

# **WWG CHARGERS**

**2022-23**

**WESTBROOK WALNUT GROVE  
ELEMENTARY PUBLIC SCHOOL  
Pre K - 6th**

# **STUDENT HANDBOOK**

# WESTBROOK WALNUT GROVE ELEMENTARY

## Grades: Pre-K and K-6th

WWG ELEMENTARY PUBLIC SCHOOL  
601 WASHINGTON ST  
PO BOX 278  
WALNUT GROVE, MN 56180  
Telephone: 507-859-2141  
Fax: 507-859-2329

### WESTBROOK WALNUT GROVE PUBLIC SCHOOL MISSION STATEMENT

The primary mission of the Westbrook Walnut Grove Public School is to provide educational opportunities that are equitable, developmentally appropriate, and the highest quality for all learners in the district. These opportunities will be provided through the development of relevant curriculum and delivery of effective instruction that promotes individual student achievement, self-esteem, and enthusiasm for lifelong learning.

We believe that all children can learn, that schools exist to educate all children, and that excellence can only occur when the instructional system provides learners with an appropriate level of challenge and realistic opportunities to succeed on a continual basis for each instructional objective in the school program.

#### **SCHOOL HOURS:**

Student entry -- 7:30 AM  
Classes begin -- 8:20 AM  
Student dismissal -- 3:10 PM for WB students  
3:30 PM for WG students  
Late shuttle -- 5:30 PM

It is our pleasure to welcome you to the WWG Elementary School. While at WWG Elementary you will have many opportunities to learn and become involved in numerous scholastic experiences. You will also help set what is called the "school climate." A healthy school climate promotes feelings of security, respect, positive self-esteem, and pride in your school. It will make WWG Elementary a place where all of the students can have positive social, emotional, and academic success. Your positive efforts and attitude will create high standards for everyone in our school now and the years that follow. We encourage you to set high academic and behavioral standards for yourself while at WWG Elementary. "GO ALL IN" at everything you do and you will have a fun, exciting, and successful time. Our goal is to create a spirit of cooperation, scholarship, citizenship, and leadership among all parents, students, staff, and administration.

## **CHARGER PRIDE:**

Students at WWG Elementary demonstrate CHARGER PRIDE through the following actions:

- Efforts to be prepared for class
- Respecting the property and feelings of other people.
- Appreciation for work displayed on bulletin boards, hallways, and in showcases.
- Keeping classrooms, hallways, and restrooms clean.
- Involvement in school activities.
- Ability to resolve conflicts by talking with a friend, teacher, or counselor.

**ACCIDENTS:** All accidents to students, staff, visitors, or property must be immediately reported to the WWG Elementary Office and an accident report filed.

**AFTER SCHOOL ACTIVITIES:** Students staying after school to watch athletics or other events MUST have a parent call the WWG Elementary Office to ask for permission. Students will not be allowed to use the telephone to get parent permission to remain after school for these activities after 3:00 PM. Students must remain in the gym and not run about during this after school activity/game.

**ATTENDANCE:** At WWG Elementary, consistent and daily school attendance contributes to a student's success in school. It is essential to attend school regularly and to be on time daily. It is important to clearly understand the following procedures regarding attendance at WWG Elementary..

1. Parents / Guardians contact the school before 9:00am to communicate absences.
2. If telephone contact cannot be made, a written excuse, signed by my parent/guardian, must be presented to the secretary upon my return.
3. Students who are late for school should report to the office before going to their classroom.
4. If an early dismissal is needed, contact the office should be given to the office before school.
5. Absent students should be ready to communicate with teachers upon their return to complete anything that was missed during their absence.
6. All absences and tardies must be excused by my parents/guardian.
7. Legally defined excessive unexcused absences (over 7 days per semester) will result in a truancy petition filed with the County Attorney.

**BICYCLES AND SKATEBOARDS:** Students are welcome to ride their bikes to and from school, but must assume responsibility for the security of their own bikes. Skateboards and/or roller blades are NOT to be used during school hours.

**CLOSED CAMPUS:** WWG Elementary has a closed campus. Students are to remain on school grounds from the time they arrive in the morning until they are dismissed in the afternoon. If a student needs to leave school for an appointment, communication with the school is expected on the morning of the appointment. Upon leaving for their appointment they must be sure that they are signed out at the office. If they return to school on the same day, they will check in with the office. Students who choose to leave campus without permission, must realize there will be disciplinary action taken.

