



**Walsh Elementary School**

# **Student Handbook**

2023-2024

Revised: July 2023

**Administrators, School Board, Teachers, and Staff**

**District Administration**

Richard Hargrove, Superintendent  
Robyne Westphal, Principal  
Sherrie Jones, District Secretary  
Staci Doyle, Elementary Secretary  
Trina Cole, JH/HS Secretary  
Shalee Sniff, School Nurse  
Ronnie Tate, Transportation Director  
Doug Wray, Groundskeeper  
Shawn Wright, Maintenance  
Heather Cook, Custodian/Head Cook  
Celia Salazar, Cook

**Walsh Board of Education**

Tim Hume, Chair  
Fara Gourley, Vice Chair  
Tanner Dunivan, Treasurer  
Kyle Sniff, Secretary  
Matt Tedder, Member

**Elementary Staff**

Billie Freiburger, Preschool/Title I  
Dani Albert, PS paraprofessional  
Brenda Hargrove, Special Programs  
Kristi Cook, Reading Interventionist  
Debbie Brown, Music/Band  
Florito Butalid, Physical Education  
Ginger Reifschneider, Kindergarten  
Tyslea Sharpe, 1st Grade  
Kristy Gourley, 2<sup>nd</sup> Grade  
Janet Chenoweth, 3<sup>rd</sup> Grade  
Katie Sires, 4<sup>th</sup>, 5<sup>th</sup>, 6<sup>th</sup> Grades  
Pam Batterton, 4<sup>th</sup>, 5<sup>th</sup>, 6<sup>th</sup> Grades  
Kristi Kunselman, 4<sup>th</sup>, 5<sup>th</sup>, 6<sup>th</sup> Grades  
Pam Batterton, 4<sup>th</sup>, 5<sup>th</sup>, 6<sup>th</sup> Grades  
Chelsea Gourley, Counselor  
D'Ambre Hebbard, Paraprofessional  
Lindsey Alsobrook, Paraprofessional  
Emily Gray, Paraprofessional

## **Handbook Contents**

	Welcome	3
	School District Mission	4
	Chain of Communication and Response	4
	Belief Statement	4
<b>Section One</b>	Campus Information	5
<b>Section Two</b>	Student Expectations and Responsibilities	10
<b>Section Three</b>	Parent and Community Information	12
<b>Section Four</b>	Academics/Extracurricular/Athletics	16
<b>Section Five</b>	Preschool and Kindergarten	17
<b>Section Six</b>	Technology	20
<b>Section Seven</b>	District Code of Conduct	21
<b>Addendum</b>	Title I Parent and Family Engagement (School/Parent Compact)	
	Fire Drill Procedures	
	Tornado Procedures	
	Signature Page Acknowledging Receipt of Student Handbook	
	Signature Page Acknowledging Receipt of Use of Internet and Electronic Communications Agreement	

## **Welcome**

Welcome to Walsh RE-1 School District. We have put together this handbook to further your understanding of our school and the philosophy by which it operates. As parents, you need to know what to expect from the school, as well as, be aware of your responsibilities. It is essential to maintain open communication between parents, staff, and your children. We want you to feel that you can come to our staff at any time with your questions or concerns. Again, welcome to our school, we are pleased to have you and your child in our program.

## **Nondiscrimination/Equal Opportunity**

**The Board is committed to providing a safe learning and work environment where all members of the school community are treated with dignity and respect. The schools in the district are subject to all federal and state laws and constitutional provisions prohibiting discrimination on the basis of disability, race, creed, color, sex, sexual orientation, national origin, religion, ancestry or need for special education services. Accordingly, no otherwise qualified student, employee, applicant for employment or member of the public shall be excluded from participation in, be denied the benefits of, or be subjected to unlawful discrimination under any district program or activity on the basis of race, color, national origin, ancestry, creed, religion, sex (which includes marital status), sexual orientation (which includes transgender), disability or need for special education services. Discrimination against employees and applicants for employment based on age, genetic information and conditions related to pregnancy or childbirth is also prohibited in accordance with state and/or federal law.**

## **School District Mission**

Walsh School District strives to develop responsible and productive citizens who are compassionate, inclusive, and aspire to become lifelong learners.

### **Chain of Communication and Response**

Students, parents, stakeholders, and staff should follow a chain of communication involving school policy and/or the academic chain of command. The first step is to consult the school handbook; the second step is to consult with the teacher most closely involved with the concern; the third step is to consult with the principal; the fourth step is to consult with the superintendent (if a different person); the last step is to consult with the school board at a regularly scheduled school board meeting.

### **Walsh Elementary Belief Statement**

The staff of Walsh Elementary believes a good school is one in which high achievement and attendance are a reality and success are highly valued. In this place, teaching is student-centered, meaning attention is given to individual needs and curriculum is challenging, but developmentally appropriate. It is a place where students are exposed to a variety of diverse opportunities and where practical problem-solving is taught across subject areas. It is a place where educators, parents and other community members are highly involved in the students' learning and where cooperation and collaboration between educators and parents are commonplace. Moreover, it is a place where values, ideas, beliefs, and knowledge are easily shared and where people feel welcome. The environment of a good school includes much encouragement, acceptance, and individual respect among those in the building each day. It has a structured environment where each professional has a constantly changing vision of improvement to better meet the individual needs of students. Most importantly, it is a place where educators find joy in educating and students find joy in learning.

Thank you for your continued support in the move toward our vision!

## **Section One**

### **Campus Information**

#### **Attendance**

Regular attendance is important. However, a fever, sore throat, cough, or rash are stay at home signals. These may be symptoms of either a common cold or some other communicable disease. If your child has any of these conditions, protect him and others by keeping him at home until he is entirely well. If your child becomes ill at school, he/she will be placed in the nurse's station, until someone arrives for them. If your child is sent home with a fever, they should be fever free for 24 hours before coming back to school.

Call the school office if your child will not be attending school that day. If your child is not at school and you haven't notified the school, we may call you to verify their absence.

If you choose to withdraw your child from school, please notify the office prior to their final day of attendance. Colorado State Law requires that children who are age six on or before August 1 of each year, and under the age of seventeen years attend school.

#### **Truancy**

If a student is absent without an excuse signed by the parent/guardian, or if the student leaves school or a class without permission of the teacher or administrator in charge, the student shall be considered truant. In accordance with law, the district may impose appropriate penalties that relate directly to classes missed while truant. Penalties may include a warning, school detention, or in-school suspension. Academic penalties, out-of-school suspensions or expulsion shall not be imposed for any truancy.

#### **Schedule**

##### **Monday – Thursday**

7:40 a.m.      Students will be admitted into the building

8:00 a.m.      School Day begins

4:05.p.m.      School Day ends

#### **School Closing**

In the event of a school closing, parents/guardians and students will receive an automated phone call from the school. In addition, this information will be announced over the radio several times before school ordinarily commences in case of severe weather conditions ---such as blizzards. **It will also be announced over local radio stations** and will be posted on the District Facebook page and on the Walsh Eagles app.

In case of inclement weather after school begins, stay tuned to the above station or call the school for early closure information.

The Power Alert Automated Phone System will be used for early dismissals and important announcements. Please make sure the district has your current phone numbers.

### **Visiting School**

Parents are always welcome visitors at school, not only on special occasions or by special invitation --- but every day. These visits give the children a feeling of security through knowing that there is cooperation between parents and teachers. Visitors are asked to schedule their visit with the classroom teacher beforehand, and must sign in upon arrival at the school on a sheet provided at the office.

Children in classes are easily distracted by conversation between adults. Try not to discuss a child's problems in his presence or hearing. It may be embarrassing and harmful to him to find himself the center of discussion. If you need to discuss your child with the teacher, please make arrangements for a conference outside of class time.

### **Field Trips**

Permission for field trips must be obtained before your child will be allowed to attend. Permission authorization is on your child's enrollment form. Notification on specific outings will be sent to parents prior to the day of the field trip. If transportation is necessary, it will be arranged with the Walsh School District's Transportation Department. School policy prohibits younger siblings from accompanying the class on bus trips. If students plan to not ride the designated bus home, a permission slip indicating the alternate transportation must be signed by an administrator and turned into the office prior to the activity.

