

# Wilmore-Davis Elementary



Major Events Calendar & Student/Family Handbook

**2018-2019**

# **WILMORE-DAVIS ELEMENTARY**

**7975 W. 41<sup>th</sup> Ave.**

**Wheat Ridge, CO 80033**

**School Phone: 303-982-2890**

**School Fax: 303-982-2891**

**School Attendance Line: 303-982-2889**

**Safe2Tell: 1-877-542-7233**

**Principal: Janace Fischer**

**Voicemail Phone: 303-982-6180 [jfischer@jeffco.k12.co.us](mailto:jfischer@jeffco.k12.co.us)**

## **SCHOOL HOURS**

**Preschool, Full Day Kindergarten-5<sup>th</sup> grades 8:45 a.m. - 3:25 p.m.**

## **OFFICE HOURS**

**7:30 a.m. – 4:00 p.m.**

## **FOLLOW US!!**

**Wilmore-Davis web site: [jeffcowilmoredavises.ss12.sharpschool.com](http://jeffcowilmoredavises.ss12.sharpschool.com)**



**Twitter: @WilmoreDavis**



**Instagram: [wilmoredavis](https://www.instagram.com/wilmoredavis)**



**Facebook: Wilmore-Davis Elementary School**



**Mobile App: Flyer School (search for Wilmore-Davis)**

# **WILMORE-DAVIS ELEMENTARY**

## **2018-2019**

### **ABOUT OUR SCHOOL**

Wilmore-Davis Elementary school is a Jefferson County School located in the Wheat Ridge Articulation area. Our school was built in 1954, and is named for the W.W. Wilmore and R.T. Davis families, who owned and operated floral greenhouse businesses on the northwest and northeast properties of 38<sup>th</sup> Avenue and Wadsworth Blvd. In what was once largely an agricultural area, the Wilmore Dahlia Farm and the Davis Wholesale Floral businesses were two landmarks renowned for their successful commercial flower production.

Students attend Wilmore-Davis for Preschool through Fifth grade. Students that live in our attendance area will attend Everitt Middle School when they finish sixth grade. We offer vocal music, physical education and art as well as the core content areas of reading, writing, math, social studies and science to our students. We also offer Instrumental Music for our fifth grade students. A breakfast and lunch program is available each day school is in session. On FLEX Days, students will be scheduled a testing window so teachers can assess their progress at the beginning of the year and end of the year. **Our FLEX days are: August 25, 28 and May 4, 7.** Our **Non-Contact Days** are scheduled to provide teaching staff an opportunity to meet, plan and implement new/revised instructional programs for our students. **Non- Contact days are September 22<sup>nd</sup>, November 3<sup>rd</sup>, February 16<sup>th</sup>, March 16<sup>th</sup> and April 27<sup>th</sup>.**

Our teaching staff varies in experience from student teachers to teachers with twenty plus years of experience. Our teachers believe that all children can learn given the opportunities to be successful in class with the support from school and home. Additional information can be found on our school website that can be accessed at: [jeffcowilmoredavises.ss12.sharpschool.com](http://jeffcowilmoredavises.ss12.sharpschool.com). We recommend that you save our school website in your Favorites for quick access.

### **ARRIVAL & DEPARTURE TIME**

State law requires students attend school every day. Excessive absences could lead to a court appearance for the child and parent(s). Please see the Attendance Policy to get specific information about your child meeting the state compulsory attendance laws.

**Arrival:** Students who participate in the before school breakfast program are to arrive at 8:00 a.m. Students who do not eat breakfast, but arrive early will be invited to participate in yoga, create in the Innovation Room, walk/jog outside around the field or read in the Library, beginning at 8:15 each morning. All other students will enter school beginning at 8:30 a.m. and report directly to their classroom. Our teaching staff will be present to assist students with interventions, homework, or extra help that the student may require. Class begins promptly at 8:45 a.m. and the tardy bell rings at 8:50 a.m. Students are asked not to arrive at school before 8:15 a.m. unless they are participating in the breakfast program, extra-curricular activity, or have a scheduled appointment with a staff member. **There is no supervision outside of school before 8:15 a.m.**

8:00 A.M. – Breakfast Program

8:15 A.M. – Optional student activities (yoga, create, run, read)

8:30 A.M. – Soft Start (students enter classrooms)

**8:45 A.M. – School Starts**

8:50 A.M. – Tardy Bell

**Departure: 3:25 P.M. – Dismissal Bell**

Preschool: students must be picked up by an approved adult (or sibling) from the classroom.

Students that walk home will be released when the bell rings. If you meet your child outside, please choose a place to meet each day so your child goes directly to that meeting place and does not wander around looking for you.

Students that are picked up by car will wait in the cafeteria or gym (grade dependent) until an approved adult arrives. Adults are asked to pull their car up to our curb, give your child's name to our staff member, and wait while we call for your child to come out to your car.

Children are expected to leave school grounds promptly at 3:25 p.m. If a student is requested to stay after school for any reason, the parent will be notified by telephone in advance.

## **SCHOOL SECURITY/VISITING THE SCHOOL**

Our front doors have a secure lock system and are locked at all times. All visitors need to ring in to obtain access to the building. There is a camera set up at the front door so our office staff can see you before you are allowed inside. **Once inside the building you need to check-in at the office.** Wearing a badge will identify all visitors. **All visitors to the building must check-in at the office.** You are welcome to visit the school and your child's classroom, however we encourage you to schedule these visits with your child's teacher ahead of time. Also, we recommend a "Hug and Go" zone if you are checking your child in late/tardy to school. We feel this will help foster independence in our students.