- *All parents should report to the Walnut Grove School Office if they are going to be taking their child out of school early for any reason. This includes appointments for doctors, dentists, family vacations, illness, etc.... Parents will need to sign for their release from school in the Walnut Grove school office. Students will be ready in the office at the time communicated with the office earlier in the day. Any student who does not have parent communication with the school explaining who will be picking up the child instead of the parent or guardian will not be allowed to leave the school. Your understanding in this matter will not only guarantee the safety of your child, but it will also allow us to maintain a safe environment for your child. Our main job is to make sure your child is safe and protected.*

### **CONCERNS:**

Any person who has a concern or suggestion regarding the school or its operation should:

1. Contact the person directly in charge. If unresolved,
2. Contact the Principal. Any concern still unresolved shall then be directed to the

Superintendent followed by the Board of Education.

**CONSEQUENCES FOR INAPPROPRIATE BEHAVIOR:** WWG Elementary students should know that the best discipline is self-discipline. There is an expectation of courtesy, cooperation, friendliness, and respect for people and property throughout the school day and the activities connected with the school.

In the event that a student needs help with self-discipline, he/she will talk with parents, teachers, or the school counselor. Students should understand that appropriate consequences for my inappropriate behavior and choices will be issued. In most cases parents will be notified. The consequences will depend on the nature and seriousness of the inappropriate behavior, the number of previous misbehaviors, and the school district policy. Students who have not yet developed self discipline and who misbehave during any school related time or activity, as well as, at any time on school property will be assigned consequences according to the severity of the violation and the student's past behavior. Excessive abuse of school rules may result in additional consequences or next level.

\*Examples of infractions which may result in in-school suspension are: multiple late arrivals, leaving school grounds without a pass, obscene gestures/language, verbal abuse or disrespect to teachers/students.

\*Examples of infractions, which may result in suspension, in school or out-of-school, depending on the severity of the violation: fighting, harassment, threatening/verbal or physical, vandalism.

\*Examples of infractions which may result in police referral: alcohol, tobacco, drugs on premise, physical attack, arson, sexual harassment, weapons, theft, falsifying alarms, and stealing.

**DATA PRIVACY:** Minnesota school, by state law, must collect census information on all students in the district which includes student and parent names, address, telephone, schools attended, grade, transportation information, special program assignments, district testing data, subject marks, attendance, language spoken. Access to this information is limited to the following: parents/legal guardian who presents proper ID, students over 18 with proper ID, staff members of school, other schools upon request/for transfer purposes, other third parties such as employers, social agencies, law enforcement agencies/only with written permission.

Exceptions: Directory information (name, address, birth date, attendance, awards, curricular information) is public information and may be released. Contents of cumulative records are destroyed after 5 years of the student's graduation. Permanent files are kept to fill student/employer requests for school related information. The law requires release of student information to noncustodial parents. Special circumstances or concerns should be referred to the Superintendent. All public notices and data privacy must be sent to parents of students, birth through 21, and must be published in languages other than English, appropriate to the population.

**ELECTRONIC DEVICES:** Electronic devices are expensive and are brought to school at your own risk. I-PODS, MP3 devices, cameras, CD players, or cell/smart phones, which are brought to school, will be turned off during school hours. Music listened to before and after school must be free of explicit or questionable lyrics. Consequences for bringing I-pods to school with explicit lyrics will result in in-school suspension.

**EMERGENCY PROCEDURES:** A comprehensive emergency plan for the school has been established to provide safety for the occupants in case of a sudden emergency, such as fire, tornado, explosion, etc. WWG Elementary staff will display this information in a prominent place in their classroom. All staff members have been instructed as to their duties in case of a sudden emergency. Emergency drills are conducted throughout the year.

**HAZING:** The purpose of this policy is to maintain a safe learning environment for students and staff that are free from hazing. Hazing activities of any type are inconsistent with the educational goals of the school district and are prohibited at all times.

Hazing is an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other purpose. The term hazing includes, but is not limited to: Any activity that intimidates or threatens the student with ostracism, that subjects a student to extreme mental stress, embarrassment, shame or humiliation, that adversely affects the mental health or dignity of the student or discourages the student from remaining in school.

Upon receipt of a complaint or report of hazing, the school district shall undertake or authorize an investigation by school district officials or a third party designated by the school district. Upon completion of the investigation, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination or discharge. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline prohibited behavior.

Complete text of the policy can be found in School Board Policy 4277.

**HEALTH AND MEDICATION:** Each child entering school for the first time is required to present a statement from their doctor regarding the student's completion of required immunizations such as the MMR, DPT, Polio, and HIB, etc.