### **School Age**

Colorado State Law requires that children who are age six on or before August 1 of each year, and under the age of seventeen years attend school. The cutoff date for enrollment in Kindergarten or Preschool is June 1<sup>st</sup>. The Walsh School District will consider waivers for students who have a birthday falling between June 1<sup>st</sup> and the start of school. Waiver should be made in writing by June 1<sup>st</sup> or at the time of enrollment for those new to the district and submitted to the District Office. Waivers will be based on observations by the appropriate classroom teacher.

The decision regarding waivers will be made by the principal based on teacher recommendation and test scores. The district will communicate this option with Parents whose children have birthdates within the waiver window. Notification will take place during the Child Find screening process.

**Parent/Teacher Conferences**

Formal parent/teacher conferences will be held at least twice a year at the end of the first and third nine-week grading periods. If additional conferences are warranted, they will be arranged with the teacher and parent(s).

**Support Services**

The Walsh School is a member of the Southeastern Colorado Board of Cooperative Educational Services (BOCES). Through the BOCES, we receive shared services in speech therapy, occupational therapy, psychological services, instructional materials, in-service training, and other educational services.

**Medical Appointments**

When possible, please arrange these at times other than during school hours.

**Medications**

No medication, prescription or non-prescription, should be administered by any school personnel including the nurse, except on written authorization of a physician. The written authorization will ensure that the child will not receive the wrong medication.

**Supplies**

A list detailing all the supplies needed for each classroom will be available at the elementary office and at the local businesses.

**Lost and Found**

A lost and found box will be kept in the school lobby. Parents should encourage students to check the Lost and Found Department when personal items are missing. Items left unclaimed after June 1 of the school year will be disposed of in an appropriate manner.

**Fees, Fines, and Charges**

Students shall not be charged an instructional fee as a condition of enrollment in school or as a condition of attendance in any class that is considered part of the academic portion of the district's educational program except tuition when allowed by law. However, the district may require students to pay textbook fees, fees for expendable materials and other miscellaneous fees.



**Books**

Impress upon your children the proper care of books. Children are permitted to bring books home only after the books have been properly checked out to them by the classroom teacher or the person in charge of the library. Children are responsible for all books checked out to them. Fines will be charged for lost books and report cards may be held each nine-weeks for overdue books.

**Textbook Rental Fees**

A textbook rental fee will be charged by the district and shall be paid by October 1. This will be refunded if a student withdraws during the first month of school. The textbook rental fee will be determined on a yearly basis by the Board of Education prior to the start of school.

**Bicycle/Skates**

Bicycle racks are available on the school grounds. Bicycles must remain parked during the school day with the exception of town students who go home for lunch. Skateboards, roller skates, scooters, and roller blades will not be allowed on school grounds due to the possible risk of injury to students.

**Telephones**

Students will be allowed to use the phone at the discretion of the teacher.

**Gifts**

Students usually have a gift exchange at Christmas time. The gift exchange price will be sent home by each teacher.

**Holiday Parties/Inventions**

Parties are scheduled at Halloween, Christmas, Valentine's Day, and Easter. In most cases, parties will begin at 3:00 p.m. Parents will be encouraged to sign-up to help. Invitations shall not be handed out or announced at school unless the entire room is included.

**Cafeteria Rules**

Students are expected to walk at all times in the cafeteria for their safety, and the safety of others. They should carry their trays with both hands, and scrape their plates when they are finished eating. Finally, students should clean up their eating area by throwing away all trash and cleaning up any spills.

## **Meals**

Breakfast and hot lunches will be served daily for students and faculty. If a child brings his/her lunch they will be allowed to purchase milk. Walsh Schools will be participating in the NLP Free & Reduced lunch program for all. This provides free breakfast and lunch for all students. Parents are still asked to fill out the free and reduced lunch application. This application is important to district funding opportunities as other entities use this information to determine the amounts. Please help out your children and our school by filling this out at enrollment. Only town students eating at home will be allowed to leave the school grounds during the noon hour. Students must check in and out of school at the elementary office. Students leaving for lunch should not return until his/her appropriate recess time.

## **Clothing**

For the child's protection, he/she should be appropriately dressed for the weather conditions, including boots, gloves, hats, and warm coats during inclement weather. Clothing that contains visual or inappropriate messages may necessitate a child leaving school to change. Shorts of a reasonable length (1 hand length above the knee) may be worn. Spandex or Lycra will not be allowed, and students will be sent home to change.

## **Section Two**

### **Student Expectations and Responsibilities**

#### **Student Conduct**

The “3-R's” will be reinforced:

- Respect yourself.
- Respect other children.
- Respect school property.

#### **Playground Rules**

Children will have designated playground areas according to their grades.

- Grades 3-6 may play on the tower.
- Play in approved areas, and with approved equipment and toys.
- Only balls should be thrown.
- Soft balls should be used on the playground.
- Use playground equipment properly.
- Touch football and tag are allowed.
- Get permission before leaving the playground for any reason.

#### **Student Responsibilities**

Each student shall:

- Complete and hand in assignments on time
- Respect property of others
- Have the appropriate materials required by the teacher
- Be responsible for his/her own belongings
- Treat school property with respect
- Show respect toward teachers and fellow students
- Obey the rules.

## **Student Discipline**

Discipline is the responsibility of the teacher who may use any or all of the following strategies:

- Positive reinforcement for good behavior
- Verbal correction
- Redirection
- Choices
- A thinking chair or time against the wall at recess
- Seat assignments
- Removing them from the activity
- Calling parents
- Refer to principal if other measures are not successful

Students are expected to make good decisions and take responsibility for their behavior. The school environment should be a healthy, caring, and supportive one in which each child is respected and valued. Classroom discipline is the responsibility of all adults in the building. Chronic problems will be referred to the principal. The principal will handle each case on an individual basis. An attempt to make contact with parents/guardians will be made prior to the student being disciplined.

## **Section Three**

### **Parent and Community Information**

#### **Ways Parents Can Help Their Child**

The home and school must work together to insure the best educational progress for each child. There are many ways parents can help. Here are just a few suggestions:

- Insure adequate rest and nutrition
- Assist with homework. Show interest in the child's experiences at school
- Encourage questioning, curiosity, and experimentation
- Encourage the child to assume responsibility
- Read with/to your child
- Provide a quiet time and location for study.

#### **Buses**

School buses are provided as a convenience for you, and should be viewed as a privilege. In order to keep our buses running on schedule and to prevent accident or injury to riders or others, it is necessary for us to have rules governing the use of buses. Bus routes will be planned so buses will arrive in town at or before 8:05 A.M.

Parents and students should understand that the bus driver has complete authority over the students riding the bus at all times and will establish rules for conduct on his/her bus. Any student failing to cooperate with the driver concerning bus rider's rules and regulations will be discharged at home and not allowed to ride the bus until the parent and the student have a conference with the principal and the bus driver. Further behavior problems on the bus may result in the student losing his/her bus riding privileges for a brief period of time. Chronic misbehavior may result in a student losing bus privileges for the remainder of the year.

#### **Immunizations**

State Law requires all students to receive shots or other immunization for certain diseases. Records may be requested by the school nurse or administration. According to law, any student who is not immunized must be dismissed from school. Students who do not submit an up-to-date certificate of immunization or a written authorization signed by one parent/guardian requesting local health officials to administer the immunizations or a valid exemption will not be allowed to attend school.

## **Screening and Testing of Students**

Parents/guardians and eligible students have the right to review any survey, assessment, analysis or evaluation administered or distributed by a school to students whether created by the district or a third party.

## **Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)**

PPRA affords parents/guardians certain rights regarding the conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These rights transfer from the parents/guardians to a student who is 18 years old or an emancipated minor ("eligible student") under state law.

## **Communicable Disease Chart**

The following is only a guide to follow as to the length of absence for diseases. Your family doctor should be consulted when in doubt.

