

# Parent-Student Handbook

The mission of the Wyndmere Public School is to create an environment where students and staff are safe, respectful, and responsible. The staff is committed to ensure all students are proficient and will graduate with the necessary skills to thrive as 21st century learners, workers, and citizens.

## Personnel

[2016-2017]

Dan Dalchow

Shari Hetland

### Secondary Education

Scott Strenge

Cynthia Anderson

Tammy Goerger

Tamara Hanson

Amber Fyre

Jenny Manstrom

Alison Orgaard

Melissa Lunneborg

Cara Cody-Braun

Stacey Strenge

Michelle Orth

Rylan Gutzmer

Superintendent

Administrative Assistant

H.S. Principal, AD, Coaching

Business, Prom Advisor, Annual

Instrumental Music, Choral Music

Math

Science

Librarian, English

Guidance Counselor

Math

Spanish, Speech Advisor

English

PE- Social Studies, Coaching

PE- Health, Coaching

### Elementary Education

David Hanson

Brianna Stein

Bobbi Tompkins

Kelly Kohoutek

Heidi Foertsch

Rae Hosford

Erika Illies

Julia Hoffert

Todd Hosford

Russell Gerhardt

Rylan Gutzmer

Jane Groven

Kelly Honl

Danielle Luebke

Nanette Klosterman

Deb Jacobson

Elem. Principal, Tech Coordinator

Kindergarten

Grade 1

Grade 1

Grade 2, Cheerleading Advisor

Grade 3, Coaching

Grade 4

Grade 5

Grade 6, Coaching

Elem. Music

Elementary Physical Education

L.D. Instructor

Speech

Elementary Counselor

EBD Instructor

Title One

Dear Parents;

Welcome to the Wyndmere Public School District! It is my hope that you will find the education your child/children receive to be one of the highest quality.

The purpose of this handbook is to better acquaint both parents and students to the regulations and offerings of Wyndmere Elementary School. The information it contains will hopefully answer many questions concerning school matters. Realizing that it will leave some questions unanswered, I sincerely hope you will call the school for additional information as the need arises. I feel strongly that the school and home must work together. A good parent-teacher relationship is very important in developing a sound educational program!

Again welcome to Wyndmere and please feel free to give me a call if you have any further questions!

Sincerely,

*David M. Hanson*

**David M. Hanson**  
Elementary Principal  
439-2287 (School)  
<http://www.wyndmere.k12.nd.us>

## **ATTENDANCE**

Regular attendance is required. Illness or matters of extreme urgency are the only reason, without prior approval, for students to be absent from school. Some medical and dental excuses will be allowed but every effort should be made to go to the doctor or dentist during non-school days or during vacations if at all possible.

## **DRESS CODE**

Parents are responsible to see that their children are neat and clean in appearance and dress appropriately for school and school functions and weather conditions. Students not appropriately attired may be sent home from school or prohibited from school functions.

## **INSTRUCTOR'S AUTHORITY OVER STUDENTS**

Every instructor has the authority over all students, at all times, in all areas of the school premises at any time students may be on such premises, whether during school hours, of after school or on a school day.

## **THINGS TO REMEMBER (Students)**

Show respect for others at all times. Direct all teachers with proper salutation and last name. Do not run or shove your way through the hallways. Keep to the right in passing. Help to preserve school property. Writing on desks, lockers, and walls is highly destructive and this practice will not be tolerated. Do not argue with the teacher on questions of discipline. If you think the teacher is in error, ask to discuss the matter after class. During an assembly, proper respect should be shown for the speaker!

**Grading** – All second-sixth grade teachers are required to use the Wyndmere Public School adopted grading scale. (A+ 100% A 96-99% A- 94-95% B+ 92-93% B 89-91% B- 87-88% C+ 85-86% C 82-84% C- 80-81% D+ 78-79% D 72-77% D- 70-71%) All teachers in grades 2-6 are expected to use PowerGrade. Quarter grades should be based on a variety and a quantity of assessments (daily work, projects, quizzes, test, etc.)

