

1. One calendar year expulsion:
 - Firearms, air gun, and starter pistols. RCW 9.41.280.
 - Any other object apparently capable of producing bodily harm, that is used in a manner, under circumstances, and at a time and place that either manifests intent to intimidate another or that warrants alarm for the safety of other persons. RCW 9.41.270.

In accordance with WAC 392-400-275, an expelled student may make application for readmission at any time, subject to review by the superintendent.

2. In cases involving other weapons, the principal/designee shall immediately place the student on emergency expulsion, and then, after investigation, the principal/designee shall determine the length of the suspension on a case-by-case basis. In accordance with WAC 392-400-245 & -260, a suspended student may make application for readmission at any time, subject to review by the superintendent.

3. The imposition of any discipline, suspension, or expulsion is subject to compliance with applicable statutes and regulations promulgated by the legislature and the superintendent of public instruction. See RCW 28A.600.010 through .020; and WAC 392-400-235 through - 320. Any student who has been suspended or expelled shall be allowed to make application for readmission at any time, subject to the rules and procedures established by the board. WAC 392-400. In any situation where the rules prescribe immediate resort to short-term, long-term suspension, or expulsion, disciplinarians and hearing officers are allowed to grant exceptions in cases involving extenuating and/or exceptional circumstances. WAC 392-400.

2) **No Tobacco, Drugs or Alcohol**

Tobacco Violation:

It is the policy of Waterville School District as well as state law that our school is a tobacco free school. It is the intent of the law and the policy that no use of tobacco (including chewing tobacco) is permitted on school grounds, including all sports fields, at any time, including after school evening or weekend activities. Adults as well as students are subject to enforcement according to the law.

- 1st offense: Short term suspension
- 2nd offense: Long term suspension

Alcohol/Drugs Violation:

It is the policy of Waterville School District as well as state law that our school is a drug free school. It is the intent of the law and the policy that no use of drugs or alcohol is permitted on school grounds and sports fields at any time, including after school, evening or weekend activities. Adults as well as students are subject to enforcement according to the law. What constitutes "Evidence of use"?

- *Verified possession (seen with substance or paraphernalia)*
- *Reasonable suspicion as determined by adult (based on training or experience).*
- *Confession of student*
- *Signed statement by minimum of 3 witnesses (students, staff or community members)*

Possession of and/or use of alcohol/drugs violation:

- Law enforcement notified immediately
- Parents notified immediately
- Emergency expulsion followed by a suspension or alternative correction plan. The consequence may be adjusted if the student provides evidence of having scheduled (within 48 hours) a drug assessment and having complied with all health care recommendations

and **may** be accompanied by behavioral contracting and/or referral to prevention intervention specialist/counselor.

***Failure to complete alternatives to suspension and health care recommendations shall be grounds for reinstating the original sanctions.*

3) No Assaults or Threats

Assault/Threats to Personal Safety or School Safety: Students are expected to respect and honor each other, the staff and the school. We agree there are positive ways to handle conflict and disagreements.

1st offense: Emergency expulsion, potentially notify law enforcement, suspension

2nd offense: Emergency expulsion, potentially notify law enforcement, long term suspension

3rd offense: Emergency expulsion, potentially notify law enforcement, expulsion

CRITICAL DECISIONS: A “Critical Decision” will be investigated by an administrator and discipline will follow the elementary Discipline Matrix:

- 1) Harassment/Bullying/Bodily Harm
- 2) Fighting
- 3) Stealing
- 4) Vandalism
- 5) Verbal Abuse/Swearing /Inappropriate Language & Communication
- 6) Insubordination

“Time to Teach” Discipline Matrix – 2011/12

Critical Decisions:

Harassment/Bullying and Bodily Harm (intentionally hurting by kicking, punching, etc.): *Students are expected to respect each other and treat each other with dignity and honor:*

Step 1: Refocus, letter or call to parents, loss of 2 days of recess

Step 2: Refocus, letter or call to parents, Academy, loss of 3 days of recess

Step 3: Refocus, Parent/Teacher/Administration meeting, Academy, 2 day suspension