Chicken Pox	Seven days from onset and all scales are dry.
German Measles (Rubella)	From onset of symptoms until the rash disappears -- usually two to three days.
Impetigo	Exclude from school until lesions are healed unless under prescribed medication by a doctor.
Measles (Rubeola)	From onset of symptoms until five days after the rash appears.
Pink Eye	From onset of red, draining eyes until symptoms disappear or student is on antibiotic for 24 hours.
Whooping Cough	From onset of symptoms to three weeks after the onset of whoop.
Mumps	Until swelling of salivary glands have subsided -- at least seven days.
Streptococcal Infection (Respiratory)	Not less than seven days if not treated; if treated, 24 hours after treatment starts.
Head Lice	If live lice are found in the hair, the student will be sent home with treatment instructions and will be allowed to return to school after treatment has been given. Nits need not be removed for student to attend school, although recommended.

### **Students with Food Allergies**

The Board recognizes that many students are being diagnosed with potentially life-threatening food allergies. To address this issue and meet state law requirements concerning the management of food allergies and anaphylaxis among students, the Board sets forth the following requirements.

### **Health Care Plan**

The school nurse, or a school administrator in consultation with the school nurse, shall develop and implement a health care plan (plan) for each student with a diagnosis of a potentially life-threatening food allergy. The plan shall address communication between the school and emergency medical services, including instructions for emergency medical responders.

### **Access to Emergency Medications**

Emergency medications for treatment of the student's food allergies or anaphylaxis shall be kept in a secure location accessible to designated school staff. Whenever possible and in a timely fashion, the student's parent/legal guardian shall supply the school with the medication needed for treatment of the student's food allergies or anaphylaxis, unless the student is authorized to self-carry such medication in accordance with Board policy.

### **Student Interviews, Interrogations, Searches, and Arrests**

The Board of Education seeks to maintain a climate in the schools which is conducive to learning and protective of the safety and welfare of staff and students. To achieve this goal, it may be necessary for school personnel to search the person and/or the personal property of the student and to seize any property deemed injurious or detrimental to the safety and welfare of students and staff.

#### **Interrogations and interviews**

Upon request by law enforcement to interview a student witness or interrogate a student suspect, school officials shall make an effort to notify the student's parent/guardian, except in cases involving investigation of reported child abuse where the suspected perpetrator is a member of the student's family, when law enforcement has a court order directing that the student's parent/guardian not be notified, or when an emergency or other exigent circumstances exist. However, whether or not to postpone the interview or interrogation until the parent/guardian arrives is the law enforcement officer's decision.

#### **Custody and/or arrest**

Students will be released to law enforcement officers if the student has been placed under arrest or if the student's parent/guardian and the student consent to such release. When a student is removed from school by law enforcement officers for any reason, school officials will make reasonable efforts to notify the student's parent/guardian.

### **Student Records/Release of Information on Students**

In recognition of the confidential nature of student education records, no person or agency may access student education records without prior written consent from the student's parent/guardian or the eligible student, except as set forth in law and this policy.

### **Disclosure of directory information**

Directory information may also be disclosed without written consent of the parent or eligible student. "Directory information" means information contained in a student's education record that would not generally be considered harmful or an invasion of privacy if disclosed. Directory information which may be released includes but is not limited to the student's name, email address, photograph, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, grade level, enrollment status, degrees, honors and awards received, the most recent previous educational agency or institution attended by the student, and other similar information.

The Family Educational Rights and Privacy Act (FERPA) and Colorado law afford parents/guardians (parents) and students over 18 years of age (eligible students) certain rights with respect to the student's education records.

### **Sharing of Student Records/Information Between District and State Agencies**

It is the Board of Education's intention to utilize all avenues under state law to facilitate the sharing of relevant student records and information when necessary to protect the safety and welfare of school district staff, visitors, students, and the public and to protect property.



## **Section Four**

### **Academics**

#### **Grading/Assessment Systems**

Students will be evaluated on the basis of their own capabilities and not compared with other students and their abilities. Our letter grading system is available at your request.

In addition, state and federal law require students to take standardized assessments in the instructional areas of English language arts, math, science, and social studies. Accordingly, the district shall administer standardized assessments pursuant to these state and federal regulations.

#### **State Assessment System**

State and federal law require district students to take standardized assessments in the instructional areas of English language arts, math and science. State law also requires students to take standardized assessments in the instructional area of social studies. Accordingly, the district shall administer standardized assessments pursuant to these state and federal legal requirements.

#### **Parent/Guardian Request for Exemption**

A parent/guardian who wishes to exempt his or her child from a particular state assessment or assessments shall make this request in accordance with this policy's accompanying regulation. In accordance with state law, the district shall not impose a negative consequence upon a student whose parent/guardian has requested an exemption from a state assessment or assessments.

This policy's exemption process shall apply only to state assessments administered pursuant to C.R.S. [22-7-1006.3](#) and shall not apply to district or classroom assessments.

#### **Retention**

Retaining a student will be considered only when it would benefit the individual child. Parents will be notified at the end of the third nine-week grading period if retention is being considered by the teacher. The final decision for retention will be made collaboratively by the homeroom teacher, the building principal and the parents during the fourth and final grading period. If an agreement cannot be made collaboratively, the final decision will be made by the building principal. Parents will be notified in writing of this decision.

**Section Five**  
**Preschool and Kindergarten**  
**Universal Pre-K**

**Purpose and Philosophy of the Preschool/Kindergarten Program**

The way children learn and experience education at the Walsh RE-1 Preschool/Kindergarten is developmentally based. Our philosophy is based on the idea that children learn best through choices, active learning and through self-teaching. Our purpose is to enhance the developmental process in all children attending (typical, delayed or handicapped), by providing modeling of appropriate language, using active learning experiences, and providing a stimulating environment for learning.

**Preschool Sessions**

Morning sessions will begin at 8:05 am and end at 11:50am. Afternoon sessions will begin at 1:05 p.m. and end at 4:05 p.m. Children must be picked up promptly because we are not equipped to care for children outside the class sessions. Children who are 4 by June 1st will come Monday through Thursday mornings. Children who are 3 by June 1st will attend Monday and Wednesday afternoons.

**Preschool Location**

Classes will be held in the preschool room, just north of the old gym. We ask that you use the east entrance at all times.

**Preschool/Kindergarten Registration**

There will be a pre-enrollment before school begins. Late enrollment shall be made by appointment only. Please contact Walsh Elementary School for scheduling appointments. Enrollment testing will be done by BOCES Personnel prior to registration. Enrollment forms will be completed by the parents and a copy of the child's certified birth certificate, social security card, physical, and immunization record must be supplied to the school prior to admission into the program. Parents will need to submit an online application for the Universal Preschool Program (UPK) <https://upk.colorado.gov/> prior to enrollment.

**Preschool Check In/Check Out**

Parents or a responsible adult must check children in upon arrival at preschool and they must check them out before they may be released. For those children riding the bus, the preschool staff will be responsible for checking them in or out.

### **Release of Children**

Children will be released only to persons who are listed on the enrollment form or have otherwise been authorized by the parents. Children riding the school bus home will be instructed and supervised in getting on the correct bus. In the event an unauthorized person attempts to pick up a child, the parents will be notified. A teacher will be at the door to dismiss the children to their parent or guardian.

### **Personal Belongings**

Personal belongings will be the responsibility of the child. They will be left in a space provided by the teacher (cubby, coat hook, etc.). All personal belongings should be identified with the child's name before being brought to school.

### **Toileting**

Parent assistance in teaching restroom procedures is very necessary, we ask that you send an extra set of clothes in your child's backpack.. In the event that a child has a toileting accident, we will check the backpack, and bag soiled clothes to be laundered at home. Potty training is a required skill your child must attain before attending preschool. The staff will be happy to assist you and your child with any accidents.

### **Policy for Early Student Arrival or Late Pick Up**

Students should be no more than 10 minutes early to class and parents are expected to be prompt in picking up their child - staying within 10 minutes of class dismissal. The class times are posted on the back of the classroom door. For safety purposes, the door is to remain shut when class is not in session and should only be opened by a teacher when the children are to be allowed in the classroom.