**Report Cards** – Grade 2-6 teachers will post their grades to PowerGrade on a **weekly basis** or more frequently as would best serve the class since parents have access to PowerGrade. All progress reports and report cards will be pulled from PowerGrade. It is the responsibility of the teacher to make sure all final grades are entered prior to the deadlines set by the administrators. Social & Work Habits are reported on a separate sheet. These sheets will go home with the report card at each of the four reporting periods.

## **Kindergarten-First Grade**

Grades/Marks will be placed on the Report Card four times during the school year. Social Habits and Work Habits will also be marked during these grading periods. (Not Available through PowerSchool)

## **Mid-Term Reporting**

The nine week grading period was implemented with the understanding that mid-term reporting (4 1/2 weeks) to parents. Parents are encouraged to use Power School to keep current with student progress.

**STAR Testing-** Star tests will be given to all students K-6 during the first two weeks of each school year. Students who receive academic interventions beyond the regular classroom will be progress monitored through the STAR Testing up to four additional times a year to determine if interventions are effective. Teachers are expected to use the STAR test results to target areas where students are not proficient in the North Dakota Common Core Standards and provide interventions/remedial instruction in those areas. New students will be tested upon entering our school system. Parents will receive a copy of all STAR results in a timely manner.

## **ELEMENTARY LIBRARY**

Motivating the student for reading is one of the most important functions of our elementary library. There is a direct correlation between student's reading habits and their scores on standardized reading tests. Therefore, we encourage the parents to find time to read the books to your child, which they bring home, particularly if they are in kindergarten or first grade. A weekly library time will be scheduled for each grade. (30 Minutes)

### **Some of our elementary library rules:**

1. All books must be signed out and the card left with the homeroom teacher.
2. Two weeks is the time limit allowed for a book to be checked out. It may be renewed for one week if the child has not finished the book.
3. If a book is overdue, a 1-cent fine must be paid. No other books may be signed out until the book is returned and the fine paid.
4. When a book is lost or destroyed the student will have to pay for it.

## **ELEMENTARY ENTRANCE REQUIREMENTS**

All pupils entering kindergarten must reach the age of five years by midnight of August 1st. Section 15-47-01 of the N.D. Century Code will allow some children to enter kindergarten early under certain circumstances.

### **NORTH DAKOTA CENTURY CODE #23-07-17.1**

Required upon admission to school, a Certificate of Immunization on each child properly must be completed and signed. Students may not be admitted without this Certificate of Immunization. This form is available at the school and should be returned to the school.

### **Registration**

At the beginning of the school year a registration sheet is mailed out to the parents. As a part of registration the students can purchase an activity ticket. This ticket is good for all regular season activities in the school. All money and registration sheets should be turned into Mr. Hanson.

## **Lost and Found**

Articles are collected in the elementary workroom where they are retained until claimed or the school year ends at which time they are donated to a clothing drive.

## **Parent-Teacher Conferences**

Parent-teacher conferences will be held in all grades and shall be scheduled approximately at the middle of the first nine-week period, and in the middle of the third nine-week period. Conferences run from 3:30-9:30PM. Elementary conferences are scheduled ahead of time. Each conference is held for fifteen minutes. Some elementary staff send home time request sheets with the students prior to the scheduling meeting to get a better idea of when parents would be available. The scheduling meeting takes place approximately one week prior to conferences.

## **Open House**

An Elementary Open House for Parents is scheduled in the evening during the first ten days of school. The event runs from 6:30PM-8:30PM. Classroom instructors will make a presentation (15-minute rotation) for the parents that come to their room.

## **Class Website**

All teachers are encouraged to create and keep their website updated. Teachers need to seek assistance if they are unable to update their pages due to some type of technical concern.

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**Tardies-** An elementary student is tardy if they arrive before 9:30AM for the morning count and 12:30 for the afternoon count. Students would be absent a half-day if they come after 9:30AM and 12:30.

## **BELL SCHEDULE**

8:00	Staff Arrive
8:25	Bells Rings to Come In
8:30	Warning Bell (High School)
8:35	School Begins
12:25	Recess Bell
12:30	School Resumes
2:25	Recess Bell
2:30	School Resumes
3:25	K-3 Dismissal
3:30	4-6 Dismissal
4:00	Staff Dismissal

### **Elementary Lockers**

Grades 2,3,4,5,6 have lockers located in the hall. They are to be kept neat and clean. The only items that are allowed on top are band instruments. On nights of home basketball or volleyball games, items of worth should not be left in the lockers unless locked. Anyone that brings a lock for his or her locker must supply the principal with the combination or a key.