Children should remain at home when they show signs of illness such as nausea, vomiting, or fever. Colds or upper respiratory infections should be watched with particular care since almost any communicable disease may begin with a cough or cold symptom. Children should not attend school during the acute stages of a common cold and **should remain home for 24 hours after a fever subsides or from the last time your child has vomited.**

A child with a skin infection, such as impetigo or ringworm, or an eye infection should receive medical treatment and have written permission from the doctor for readmission to school. Various screening and programs are conducted throughout the year, such as, hearing and vision, scoliosis, and human development to 4th, 5th, and 6th grade.

**Prescription and nonprescription medication: No medications are given without written permission from both the doctor and parents.** The administration of prescription medications in the school setting will require the written permission of the parent and physician. Administration of nonprescription medications such as Tylenol and cough syrup will require the written permission from the parent and authorization by the school nurse. Cough drops may be self-administered by a student, but must first get permission from the office. **All medication will be kept in the school office.**

**HOMEWORK:** Parents requesting their student's make-up homework will need to call the school before 9:00 AM on the day they wish to get the homework. This request goes in the daily announcements, which in most cases gives our teachers time enough to get homework ready for the student. Homework requested after 9:00 AM will be ready the following day at 3:00 PM. Students will not have recess taken away as punishment for missing work. Students who have missed school may stay in from recess to receive extra help from their classroom teacher or paraprofessional to get caught up on their schoolwork.

**IN-SCHOOL SUSPENSIONS** will be served immediately unless otherwise directed by the Principal. A student who is serving in-school suspension will not be allowed to attend class field trips, plays, or any other school activity during that school day, or after school.

**LICE:** The Westbrook Walnut Grove School District has a no nits/head lice policy. We will work with parents in a proactive way to make sure confidentiality is kept, as well as, making sure proper steps are taken to keep it from spreading to other students. The school has the authority to check any student at any time during the school day, and throughout the school year. Parents who refuse to allow the school to check their child for head lice/nits will need to take their child to a doctor. They will need a slip to be readmitted back into school. Students will then either need to be checked by the principal, or see a doctor every day to show that they continue to stay free of head lice and their eggs. Refusal to allow a school staff member to check their student for head lice will mean that the parents will be notified to pick their child up from school. Upon returning to school, students will be checked by a school staff member every day for signs of nits or lice until the principal feels proper steps have been taken to not spread it.

**LOCKERS:** All students are assigned a hall locker or personal space for books, coats, and other belongings.

1. Lockers are provided for students to use but they remain the property of the school, which retains the right to inspect/search the lockers at any time.
2. Lockers are the responsibility of the student to whom they are assigned. Students should not write on, place stickers on, or scratch words onto them.
3. Locker combinations are to be kept secret, except that the office must have a duplicate key or combination lock for an emergency. Locks for lockers are encouraged.
4. Students are not to post pictures inside lockers that relate to alcohol, tobacco, drugs, or sex.
5. There should be no food or pop in lockers.

**LUNCH:** While in the lunchroom .....

- Students will wait courteously in line.
- Students will keep all food/beverages in the cafeteria.
- Students will take responsibility for cleaning off my table and floor area.
- Students will use proper table manners and will not intentionally spill or throw food.

**GUM, CANDY, AND POP ARE NOT PERMITTED DURING SCHOOL HOURS  
EXCEPT THROUGH TEACHER PERMISSION.**

**NONDISCRIMINATION:** It is the policy of the Westbrook Walnut Grove School to comply with federal and state law prohibiting discrimination. The essence of the law is that no person protected by such law shall, on the grounds of race, color, national origin, creed, religion, sex, marital status, status with regard to public assistance, age, or disability be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any educational program or activity operated by the district for which it receives federal financial assistance. Inquiries regarding compliance or grievance procedures for alleged discriminatory acts on the part of any district employee may be directed to the Human Relations Officer and/or Principal.

**Nondiscrimination Statement**

This explains what to do if you believe you have been treated unfairly:

In accordance with federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call toll free (866) 632-9992 (Voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.

**OPEN DISPLAYS OF AFFECTION:** At WWG Elementary School students are encouraged to be friendly and respect one another. However, open displays of affection such as holding hands, kissing, etc. will not be permitted.

**PHYSICAL EDUCATION:** Separate tennis shoes should be worn during Physical Education class. A note from a doctor must be presented to the WWG Elementary Office if a student cannot participate in Physical Education class.