After the first 10 minutes of class dismissal, the teacher will call the child's home phone number and the emergency contact number. If no arrangement can be made within 15 minutes after class dismissal the child will be taken to the office to await pickup. A fee of \$15 will be charged if office staff are required to supervise the student.

### **Parent Participation in Preschool**

1. Volunteering in the classroom
2. Attending parent/teacher conferences
3. Sending monthly snacks
4. Reading monthly parent letters
5. Helping with parent packets
6. Parent representative on the Advisory Council

7. Parent advisory committee
8. Paying monthly supply fee

**Preschool Meals and Snacks**

Meals will not be provided for preschool students. Snacks, supplied by parents, will be served one time per session.

## **Section Six**

### **Technology**

#### **Student Use of the Internet and Electronic Communications**

The Internet and electronic communications (email, chat rooms and other forms of electronic communication) have vast potential to support curriculum and student learning. The Board of Education believes they should be used in schools as a learning resource to educate and to inform.

District technology devices are owned by the district and are intended for educational purposes at all times. Students shall have no expectation of privacy when using district technology devices. The district reserves the right to monitor, inspect, copy, review and store (at any time and without prior notice) all usage of district technology devices, including all Internet and electronic communications access and transmission/receipt of materials and information. All material and information accessed/received through district technology devices shall remain the property of the school district.

The district will make reasonable efforts to see that the Internet and electronic communications are used responsibly by students. Use of the Internet and electronic communications demands personal responsibility and an understanding of the acceptable and unacceptable uses of such tools. Student use of the Internet, electronic communications and district technology devices is a privilege, not a right. Failure to follow the use procedures contained in this policy shall result in the loss of the privilege to use these tools and restitution for costs associated with damages, and may result in legal action and/or disciplinary action, including suspension and/or expulsion, in accordance with Board policy concerning suspension, expulsion and other disciplinary interventions. The school district may deny, revoke or suspend access to district technology or close accounts at any time.

## **Section Seven**

### **District Code of Conduct**

#### **Student Conduct**

The Board, in accordance with applicable law, has adopted a written student code of conduct and based upon the principle that every student is expected to follow accepted rules of conduct and to show respect for and to obey persons in authority. The code emphasizes that certain behavior, especially behavior that disrupts the classroom, is unacceptable and may result in disciplinary action. The code shall be enforced uniformly, fairly and consistently for all students.

#### **Code of Conduct (Board Policy JICDA)**

In accordance with applicable law and Board policy concerning student suspensions, expulsions and other disciplinary interventions, the principal or designee may suspend or recommend expulsion of a student who engages in one or more of the following activities while in school buildings, on district property, when being transported in vehicles dispatched by the district or one of its schools, during a school-sponsored or district-sponsored activity or event and off district property when the conduct has a nexus to school or any district curricular or non-curricular event.

- Causing or attempting to cause damage to district property or stealing or attempting to steal district property.
- Causing or attempting to cause damage to private property or stealing or attempting to steal private property.
- Willful destruction or defacing of district property.
- Commission of any act which if committed by an adult would be robbery or assault as defined by state law.
- Committing extortion, coercion or blackmail, i.e., obtaining money or other objects of value from an unwilling person or forcing an individual to act through the use of force or threat of force.
- Engaging in verbal abuse, i.e., name calling, ethnic or racial slurs, either orally or in writing or derogatory statements addressed publicly to an individual or a group that precipitate disruption of the district or school program or incite violence.
- Engaging in "hazing" activities, i.e., forcing prolonged physical activity, forcing excessive consumption of any substance, forcing prolonged deprivation of sleep, food, or drink, or any other behavior which recklessly endangers the health or safety of an individual for purposes of initiation into any student group.
- Violation of the Board's policy on bullying prevention and education.
- Violation of criminal law which has an effect on the district or on the general safety or welfare of students or staff.

- Violation of any Board policy or regulations, or established school rules.
- Violation of the Board's policy on weapons in the schools. Expulsion shall be mandatory for bringing or possessing a firearm, in accordance with federal law.
- Violation of the Board's policy on student conduct involving drugs and alcohol.
- Violation of the Board's violent and aggressive behavior policy.
- Violation of the Board's tobacco-free schools' policy.
- Violation of the Board's policies prohibiting sexual or other harassment.
- Violation of the Board's policy on nondiscrimination.
- Violation of the Board's dress code policy.
- Violation of the Board's policy on gangs and gang-like activity.
- Throwing objects, unless part of a supervised school activity, that can or do cause bodily injury or damage to property.
- Directing profanity, vulgar language or obscene gestures toward other students, school personnel or others.
- Lying or giving false information, either verbally or in writing, to a district employee.
- Engaging in scholastic dishonesty, which includes but is not limited to cheating on a test, plagiarism or unauthorized collaboration with another person in preparing written work.
- Making a false accusation of criminal activity against a district employee to law enforcement or to the district.
- Behavior on or off school property that is detrimental to the welfare or safety of other students or school personnel, including behavior that creates a threat of physical harm to the student exhibiting the behavior or to one or more other students.
- Repeated interference with the district's ability to provide educational opportunities to other students.
- Continued willful disobedience or open and persistent defiance of proper authority including deliberate refusal to obey a member of the district staff.

### **Subsection 1: Procedural Policies**

*(Actions that affect daily school operations and classroom expectations)*

#### **Electronic Communication Devices (Board Policy JICJ) – Pending Board Approval on Second Reading, August 2022**

*Note: For purposes of this policy, "electronic communication devices" or "devices" include cell phones, beepers, pagers, walkie-talkies, and any other telecommunications device that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor. Additionally, "emergency" shall mean an actual or imminent threat to public health or safety.*

The Board of Education recognizes that electronic communication devices can play a vital communication role during emergency situations, and, as such will make its best effort, with the assistance and cooperation of students, teachers, and parents, to preserve access to devices for such unusual circumstances.

However, ordinary/daily use of electronic communication devices in routine school situations disrupts and interferes with the educational process and impedes effective learning, requiring reasonable regulation in order to maintain an effective instructional environment.

In so long as this policy shall remain in effect and be properly followed, applied and enforced, students may carry electronic communication devices on their person through storage in a backpack, purse, or similar carry item. At the time of such storage, these devices must be turned off or muted inside school buildings during academic hours. Usage on school buses, at school-sponsored activities, and on field trips will follow the same guidelines. Any deferment of these provisions at these locations (school buses, school-sponsored activities, field trips) may be determined by the appropriateness of the usage as determined by the school sponsor and policies regulating such application.

On school property or at school-sponsored events, electronic communication devices may be used only during emergencies or in agreement with the circumstances described in the previous paragraph., which may result in loss of life, injury or property damage.

Electronic communication devices with cameras are prohibited in locker rooms, bathrooms, or other locations at all times where such operation may violate the privacy rights of another person.

It is the student's responsibility to ensure that the device is turned off or muted and out of sight during unauthorized times.

Violation of this policy and/or use that violates any other district policy shall result in the following measures:

ACTION: Device is in bag but is not muted

RESPONSE: Warning; Student is asked to silence device

ACTION: Device is not muted on habitual basis



RESPONSE: Device is confiscated and sent to the office for a minimum of the remainder of the day; return process determined by the administrator or his/her designee (henceforth A/D)

ACTION: Student has device out in the hall or classroom during academic hours

RESPONSE: Device is confiscated and sent to the office for a minimum of the remainder of the day; return process determined by the A/D

ACTION: Device used in an inappropriate way (as determined by coach/sponsor) on bus, field trip, etc.

RESPONSE: Incident written up and turned in to A/D who will respond in a fashion determined by the code of conduct

ACTION: Student refuses to surrender device when prompted

RESPONSE: Incident written up and turned in to A/D who will respond in a fashion determined by the code of conduct

ACTION: Continual and habitual violation of policy

RESPONSE: Incident written up and turned in to A/D who will respond in a fashion determined by the code of conduct

The A/D may determine the process for returning the device and any additional penalties based on the specifics of the incident and in accord with the expectations defined in the code of conduct. Additionally, the A/D may also refer the matter to law enforcement, as appropriate.