### **Poster/Coloring Contests**

Throughout the year there will be opportunities for our students to participate in poster and coloring contests. In the past the coloring contests have been through the American Legion for Poppy Days, the FFA and any others I am not recalling at this time. The poster contests have been held for; Shrine Circus, Keep N.D. Clean, and the American Legion Poppy Poster Contest.

### **Parties**

The past practice is to have a Halloween, Christmas and Valentine's Party.

### **LAST Day**

Grades 1-6 have been going to Wahpeton on the morning of the last day. Grades 4-6 go bowling and Grades K-3 go to the movie.

### **Spirit Week**

Homecoming is generally held in October. Each day will have a special theme and suggested dress code. (Participation is up to the classroom teacher but I recommend you consider participating.) The elementary is welcome to attend the coronation and the pep rally but do not participate in the contests.

### **Elementary Parking Lot**

The elementary parking lot is not a part of the playground, except during what we call the wet season. When the students have no where else to go, they do use this area. During these times, we park on the north end of the lot, or use the High School parking lot.

### **SCHOOL CLOSING**

In the event that school is called off, buses not running or early dismissal occurs, parents will be contacted using our Honeywell Instant Alert automated system. Please make sure that you respond to the prompts that you are given. Information on how to add email and additional contact numbers can be arranged with Shari Hetland (Administrative Assistant). These announcements will be made as soon as possible in the morning or at a time in advance of school closing during the day. Announcements can also be found on TV channels WDAY and KVLV. In the event that students cannot be sent home on the bus, they will be sent to their storm home.

## **VISITORS and PARENTS**

All visitors need to report to the office immediately before continuing to the destination within the school. We encourage parents to visit the school and see their children as needed, yet if a simple message can be delivered, we ask that you call and let the office staff send your child's teacher a message. Should parents/guardians choose to visit in person, please understand that teaching staff cannot be expected to visit with you during instructional time. We ask that classroom visits be minimized during the first two weeks of school, the last day preceding a vacation, the first day following a vacation or the last day of a quarter. Parents will have a better idea of the work being done if these exceptions are observed. Please set up a specific time before or after school to do this. Student visitors are not allowed during the school day.

## **BICYCLES-ROLLERBLADES-SKATEBOARDS-SCOOTERS**

No riding will be allowed in the school grounds during school hours. Bicycles are to be parked in the rack provided and taken home at the end of the day. Wheelies (Shoes) are not allowed inside the school building. Students are required to bring alternative shoes to wear inside the building or remove the wheels.

## **ACCIDENTS**

In the case of an accident on the school premises during school hours, we will render first aid as needed and parents will be notified via written notice and/ or phone call. If the accident is of a serious nature, parents will be contacted immediately. Parents maintain full medical responsibility for their children attending public school.

## **MEDICAL EMERGENCY**

The signed permission on each child's enrollment form gives school personnel permission to phone for emergency assistance if the legal parent/guardian cannot be contacted.

## **COUNSELOR**

An elementary counselor is available 1.5 days a week. A weekly 30-minute full class session will be scheduled. The counselor is also available for individual counseling or small group counseling as well. Counseling services are also available to a parent that is looking for ideas of how to deal with certain areas of behavior with their child(ren).

## **PICTURES ACCOMPANIED BY NAMES**

Parent permission is needed to use student names with pictures in the school newsletter, school website, classroom projects, school fliers, playbills showing student's role in drama/music productions, academic honor/recognition list and given to the local news media.

## **ANIMALS FOR SHOW & TELL**

No person may bring an animal on to school property until the building principal grants permission. Permission shall not be granted until the building principal verifies the animal has been:

1. Properly vaccinated. (Copy of vaccination records required)
2. Classroom Instructor will notify parents if an animal is being brought in for Show & Tell. Parents may choose to opt their child out of that event.
3. Students may bring other items for "Show-N-Tell" with their teacher's approval.

## **APPROPRIATE FOOT WEAR**

Children are asked to have tennis shoes available for gym periods. Gym shoes are not allowed outside. This is a safety precaution for your child as dirty shoes make the playing floor dangerously slippery. Playing games in the gym stocking footed is not allowed.