**PLAGIARIZING/CHEATING:** Any student(s) who are caught cheating, copying another student's work, letting other students copy their homework, or any plagiarizing from books or the internet will face consequences decided by the teacher, or Principal.

**PLANNING BOOKS/ASSIGNMENT BOOKS:** At the beginning of the school year, 4th, 5th, and 6th grade students are encouraged to use a planning book. The purpose of the planning book is to help the student develop organizational skills and to improve the communication between students/parents and teacher/parents as to the student's learning in school. Time is devoted each day to organizing homework assignments in these books. If this book is lost, it must be replaced at the student's expense.

**PUPIL FAIR DISMISSAL ACT:** This Act of 1974 may be viewed in its entirety by contacting the Superintendent or Principal.

127.29 GROUNDS FOR DISMISSAL: Subdivision 1. No school shall dismiss any pupil without attempting to provide alternative programs of education prior to dismissal proceedings, except where it appears that the pupil will create an immediate and substantial danger to himself or others or to property. Such programs may include special tutoring, modification of the curriculum for the pupil, placement in a special class or assistance from other agencies. Subdivision 2. A pupil may be dismissed on the following grounds:

- A. Willful violation of any reasonable school board regulation. Such regulation must be clear and definite to provide notice to pupils that they must conform their conduct to its requirements.
- B. Willful conduct which materially and substantially disrupts the rights of others to an education.
- C. Willful conduct which endangers the pupil, other pupils or the property of the school.

**SAFE SCHOOLS:** The WWG Elementary School maintains a safe learning and working environment that is free from threats or harmful influence from any person who would choose to exhibit or promote violence or disruptive behaviors while on school grounds, buses, or any school sponsored activity. It is a violation of the Violence Protection and Weapons policy for any pupil, staff member, or other persons to possess any firearm (real or facsimile), or other dangerous weapons when in the school building, on school owned grounds, or on any school related activity.

Immediate referral to the local law enforcement agency of any person who brings a firearm (real or facsimile), or other dangerous weapon to the school shall be the practice of the WWG School District. The school district shall act immediately to investigate all acts or complaints of violence, either formal or informal, and take appropriate disciplinary action against any pupil, staff member, or any person found to have violated this policy. The Superintendent has the authority on a case-by-case basis to expel any student who violates this policy for a minimum of 365 days. Persons other than students violating this policy shall be referred to law enforcement agencies and may be subject to a felony charge, which could at a minimum include imprisonment for up to 2 years and/or a fine of up to \$5,000.00. Exceptions to this policy include: licensed peace officers, firearm safety



personnel conducting courses, and any other person(s) conducting official school business possessing written permission of the Principal or Superintendent.

**SCHOOL BUSES:** Riding the bus is a privilege, not a right, and students are expected to act maturely on all school transportation vehicles. Inappropriate behavior could result in riding privileges being denied. To promote student safety, video cameras may be used on school transportation vehicles while transporting students from home to school, school to home, and during any curricular and extracurricular activities.

A written parental permission note **MUST** be presented to the office in the morning to receive a bus pass to get off at a different bus stop or to ride another bus than usual.

- Bus Rules:
1. Follow all directions of the driver.
  2. Sit in your seat facing forward.
  3. Talk quietly and use appropriate language.
  4. Keep all parts of your body inside the bus.
  5. Keep all body parts and your belongings to yourself.
  6. No fighting, harassment, intimidation, or horseplay.
  7. Do not throw any objects on or from the bus.
  8. No illegal substances, such as tobacco or drugs.
  9. No dangerous objects on the bus.
  10. Pop, candy, etc. on the bus will be at the discretion of the bus driver.

## PLEASE HELP TO KEEP THE BUS CLEAN!!!

Consequences for misconduct will apply to all regular, late, and extracurricular buses. Decisions regarding a student's privilege to ride any bus will be at the sole discretion of the School District. Parents/guardians will be notified of any suspension of bus privileges.

Infractions will result in:

- 1st offense -- warning / or suspension from the bus
- 2nd offense -- 5-day suspension from bus
- 3rd offense -- 10-day suspension from bus
- 4th offense -- 20-day suspension from bus
- 5th offense -- suspended bus riding privilege for remainder of the school year.

Based on the severity of a student's misconduct, more serious consequences, such as suspension or expulsion from school, may also result from school bus incidents.