The district shall not be responsible for loss, theft, or destruction of electronic communication devices brought onto school property.

### **Dress Code (Board Policy JICA) – Pending Board Approval on Second Reading, August 2022**

The Walsh School District continually strives to maintain a school that is a comfortable, healthy, and positive place for student learning. Understanding that the maintenance of our school's educational climate is paramount, parent/guardian support is both needed and appreciated in advocating for and expecting an appropriate school dress code. In accordance with the Board Policy the appearance and dress of students shall not be disruptive to the educational process or constitute a health or safety hazard.

Since appearance has an important effect upon attitudes and morale of the student body, students are expected to wear appropriate clothing in a neat and tasteful manner.

- For females, skirts or dresses are encouraged but at an appropriate length that reaches the mid-thigh to knee range.
- Shorts are allowed year-round as long as they are reasonable in length and without holes.
- Undergarments, such as sports bras or boxer shorts, are not allowed as an outer garment.
- Shirts should reach the waistline and should be tucked in or come comfortably below the waist. Mesh or see-through clothing is not acceptable.
- Tank tops that have at least a two-inch shoulder strap, with armholes that have no more than one inch clearance around the arm and with a full back and front are acceptable.
- Hair should be neat, clean, and combed.

- Students should wear neat, well-maintained clothing that is not ragged or torn and does not that allow for skin to be visible above mid-thigh.
- Lycra/Spandex or tights are not allowed as an outer garment but may be used underneath a mid-thigh shirt, dress/skirt, shorts, or jeans with holes above the knees. Leggings (i.e., yoga pants) may be allowed as an outer garment in addition to being used as an undergarment for the previously cited modes of dress.
- Pants should be worn at the waist and supported by a belt when needed.
- Students will not be allowed to wear hats or sunglasses in the building or in the cafeteria during regular school hours of 8:00 a.m. to 4:10 p.m.
- Walsh school property is a drug free/tobacco free environment. Any clothing, therefore, which advertises or advocates the use of drugs, alcohol or tobacco is prohibited. Additionally, any clothing which makes reference to gangs or has sexually suggestive content, provocative language may not be worn at school.
- Students are expected to wear clothing in the manner that the designer intended the item to be worn, including hats.

Sponsors of extracurricular activities, in cases where the students of Walsh JH/HS represent the school and the community or work in close contact with the public may set standards of dress and personal appearance for the students under their direction. Examples would include cheerleader uniforms, sports teams, and extracurricular clubs such as National Honor Society, etc.

Any student deemed in violation of the dress code shall be required to change into appropriate clothing or make arrangements to have appropriate clothing brought to school or the school activity immediately.

If the student cannot promptly obtain appropriate clothing, on the first offense, the student shall be given a written warning and an administrator shall notify the student's parents/guardians.

Outcomes for additional offenses shall be determined by the administrator or his/her designee and will be in line with the nature of the offense and the procedures detailed in the code of conduct.

### **Inappropriate Public Display of Affection (Campus Administrative Policy - CAP)**

Kissing and other inappropriate public displays of affection are not acceptable in the Walsh Jr./Sr. High School, on school grounds or on school sponsored activities.

### **General Disruptions of the Educational Environment (Board Policy JK, CAP)**

Any action that violates classroom expectations or the expected norms of the school environment is not acceptable and will elicit an appropriate response consistent with the code of conduct and the nature of the offense.

## **Subsection 2: Legal/Societal Policies**

*(Actions that lead to serious effects and violate legal and societal expectations)*

### **Bullying Prevention (Board Policy JIDCE)**

The Board of Education supports a secure school climate, conducive to teaching and learning that is free from threat, harassment and any type of bullying behavior. The purpose of this policy is to promote consistency of approach and to help create a climate in which all types of bullying are regarded as unacceptable.

Bullying is the use of coercion or intimidation to obtain control over another person or to cause physical, mental or emotional harm to another person. Bullying can occur through written, verbal or electronically transmitted expression or by means of a physical act or gesture. Bullying is prohibited against any student for any reason, including but not limited to any such behavior that is directed toward a student on the basis of his or her academic performance or any basis protected by federal and state law, including disability, race, creed, color, sex, sexual orientation, national origin, religion, ancestry or the need for special education services, whether such characteristic(s) is actual or perceived.

Bullying is prohibited on district property, at district or school-sanctioned activities and events, when students are being transported in any vehicle dispatched by the district or one of its schools, or off school property when such conduct has a nexus to school or any district curricular or non-curricular activity or event.

A student who engages in any act of bullying and/or a student who takes any retaliatory action against a student who reports in good faith an incident of bullying, is subject to appropriate disciplinary action including but not limited to suspension, expulsion and/or referral to law enforcement authorities. The severity and pattern, if any, of the bullying behavior shall be taken into consideration when disciplinary decisions are made. Bullying behavior that constitutes unlawful discrimination or harassment shall be subject to investigation and discipline under related Board policies and procedures. Students targeted by bullying when such bullying behavior may constitute unlawful discrimination or harassment also have additional rights and protections under Board policies and procedures regarding unlawful discrimination and harassment.

### **Cyberbullying (based on Board Policy JS)**

Actions that use information and communication technologies to support deliberate, repeated, and hostile behavior by an individual or group that is intended to harm another or others. The use of communication technologies for the intention of harming another person. The use of internet service and mobile technologies such as web pages and discussion groups as well as instant messaging or text messaging with the intention of harming another person.

Examples of what constitutes cyberbullying include communications that seek to intimidate, control, manipulate, put down, falsely discredit, or humiliate the recipient. The actions are deliberate, repeated, and hostile behavior intended to harm another. Cyberbullying has been defined by The National Crime Prevention Council: "When the internet, cell phones or other devices are used to send or post text or images intended to hurt or embarrass another person."

Cyberbullying can lead to suspension, expulsion, and/or criminal charges.

### **Reporting Child Abuse (Board Policy JLF)**

It is the policy of Walsh School District RE-1 to comply with laws regarding the reporting of child abuse. To comply with the laws, employees who have reasonable cause to know or suspect that a child has been subjected to abuse or neglect or who has observed the child being subjected to circumstances or conditions which would reasonably result in abuse or neglect, as defined by law, shall immediately report such known or suspected abuse or neglect.

### **Harassment (CAP)**

Harassment based on a person's race, color, national origin, ancestry, creed, religion, sex (which includes marital status), sexual orientation, disability or need for special education services is a form of discrimination prohibited by state and federal law.

Harassing conduct may take many forms, including but not limited to:

- verbal acts and name-calling;
- graphic depictions and written statements, which may include use of cell phones or the Internet;
- other conduct that may be physically threatening, harmful or humiliating.

### **Sexual Harassment (Board Policy JBB)**

Unwelcome sexual advances, requests for sexual favors, or other verbal, nonverbal or physical conduct of a sexual nature may constitute sexual harassment, even if the harasser and the student being harassed are the same sex and whether or not the student resists or submits to the harasser.

### **Secret Societies/Gang Activity (Board Policy JICF)**

The Board of Education desires to keep district schools and students free from the threats or harmful influence of any groups or gangs which advocate drug use, violence or disruptive behavior.

The superintendent or his designee shall establish open lines of communication with local law enforcement authorities so as to share information and provide mutual support in this effort.

The Board prohibits the presence on school premises, in school vehicles and at school-related activities of any apparel, jewelry, accessory, notebook or manner of grooming which by virtue of its color, arrangement, trademark or any other attribute denotes membership in gangs which advocate drug use, violence or disruptive behavior.

### **Drug and Alcohol Use by Students (Board Policy JICH, JICH-R)**

In accordance with the accompanying policy, the following procedures are established for addressing alcohol- or drug-related misconduct. These procedures will supplement and complement authority conferred elsewhere by Board policy and will not be deemed to limit or suspend such other authority.