## **SCHOOL BREAKFAST**

Breakfast is served beginning at 8AM. Student should be in the lunchroom by 8:20 if they are going to eat breakfast. Students will be sent back to their classrooms at 8:30AM.

## **SNACKS-TREATS-MILK**

Students in grades K-3 are allowed to bring a snack and participate in the school milk program. Milk tickets can be purchased in the High School office.

Students' lifelong eating habits are greatly influenced by the types of foods and beverages available to them. Refreshments or treats, brought into the classroom, both during school and after school, are strongly recommended and encouraged to be healthy alternatives. (Wyndmere Wellness Policy)

Children may bring treats (such as on their birthday) provided they obtain their teacher's permission.

## **BIRTHDAYS AND CELEBRATIONS**

Birthday or party invitations may be distributed in school only if every child in the class is to receive one. (All Boys- All Girls- All Students) If only a few students are to be invited, arrangements should be made outside of the school setting.

Balloons, flowers and etc. delivered to school will be kept in the front office until the end of the day. If a student receives a delivery at school the front office will call the student down to view the delivery, and remind them to pick it up at the end of the school day.

**Food/Drink** – K-6 students should not have food or drinks in the hallways, lockers, or other areas. Snacks and milk are acceptable in the classrooms during breaks or for a special occasion. Gum is allowed at teacher's discretion, but should be thrown in the trash upon leaving that teacher's room. Pop is not allowed in the lunchroom under the Federal School Lunch program guidelines. Staff and students are expected to follow the Wellness Plan and the peanut and tree nut policy for our school. This includes reading labels to avoid cross contamination of foods produced with peanuts.

## **Care of Property and Room**

Desks, books and other school equipment, which are loaned to the student, are school property. Any damage done to such equipment will be assessed against the borrower.

## **Corporal Punishment**

Law does not allow corporal punishment. However, reasonable force may be used to break up student fights, or protect oneself from physical harm.

## **TELEPHONE CALLS**

Parents are urged to not call their children during the school day unless an emergency exists. Students will not place phone calls from school unless granted permission to do so. Students will also not be allowed to use the phone unless supervised by school personnel. Missing items has started to become a problem in the elementary workroom.

## **SCHOOL BUS POLICIES**

All buses will operate according to the bus laws of the State. The superintendent will determine bus routes. Buses will go into the farmyards where homes are more than 40 yards from the regular bus routes. This will be done only if driveways and yards are in proper conditions to do so. When any route, road or driveway, or yard becomes too difficult to travel, only good roads will be used and parents will be responsible to deliver and pick up their children at the nearest point on the route that the bus can travel; this is to be determined by the driver and the superintendent. Parents will be notified of the change.

The driver may assign seats if the student riding the bus becomes a disciplinary problem. Students must remain seated at all times while the bus is moving and may not change seats while the bus is in motion. Drivers are responsible for controlling students in the bus and for reporting any problems to the superintendent and principals, who in turn will notify the parents of the problem. If the same students are again reported, they may be subject to not riding the bus for a period of one week, after which time, another report on the student's behavior may carry with it the expulsion from the bus for the rest of the year. The willful destruction of the bus seats may require the student to pay for the replacement cost.

## **SPECIAL SERVICES**

Wyndmere Elementary has many services that provide a better learning atmosphere.

**Title One:** Provided to students grades K-12 needing additional help in reading.

**PHYSICAL EDUCATION:** P.E. for all children is conducted by a P.E. specialist. Gym shoes are required. No black soles.

**MUSIC:** An exciting music program for all children conducted by a music specialist.

**LEARNING DISABILITIES:** A program provided for those students having a qualifying difficulty learning and related problems.

**SPEECH:** A program for those students having difficulty with speech related problems.

**BAND:** A program provided for those students interested in grades 5-6.

**SCHOOL NURSE:** The county nurse is on call all school hours.

**KEYBOARDING:** A program provided to 3rd-6th graders by a trained professional.

### **GUIDANCE & COUNSELING SERVICES**

Wyndmere Public School employs a part time elementary guidance counselor. This addition to the staff is very beneficial for our students and they look forward to many programs being implemented.