### **SCHOOL CLOSING ANNOUNCEMENTS:**

Notices of Westbrook Walnut Grove Public School closings, late starts, early dismissals and other school emergencies will be sent out via JMC Alerts and posted on the school Facebook page. PARENTS & STAFF may sign up for INSTANT ALERT that will notify them via phone of important school messages such as school closings. Also refer to the school website at

[www.wwgschools.org](http://www.wwgschools.org) and the WWG High School Facebook page at [www.facebook.com/wwghighschool](https://www.facebook.com/wwghighschool).

JMC also provides an Emergency Alert System that you can sign up for at no cost that relays important messages to your phone. Every attempt will be made to have announcements public between 6:30 - 7:00 a.m. for late starts, and 1 hour prior to dismissal time for early dismissals. The safety of our students must be our first consideration. Emergency bus routes have been established and will be used when necessary. Buses will run on their regular routes - plowed roads only - unless a prior announcement has been given regarding Emergency bus routes. If necessary, the buses will return children to school to be placed in their emergency homes. Parents will be notified.

### **SCHOOL DRESS:**

*WINTER WEATHER CLOTHING* will be needed as winter weather sets in. Elementary students will be expected to wear a winter coat, stocking hat, gloves/mittens, snow pants, and snow boots. An email / note from the office will be sent home when fall moves into the winter season and we need to put this rule into effect. We know temperatures throughout the winter rise and fall. We expect all students to have these items available at school until the season change is definite. Students can keep these items in their school locker or backpack to use as needed.

We ask that all students come to school dressed in their winter gear if they ride the school bus to school. Once students step on the school bus, we consider the responsibility for the student has transferred from the parent to the school. Winter weather and road conditions can easily put a bus in the ditch during a route, or shuttle, and we want our students to be properly dressed in-case a bus gets stuck out in the elements. Because, it may take some time to get them to school or back home safely. If any family may need assistance in outfitting your child in the proper winter gear, please call either school office. The school has winter clothing that has been donated by local charities and families that have outgrown them.

### **SCHOOL SONG:**

Hail to the Char-gers  
A great team on it's way  
We'll go fight-ing for suc-cess  
We'll win this game to-day  
Hey, hey, hey!

Cour-age and hon-or  
For char-gers we claim  
Vic-tor-y migh-ty Char-gers  
To the silver and the Red bring fame  
C-H-A-R-G-E-R-S CHARGERS!  
CHARGERS! GOOOOO CHARGERS!

**SEXUAL HARASSMENT AND SEXUAL VIOLENCE:** The school district will act to investigate all complaints, either formal or informal, verbal, or written, of sexual harassment or violence and to discipline any student or employee who sexually harasses or is sexually violent to a student or employee of this school district. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other communications of sexual nature when:

1. Submission to or rejection of that conduct or communication is made a term or condition, either explicitly or implicitly, or obtaining or retaining employment or education.
2. Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education.
3. That conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or creating an intimidating, hostile, or offensive employment or educational environment.

**Any sexual harassment as defined when perpetrated on any students or employee by any student or employee will be treated as sexual harassment under this policy:**

1. Verbal harassment, or abuse.
2. Subtle pressure for sexual activity.
3. Inappropriate patting or pinching.
4. Intentional brushing against a student's or an employee's body.
5. Demanding sexual favors accompanied by implied or overt threats concerning an individual's employment or educational status.
6. Demanding sexual favors accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status.
7. Any sexually motivated unwelcome touching.
8. Sexual violence, which is a physical act of aggressions that includes a sexual act or sexual purpose.

Any person who believes he or she has been the victim of sexual harassment or sexual violence by a student or an employee of the school district, or any third person with knowledge or belief of conduct, which may constitute sexual harassment or sexual violence, should report the alleged act or acts immediately to the Principal's Office. The school district encourages the reporting party or complainant to use the report form available from the Principal.

**SIGNS, POSTERS, HANDOUTS:** All signs, posters, and other notices on school property shall first be approved by the Principal for posting or handing out.

**SMOKING/DRUGS/ALCOHOL:** Smoking and tobacco use is not allowed on school grounds. The use of or being under the influence of drugs or alcohol is also prohibited, this includes having in possession. Law-enforcement authorities will be contacted if individuals are found in violation of this policy.

**SNOWBALLS:** Snowballs and snowball throwing on school property are a danger to others and will not be allowed. The Principal will deal with punishment.

**SPECIAL ASSISTANCE:** Special programs and assistance are in place to offer additional services to students experiencing academic, social, behavioral, or physical difficulties. Various school teams meet regularly to promote student achievement and student well being.