### **Definition**

For the purpose of this policy, a “substance” or “illicit substance” shall encompass any product defined in policy JIHC as “includ[ing] but...not limited to narcotic drugs, hallucinogenic or mind-altering drugs or substances, amphetamines, barbiturates, stimulants, depressants, marijuana, anabolic steroids, any other controlled substances as defined in law, or any prescription or nonprescription drug, medication, vitamin or other chemical substances not taken in accordance with the Board's policy.” Tobacco/Vaping products shall fall under this definition as “other chemical substances” and will be dealt with in accord to the procedure’s outlined.

### **Use of Substance**

1. When a student is suspected of substance use on school property or school-related events, the person having the suspicion shall notify the principal or designee. Notification must include reasons for such suspicion (observed use, unusual behavior, etc.). The principal or designee will conduct a check of the suspected student and collect data. This action shall comply with the Board policy on investigations and searches.
  - a. If information is not sufficient to warrant further action, the principal or designee may have a personal conference with the student expressing awareness and concern.
  - b. If information warrants, the student’s parent/guardian will be requested to attend a conference at school. The conference may include sharing the data collected, explaining consequences of involvement with drugs/alcohol, developing a plan of action, and offering the student’s parent or guardian general information and resources related to substance abuse.
2. When necessary, emergency health and safety care will be provided and any procedural or disciplinary issues postponed until the student’s immediate needs are treated. While waiting for the student’s parent/guardian or further medical aid, the student will not be left alone but placed in a quiet situation where the student will remain under observation.

### **Possession, distribution and exchange**

Students who possess or are involved in any distribution or exchange of alcohol, drugs, other controlled substances or drug-containing or drug-related paraphernalia in violation of Board policy will be handled in the following manner:

1. A staff member who comes in contact with evidence and/or contraband shall notify the principal or designee immediately.
2. A staff member who has reasonable cause to believe that a student possesses or is involved in any distribution or exchange of alcohol, any controlled substance or drug-containing or drug-related paraphernalia in violation of Board policy will request that the student accompany him or her to the principal or designee. If the student refuses, the staff member will notify the principal or designee immediately.

3. The principal or designee will undertake investigation and search procedures in accordance with Board policy.
4. The principal or designee will place any evidence in an envelope or alternative container as necessary which will be sealed, dated and initialed by the individual who originally obtained the materials and by the principal or designee. The evidence then will be placed in the school safe.
5. The principal or designee shall refer the student to appropriate law enforcement officials in accordance with applicable law. A mutual decision will be made as to retention of the contraband by the school or testing by the authorities.
6. If information warrants, the student's parent/guardian will be requested to attend a conference at school. The conference may include sharing the data collected, explaining consequences of involvement with drugs/alcohol, developing a plan of action, and offering the parent or guardian general information and resources related to substance abuse.

### **Sanctions and interventions**

Students are subject to disciplinary action up to and including suspension and expulsion for any single violation of the accompanying policy. Offenses and consequences for violations of the accompanying policy shall be cumulative for three calendar years. Offenses confirmed from schools prior to the student's enrollment in the district may count toward the cumulative total.

### **Possession, use and/or being under the influence**

#### **First Offense for Use and/or Possession**

1. The student will receive out-of-school suspension assigned on a per case basis and appropriate to the seriousness of the violation. Additionally, a parent/guardian conference will be scheduled prior to re-admittance.
2. Parent/Guardian and student will be provided information concerning voluntary drug and alcohol treatment programs as appropriate. The student may elect to participate in a voluntary drug/alcohol abuse counseling program with attendance verification submitted to the school administration. Upon choice of this option, the student may be readmitted. If counseling is not elected, the student may be suspended from school for an additional five days by the superintendent. The student and his parent/guardian must attend a readmission conference during suspension. At the end of the five days, the student may be readmitted.
3. The principal or his designee will attempt to develop with the parent/guardian and the student a procedure that will outline the responsibilities of the parent/guardian, the student and the school in an effort to keep any further offenses from occurring.

## **Second Offense for Use and/or Possession**

The student will be recommended for expulsion or an appropriate penalty based on the severity of the violation.

### **Purchase, sale, distribution and exchange**

#### **First offense**

1. The student will be suspended for 10 days and additional penalties as appropriate.
2. Alternatives to expulsion may be considered by the principal or designee.

#### **Second offense (if not expelled under first offense guidelines)**

The student will be suspended for 10 days with additional penalties up to expulsion upon the second offense and all subsequent offenses within any three-year period.

## **Dangerous Weapons (Board Policy JICI)**

Using, possessing or threatening to use a dangerous weapon on district property, when being transported in vehicles dispatched by the district or one of its schools, during a school-sponsored or district-sponsored activity or event, and off school property when the conduct has a reasonable connection to school or any district curricular or non-curricular event without the authorization of the school or the school district is prohibited.

As used in this policy, "dangerous weapon" means:

- A firearm.
- Any pellet, BB gun or other device, whether operational or not, designed to propel projectiles by spring action or compressed air.
- A fixed blade knife with a blade that exceeds three inches in length.
- A spring-loaded knife or a pocket knife with a blade exceeding three and one-half inches in length.
- Any object, device, instrument, material, or substance, whether animate or inanimate, that is used or intended to be used to inflict death or serious bodily injury including, but not limited to, a slingshot, bludgeon, nun chucks, brass knuckles or artificial knuckles of any kind.

Students who use, possess or threaten to use a dangerous weapon in violation of this policy shall be subject to disciplinary action, including suspension and/or expulsion, in accordance with Board policy concerning student suspensions, expulsions and other disciplinary interventions.

In accordance with federal law, expulsion shall be mandatory for no less than one full calendar year for a student who is determined to have brought a firearm to or possessed a firearm at school in violation of this policy. The superintendent may modify the length of this federal requirement for expulsion on a case-by-case basis. Such modification shall be in writing.

## **Firearm Facsimiles**

Carrying, using, actively displaying or threatening with the use of a firearm facsimile that could reasonably be mistaken for an actual firearm on district property, when being transported in vehicles dispatched by the district or one of its schools, during a school-sponsored or district-sponsored activity or event, and off school property when such conduct has a reasonable connection to school or any district curricular or non-curricular event without the authorization of the school or school district is prohibited. Students who violate this policy provision may be subject to disciplinary action, including but not limited to suspension and/or expulsion, in accordance with Board policy concerning student suspensions, expulsions and other disciplinary interventions.

A student may seek prior authorization from the building principal to carry, bring, use or possess a firearm facsimile that could reasonably be mistaken for an actual firearm on school property for purposes of a school-related or non-school related activity. A student's failure to obtain such prior authorization is a violation of this policy provision and may result in disciplinary action, including but not limited to suspension and/or expulsion, in accordance with Board policy concerning student suspensions, expulsions and other disciplinary interventions. The principal's decision to deny or permit a student to carry, bring, use or possess a firearm facsimile that could reasonably be mistaken for an actual firearm on school property shall be final.

## **Violent and Aggressive Behavior (Board Policy JICDD)**

The Board recognizes there are certain behaviors that, if tolerated, would quickly destroy the type of learning environment to which the students and staff of the district are entitled. These behaviors, categorized as violent or aggressive, will not be tolerated and shall result in immediate action being taken by the district.

Students exhibiting violent or aggressive behavior or warning signs of future violent or aggressive behavior shall be subject to appropriate disciplinary action including suspension and/or expulsion in accordance with Board policy concerning student suspensions, expulsions and other disciplinary interventions. As appropriate and in accordance with applicable law, students may also be referred to law enforcement authorities. At the district's discretion and when appropriate, the student may receive appropriate intervention designed to address the problem behavior.

Students shall be taught to recognize the warning signs of violent and aggressive behavior and shall report questionable behavior or potentially violent situations to appropriate school officials. All reports shall be taken seriously.

Acts of violence and aggression shall be documented and communicated by the staff to the building principal and the superintendent. The immediate involvement of the student's parents/guardians is also essential.

An act of violence and aggression is any expression, direct or indirect, verbal or behavioral, of intent to inflict harm, injury or damage to persons or property. A threat of violence and aggression carries with it implied notions of risk of violence and a probability of harm or injury.