Step 4: Refocus, Parent/Teacher/Administration meeting, Academy, 3 day suspension

Verbal Abuse/Swearing/Inappropriate Communication (words, gestures, writing). *Students are expected to respect each other and honor our school by using appropriate language at all times.*

Step 1: Refocus, letter **or** call to parents, loss of 2 days of recess

Step 2: Refocus, letter **or** call to parents, Academy, loss of 3 days of recess

Step 3: Refocus, Parent/Teacher/Administration meeting, Academy, 2 day suspension

Step 4: Refocus, Parent/Teacher/Administration meeting, Academy, 3 day suspension

Fighting: *Students are expected to manage conflicts without resorting to physical violence.*

Step 1: Refocus, Phone call **and** letter to parents, automatic Academy, 3 days loss of recess

Step 2: Refocus, Parent/Teacher/Administration meeting, Academy, 3 day suspension

Step 3: Refocus, Parent/Teacher/Administration meeting, Academy, 5 day suspension

Stealing: *Students are expected to honor themselves and others by not taking anything that does not belong to them.*

- Step 1:** Refocus, letter **or** call to parents, loss of 2 days of recess
- Step 2:** Refocus, letter **or** call to parents, Academy, loss of 3 days of recess
- Step 3:** Refocus, Parent/Teacher/Administration meeting, Academy, 2 day suspension
- Step 4:** Refocus, Parent/Teacher/Administration meeting, Academy, 3 day suspension

Vandalism: *Students are expected to respect the school building and property.*

- Step 1:** Refocus, letter **or** call to parents, Academy, loss of 2 days of recess
- Step 2:** Refocus, letter **or** call to parents, Academy, loss of 3 days of recess
- Step 3:** Refocus, Parent/Teacher/Administration meeting, Academy, 2 day suspension
- Step 4:** Refocus, Parent/Teacher/Administration meeting, Academy, 3 day suspension

Insubordination: *Students must act appropriately and respectfully to all adults within the building.*

- Step 1:** Refocus, letter or call to parents, Academy
- Step 2:** Refocus, letter or call to parents, Academy, loss of 3 days of recess
- Step 3:** Refocus, Parent/Teacher/Administration meeting, Academy, 2 day suspension
- Step 4:** Refocus, Parent/Teacher/Administration meeting, Academy, 3 day suspension

At any time due to the severity of the act, a discipline step may be skipped. An administrator may adjust steps on this matrix on a case by case basis if it is deemed in the best interest of the student and/or the family.

NOTIFICATION OF PESTICIDES/HERBICIDES USED BY THE WATERVILLE SCHOOL DISTRICT

The Waterville School District uses herbicides and or pesticides to control weed growth on the district grounds which include the front lawn, football field, playground, soccer field and softball field. The track surrounding the football field is also sprayed to control weeds as are fence lines and other areas where weeds grow.

Pre-notification notices are posted on the main doors of the school, and in the high school office 48 hours prior to any application. Post-notification is also placed at the sight of application on the day of the application.

The district uses weed killer such as Round Up to kill weeds and Weed-B-Gone to control weeds in the grass areas.

If you have any questions please contact Lou Ann Bromiley at 745-8116.

Proof of Reading Handbook

2011-2012

(Please sign and return immediately)

I have read and understand the material in the 2011/12 Waterville Elementary School Handbook, and agree to follow the procedure and rules included within. My child and I have discussed it and are looking forward to the school year at Waterville School District No. 209.

Child's Name _____

Grade: _____

Parent/Guardian Signature _____

Date _____

Website Permission

Often your child will have the opportunity to showcase their work on the World Wide Web; this may include written or art work, pictures, videos or first name.

Please indicate below by checking YES (you give permission to post on the web) or NO (you do not give your permission to post on the web) - then fill in your child's full name and sign below. Thank you for your input!

My child's work:	Yes_____	No_____
My child's picture:	Yes_____	No_____
My child in a video:	Yes_____	No_____
My child's first name:	Yes_____	No_____

Student Name: _____ Grade: _____

Parent/Guardian signature: _____ Date: _____