- **The Federal and MN State Special Education program** is derived from P.L. 94-142 and 94.159 to assist students with specific learning and/or physical

challenges. **The Federal Title I program** is available for students experiencing difficulties in the areas of reading and/or math. **The 504 Program** is an assistive program designed to meet specific needs of students who do not qualify for special education services, yet may be experiencing academic, social, behavioral, or physical difficulties. In addition, the Principal, school psychologist, counselor, and nurse are available to facilitate students in other school or personal matters.

**SPORTSMANSHIP:** Sportsmanship is everyone's responsibility; the community, teachers, coaches, students, parents, and directors must demonstrate sportsmanship values. Athletic and fine arts competitions, where fairness and equity depend on playing by the rules and respecting all people, are opportunities for adults to teach and for young people to learn about sportsmanship. All spectators and competitors should demonstrate good sportsmanship by encouraging their team, avoiding criticism of game officials, and refusing to mimic temperamental, vulgar, uncaring poor-sport behavior.

1. Be courteous to visiting teams, officials, and other spectators. Do not boo, heckle, or throw items.
2. Play hard and to the limit of one's ability. Do not give up, quarrel, cheat, bet, or grandstand.
3. Be modest in victory and gracious in defeat.
4. Understand and observe the rules of the game and the rules of eligibility.
5. Respect the integrity and judgment of the officials.
6. Respect the facilities of host schools.
7. Support the team through wins and losses, taking into account the age, skill, and experience of team members.
8. Remember, above all, this is a learning experience.

**STUDENT BEHAVIOR:** At WWG Elementary School, every effort is made to be certain that students are safe and have a positive and constructive learning environment where they can grow and mature as individuals. Westbrook Walnut Grove Elementary does not allow students to pick on other students, call others names, or put others down.

The following behaviors do not promote a safe environment and will not be tolerated.

1. Fighting, physical assaults.
2. Disruptive conduct, insubordination, willful disobedience.
3. Vandalism, damage or destruction of school property.
4. Harassment: verbal, sexual, racial, or physical.
5. Illegal narcotics, alcohol, tobacco, and/or drugs.
6. Profanity or obscene language/gestures.
7. Gang related activities, clothing, symbols, or paraphernalia.
8. Cheating on any schoolwork.

**STUDENT SEARCHES:** If a school staff member has reason to believe that an illegal act or violation of school rules has been or is about to be committed, he/she is authorized to search the student and his/her property or any school district property used by the student and seize any item that is specifically prohibited by law or school regulation. General search of school properties, including but not limited to, lockers or desks may occur at any time, and items belonging to the school may be seized. All items seized shall be given to the proper authorities or returned to the rightful owner.

**TARDIES:** All students are required to be in class before the class begins. On the third tardy, within any given four week period, students will be referred to the Principal for appropriate consequence to make up for the time missed as a result of their tardies.

**TELEPHONE / CELL PHONE USE:** Students need to always use the office phone to call parents. Students should not use cell phones during school hours. Cell phones, Gizmo's, and any other type of cell phone or electronic devices that students can use to call, email, or text during school should be turned off when entering school and left off during the school day. Some teachers may ask that they remain in lockers during the school day, while other teachers may allow them to be left in a student's pocket or desk.. Each student will need to follow the homeroom teacher's requests.

**TEXTBOOKS:** Textbooks are provided for all students. Textbooks checked out must be returned in the same or similar condition as when they were checked out. If books are damaged or lost, a replacement fee will be charged. Fines will be assessed according to extent of damage at the end of the year.

**VALUABLES:** Occasionally, students need to bring money or other valuables that would create a hardship if lost. On such occasions students should be encouraged to check these valuables into the Principal's office for safekeeping for the day.

**VISITORS:** In order to maintain safety for our students, it is the school district policy that all visitors must first report to the elementary office. Although student visitors are welcome, this causes obvious distraction and disruption to the normal and essential classroom-learning environment; therefore, it is the schools policy to individually review all requests for classroom visitations prior to a visit by any adult or child. Requests for visitation shall be presented to the Principal at least 24 hours prior to the planned visit and approval or denial of any request shall be in consultation with the classroom teacher and shall depend on the scheduled classroom activities and length of visitation requested.

**WITHDRAWAL OR TRANSFER:** The procedure for withdrawal or transfer to another school is:

1. Signed authorization from parent/guardian.
2. Completed appropriate forms from WWG Elementary Office.
3. Check out with teachers, all books and materials returned, and all outstanding bills paid.
4. Exit interview with Principal.