The following behaviors are defined as violent and aggressive:



- Possession, threat with or use of a dangerous weapon — as described in the Board's weapons policy.
- Physical assault - the act of striking or touching a person or that person's property with a part of the body or with any object with the intent of causing hurt or harm.
- Verbal abuse - includes, but is not limited to, swearing, screaming, obscene gestures or threats directed, either orally (including by telephone) or in writing, at an individual, his or her family or a group.
- Intimidation - an act intended to frighten or coerce someone into submission or obedience.
- Extortion - the use of verbal or physical coercion in order to obtain financial or material gain from others.
- Bullying - as described in the Board's policy on bullying prevention and education.
- Gang activity - as described in the Board's secret societies/gang activity policy.
- Sexual harassment or other forms of harassment - as described in the Board's sexual harassment policy and nondiscrimination policy.
- Stalking - the persistent following, contacting, watching or any other such threatening actions that compromise the peace of mind or the personal safety of an individual.
- Defiance - a serious act or instance of defying or opposing legitimate authority.
- Discriminatory slurs - insulting, disparaging or derogatory comments made directly or by innuendo regarding a person's race, color, ancestry, creed, sex, sexual orientation, religion, national origin, disability or need for special education services.
- Vandalism - damaging or defacing property owned by or in the rightful possession of another.
- Terrorism - a threat to commit violence communicated with the intent to terrorize or with reckless disregard for the risk of creating such terror or to cause serious public inconvenience, such as the evacuation of a building.

## **Student Discipline**

### **Procedural Infractions (CAP)**

Those actions which fall in the category of procedural violations will elicit a response that is graduated and based on the nature and seriousness of the infraction. For initial or non-routine violations, consequences will be determined by the administrator and would consist of a conference with the teacher or administrator and an assigned detention or any other action as the principal shall deem appropriate. Continued and habitual violations of procedure may lead to more serious consequences including involvement of parents, in school suspension, out of school suspension, or other actions as deemed appropriate.

**Legal/Societal Infractions (CAP)**

Those actions which violate legal or community expectations as detailed in board policy and this code of conduct will elicit what is generally termed a “Level 3” response which may consist of in-school suspension, out of school suspension, long-term suspension, expulsion, and/or involvement of appropriate law enforcement or any combination of the above.

**Remedial discipline plans (Board Policy JK)**

The principal may develop a remedial discipline plan for any student who causes a material and substantial disruption in the classroom, on school grounds, in school vehicles or at school activities or events. The goal of the remedial discipline plan shall be to address the student's disruptive behavior and educational needs while keeping the child in school.

**Discipline of habitually disruptive students (Board Policy JK)**

Students who have caused a material and substantial disruption on school grounds, in a school vehicle or at a school activity or sanctioned event three or more times during the course of a school year may be declared habitually disruptive students. Any student enrolled in the district's schools may be subject to being declared a habitually disruptive student. Declaration as a habitually disruptive student shall result in the student's suspension and/or expulsion in accordance with Board policy concerning student suspensions, expulsions and other disciplinary interventions.

**Discipline of Students with Disabilities (Board Policy Jk-2)**

Students with disabilities are neither immune from a school district's disciplinary process nor entitled to participate in programs when their behavior impairs the education of other students. Students with disabilities who engage in disruptive activities and/or actions dangerous to themselves or others will be disciplined in accordance with their Individualized Education Programs (IEPs), any behavioral intervention plan and this policy.

Nothing in this policy shall prohibit an IEP team from establishing consequences for disruptive or unacceptable behavior as a part of the student's IEP and/or behavioral intervention plan.

**Use of Physical Intervention and Restraint (Board Policy JKA-R)**

To maintain a safe learning environment, district employees may, within the scope of their employment and consistent with state law, use physical intervention and restraint with students in accordance with this policy and accompanying regulation. Such actions shall not be considered child abuse or corporal punishment if performed in good faith and in compliance with this policy and accompanying regulation. According to applicable rules of the Colorado State Board of Education, a student, parent, or legal guardian may file a complaint about the use of restraint or seclusion used by an employee or volunteer of a school district. To file a complaint, contact the Superintendent.

### **Disciplinary Removal from Classroom (Board Policy JKBA)**

It is the policy of the Board to maintain classrooms in which student behavior does not interfere with the ability of the teacher to teach effectively or the ability of other students to participate in classroom learning activities.

A teacher is authorized to immediately remove a student from the teacher's classroom if the student's behavior:

1. violates the code of conduct adopted by the Board;
2. is dangerous, unruly, or disruptive; or
3. seriously interferes with the ability of the teacher to teach the class or other students to learn.

### **Suspension/Expulsion of Students (Board Policy JKD-JKE, JKD-JKE-R)**

The Board of Education shall provide due process of law to students through written procedures consistent with law for the suspension or expulsion of students and the denial of admission. In matters involving student misconduct that may or will result in the student's suspension and/or expulsion, the student's parent/guardian shall be notified and involved to the greatest possible extent in the disciplinary procedures.

### **Policies and Disclaimers**

The procedures and rules contained in this student handbook are found in or inferred from school board policy or campus administrative procedures. The board policy manual contains more comprehensive processes which may or may not apply to the context of this handbook. Any conflicting information between the handbook and board policy manual is accidental and such occasions should defer to board policy as the correct version.

### **Non-Discrimination Policy**

All Walsh School District Programs and Activities are open to all students regardless of race, color, national origin, sex, or handicap: except where it is necessary to protect the safety and welfare of the student.

### **Equal Educational Opportunities**

Every student of this school district shall have equal educational opportunities through programs offered in the school district regardless of race, color, ancestry, creed, sex, sexual orientation, religion, national origin, marital status, disability or need for special education services.

This concept of equal educational opportunity shall guide the Board and staff in making decisions related to school district facilities, selection of educational materials, equipment, curriculum and regulations affecting students. Students with identified physical and mental

impairments that constitute disabilities shall be provided with a free appropriate public education, consistent with the requirements of federal and state laws and regulations.

### **Addendum**

- One Title I Parent and Family Engagement (School/Parent Compact)
- Two Fire Drill Procedures
- Three Tornado Procedures
- Four Signature Page Acknowledging Receipt of Student Handbook
- Five Signature Page Acknowledging Receipt of Use of Internet and Electronic Communications Agreement

## **Title I Parent and Family Engagement (School/Parent Compact)**

This policy and compact have been jointly developed and agreed upon by the Walsh Elementary School and parents and families of students served in the school pursuant to Title I (hereafter referred to as “parents”).

### **Policy**

The administration, staff, parents and family members of this school believe that the improved academic achievement of each student is a responsibility shared by the entire school community, including the school district, school, community members, school administration, staff, students, and parents (as defined for purposes of this policy to include guardians and all members of a student’s family involved in the student’s education).

- Parent and family engagement activities in the school will include opportunities for:
- Parents to volunteer and be involved in school activities
- Staff development and parent education
- Parents to provide home support for their student’s education
- Parents to participate in school decision-making
- Effective communication between the school and parents

### **Compact**

#### **Responsibilities of school**

The school will:

- Provide a high-quality curriculum and instruction in a supportive and effective learning environment enabling students to meet the district’s academic standards.
- Involve parents in an organized, ongoing and timely way in the planning, review and improvement of Title I programs, plans and policies.

School Parent and Family Engagement Policy, the administration will:

- Facilitate and implement the Title I Parent and Family Engagement Policy.
- Involve parents in the planning, review and improvement of the School Parent and Family Engagement Policy at least annually.
- Provide notice to parents of the School Parent and Family Engagement Policy in an understandable and uniform format and to the extent practicable, in a language the parents can understand.
- Make the School Parent and Family Engagement Policy available to the community.

With regard to parent meetings, the administration will:

- Convene annual meetings to inform parents of their school's participation in Title I, the requirements of Title I and the right of parents to be involved.
- Inform parents of all meetings and encourage and invite parents to attend. Meetings shall be offered at various convenient dates and times to facilitate attendance by parents.

With regard to Title I Programs and Plans, the administration will:

- Inform parents about the goals and purposes of Title I, any Title I programs at the school, the curriculum used in the programs, the academic assessments used to measure student progress, and the proficiency levels students are expected to meet.
- Involve parents in the planning, review and improvement of any Title I programs at the school.
- If the Title I plan is not satisfactory to the parents, submit any parent comments on the plan when it is submitted to the district.
- If requested by parents, provide opportunities for regular meetings of parents and the school where parents may offer suggestions and ask questions regarding Title I policies and programs.
- Administrators will provide timely responses to parents' suggestions and questions.
- Provide assistance to parents, as appropriate, in understanding such topics as the district's academic standards, state and district academic assessments, the requirements of Title I, how to monitor their student's academic progress and how to work with school staff to improve the achievement of the student.

With regard to professional development, the administration will:

- With the assistance of parents, educate teachers, specialized instructional support personnel, principals and other school leaders and staff in:
  - the value and utility of contributions of parents
  - how to reach out to, communicate with, and work with parents as equal partners
  - implementing and coordinating parent programs
  - building ties between parents and the school

With regard to the coordination with other programs, the administration will:

- To the extent feasible and appropriate, coordinate and integrate parent engagement programs and activities with other relevant federal, state and local laws and programs, (including public preschools), and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their students.

### **Shared responsibilities of administration and staff**

Administration and staff will:

- Provide assistance to parents, as appropriate, in understanding such topics as the district's academic standards, state and district academic assessments, the requirements of Title I, how to monitor their student's academic progress and how to work with school staff to improve the achievement of the student.

- Provide materials and training to help parents work with their student to improve the student's achievement, such as literacy training and using technology (including education about the harms of copyright privacy) as appropriate, to foster parental engagement.
- Ensure that all information related to school and parent programs, meetings and other activities is sent to parents in a format and, to the extent practicable, in a language the parents can understand.
- Provide such other reasonable support for parental engagement activities as parents may request.

### **Responsibilities of staff**

The staff will:

- Assist the administration in facilitating and implementing the Title I Parent and Family Engagement Policy and parent engagement activities.
- Advise parents of their student's progress on a regular basis.
- Be readily accessible to parents and provide opportunities for parents to meet with them on a regular basis to discuss their student's progress and to participate as appropriate in the decisions relating to their student's education. For elementary schools, at least one parent/teacher conference shall be held each year during which the school-level Title I Parent and Family Engagement Policy (School/Parent Compact) will be discussed as it relates to the student's achievement.
- Provide opportunities for parents to volunteer and participate in their student's class and observe classroom activities.
- Ensure regular two-way, meaningful communication between parents and school staff, and, to the extent practicable, in a language that parents can understand.

### **Responsibilities of parents**

Parents will:

- Support their student's learning at home by:
  - monitoring attendance
  - monitoring completion of homework
  - monitoring television watching
  - encouraging positive use of extracurricular time
- Volunteer in the classroom.
- Participate, as appropriate, in decisions related to their student's education.
- Actively communicate with school staff regarding their student's needs and circumstances.
- Be aware of and follow rules and regulations of the school and school district.

## Fire Drill Procedures

Walsh Fire Dept. - 324-5566    Emergencies – 911

The signal for a fire is a buzzing sound accompanied by strobe lights. Upon hearing the alarm, teachers are to remind students to **WALK SINGLE FILE** out of their rooms using the following exits. Everyone is to meet on the **BIG FIELD south of the school**. Teachers are to take their grade books out of the building so that roll call can be taken after a safe distance has been obtained. One student from each group will then proceed to the cement slab to report roll call to the principal. **If possible, ALL DOORS AND WINDOWS SHOULD BE CLOSED.**

### ROOM

Preschool

Kindergarten

1<sup>st</sup> Grade

2<sup>nd</sup> Grade

3<sup>rd</sup> Grade

4<sup>th</sup>, 5<sup>th</sup>, 6<sup>th</sup> Grade

4<sup>th</sup>, 5<sup>th</sup>, 6<sup>th</sup> Grade

4<sup>th</sup>, 5<sup>th</sup>, 6<sup>th</sup> Grade

Art

I.M.C. (Library)

Computer Room

Nurse

Music, Special Ed, Migrant, Speech

Gym

Title I

Workroom & Board Room

Superintendent's Office

Principal's Office & Secretary

### EXIT

East Outside Door

West Outside Door

Outside Door

North Outside Door

North Outside Door

South Outside Door

West Outside Door

South Outside Door

South Outside Door

Southwest Hall Door

Northwest Hall Door

North Main Entrance

East Hall Door

Any Outside Exit

North Outside Door

South Outside Board Room

South Outside Door

North Main Entrance



## **Tornado Drill Procedures**

Tornado Warning - a tornado has been spotted in the area.

A tornado warning will be given with an announcement over the public address system. At this time, all classes will go to their assigned rooms as quickly as possible. The all clear will be signaled by an announcement over the public address system. At this time, please stay in your location until you are notified by the principal.

When a tornado watch is issued by the National Weather Service, all rooms will be notified by office personnel. Students will be reminded of procedures by each teacher.

### **TORNADO PROCEDURES**

ALL STAFF AND STUDENTS WILL REPORT TO THE ELEMENTARY LIBRARY. STAFF AND STUDENTS SHOULD SIT IN THE AREA BETWEEN THE BRICK WALLS AT EITHER END OF THE LIBRARY.

DO NOT SIT UNDER SKY LIGHTS OR IN FRONT OF CLASSROOM DOOR.

CLOSE CLASSROOM DOOR – DO NOT WORRY ABOUT CLASSROOM WINDOWS.

- An announcement will be made over the public address system indicating that tornado warning procedures should be followed.
- Teachers take attendance and keep your class together in the library.
- Check for any injured students.
- Electricity – to be turned off by the Custodian
- Gas – to be turned off by the Custodian
- Principal and Secretary will check by class to ensure all students are accounted for.
- Principal and Secretary will meet at office to confirm all clear. An all-clear announcement will be made over the public address system.

## Acknowledging Receipt of Student Handbook

**This signature page is due to the elementary office by:**

I have had an opportunity to review the contents of the 2023/2023 Student Handbook and understand the expectations. By signing below, my student and I agree to abide by the expectations set forth in this handbook.

---

Student's Printed Name

---

Parent/Guardian's Printed Name

---

Student's Signature

---

Parent/Guardian's Signature

## Student Use of the Internet and Electronic Communications

Student: I have read, understand and will abide by the district's policy on Student Use of the Internet and Electronic Communications. Should I commit any violation or in any way misuse my access to the school district's technology devices, including use of the Internet and electronic communications, I understand and agree that my access privileges may be revoked and disciplinary and/or legal action may be taken.

*Your signature on this Acceptable Use Agreement is binding and indicates you have read the school district's policy on Student Use of the Internet and Electronic Communications and understand its significance.*

---

Student's Name (print)

---

Date of Birth (day/month/year)

---

Student's Signature

---

Date

As the parent or guardian of this student, I have read the district's policy on Student Use of the Internet and Electronic Communications. I understand that access to the Internet and electronic communications is designed for educational purposes and that the school district has taken reasonable steps to block or filter material and information that is obscene, child pornography or otherwise harmful to minors, as defined by the Board. I also recognize, however, that it is impossible for the school district to prevent access to all materials or information I might find harmful or controversial and I agree not to hold the district responsible for any such materials and information accessed by my child. Further, I accept full responsibility for supervision if and when my child's Internet or electronic communications use is not in a school setting.

I hereby release the school district from all costs, claims, damages or losses resulting from my child's use of district technology devices, including use of the Internet and electronic communications, including but not limited to any user fees or charges incurred through the purchase of goods or services.

I hereby give permission to issue an Internet and electronic communications account for my child and certify that the information contained on this form is true and correct.

*Your signature on this Acceptable Use Agreement is binding and indicates you have read the district's policy on Student Use of the Internet and Electronic Communications carefully and understand its significance.*

---

Parent/Guardian's Name (printed)

---

Parent/Guardian's Signature

---

Date