## **PETS**

In order to keep our children safe PLEASE DO NOT bring your pets to school when dropping off or picking up. Following this request can prevent a safety issue.

## **Birthday Treats**

Starting at the beginning of the 2018-19 school year, student birthdays will only be recognized with non-food celebrations. This standard is an addition to the guidance on healthy celebrations and non-food rewards in the **District Wellness Policy and Guidelines**.

## **PARKING LOT**

When dropping off or picking up your student we encourage the use of neighborhood side streets, the drop off zone, or parking lot. Be mindful of our neighbors by not blocking driveways. If using the drop off zone we ask that you follow the directions of our staff on duty. **We request that cars pull to the front of the line and as close to the curb as possible. Please do not get out of your vehicle as this will cause a severe traffic jam.** We will make every effort to have your child out for school on time to make this transition as smooth as possible. If your child is not out in front waiting to be picked up, you may be asked to move to the back of the line. The curb line marked with orange cones is the designated parking zone for school buses, please do not park at that location. If you choose to use the Parking Lot, we ask that you use an identified parking space. **DO NOT DROP OFF OR PICK UP YOUR CHILD IN THE MIDDLE OF THE PARKING LOT OR IN THE SPACE BEHIND THE HANDICAPPED PARKING SPACES.** Ignoring this requested procedure can cause people to back their vehicle up in our parking lot. This can be a dangerous action with children coming through parked cars and/or not paying attention to cars backing up.

## **DAY CARE**

The before & after school daycare is provided by Kids Smart, Inc. ([www.kids-smart.com](http://www.kids-smart.com)). Please contact them for schedule and price information (720) 550-6728.

## **FIELD TRIPS AND SPECIAL EVENTS**

Field trips are an integral part of the classroom curriculum. Written permission to take students on field trips is necessary and required for all field trips.

Special Events/Activities include: Field Day, Intramurals, Music Programs, Student Leadership, Hand Bells etc... are offered for students to allow them to experience enrichment programs outside of the regular classroom. Students are expected to behave

appropriately, according to school and District policies, when participating in special events/activities sponsored by the school. **Poor behavior, as determined by school staff, could exclude a student from participating in the event/activity. If a teacher decides that a student will not be participating in a school/class event or activity due to behavior or poor grades the parent will be notified in advance. The teacher has the final decision on whether a student will participate in a school event or activity.**

## **HAZARDOUS OBJECTS/PERSONAL ITEMS**

Jefferson County Public Schools and State Law mandate that tobacco products, alcohol, drugs, or weapons of any kind never be brought to school. Students face possible suspension and/or expulsion for doing so. Students may not bring personal items to school, including, but not limited to,

Chewing Gum   Electronic Games   Inline Skates   Athletic Equipment   Portable Radios   Skateboards   Toys

The staff understands the need for some parents to give their child a cell phone for emergency reasons. The child needs to understand that the phone must remain **OFF**, in their backpack or with the classroom teacher. If a cell phone is displayed or turned on/used during the school day it will be taken from the student. A parent will be notified and the phone will be returned at the end of the school day. If this happens on more than one occasion the student will be required to turn their phone into the office daily. Please be assured, if there is an emergency that you need to relay to your child the office staff will be happy to assist you. **Wilmore-Davis or the school District assumes no liability for lost or stolen items.**

## **LOSS OR DAMAGE TO SCHOOL MATERIALS**

Students are expected to assume responsibility for classroom books/materials; equipment and library books/materials and equipment issued to them or checked-out by them. If these items are lost or damaged the student will be charged the current replacement cost. Unpaid fines may result in loss of privileges, including Warrior Extravaganzas. Additionally, unpaid fines may follow your child

## **LOST & FOUND**

We request that student's belongings be clearly identified with their names. There is a lost and found area in the cafeteria. Unclaimed items are periodically displayed in the hallway and if not picked up donated to a charitable organization. **Please check our lost and found periodically. We have a large number of clothing articles, shoes and lunch items that are never claimed.**

## **MEDICATION**

**The school is permitted to give medication only under the following conditions:**

1. A medication form must be completed so that parent permission is received in writing before any medication, over the counter (including cough drops) or prescription, is dispensed. **Any medication found in the student's possession is in violation of state law and carries a minimum mandatory suspension for the first offense. Please see the District Conduct Code booklet for further information regarding a violation of this state law.**
2. Prescription medications will not be given unless the parent and doctor complete a medication form. The medication must be brought to school in the original pharmacy container and check in with the clinic aid.
3. Over the counter medication must be in its original container and must be labeled with the student's name and dosage schedule.
4. All prescription and over the counter medication must be brought to the clinic when the student arrives on school grounds. The medication is not to be brought to the classroom under any circumstances. At no time should a student be taking medication in the classroom. Medications will be stored in a locked cabinet in the school clinic.
5. Multiple medications must be in separate, original containers. If a half dose of medication is required, they must come pre-cut by the pharmacist or parent.
6. Medications brought to school improperly labeled or without a medication form will not be given by office staff and will be kept in the office for parents to claim.

## **MESSAGES FOR STUDENTS/TEACHERS**

We encourage you to use the voice mail and/or email system to contact teachers. Teachers check their voice/email boxes daily. A list of voice/email information is available on the school website, from your child's teacher or from the office staff. If possible notify your child of any changes there may be in his/her regular routine or after school plan

## **RISE meetings (formerly parent-teacher conferences) & STUDENT PROGRESS REPORTS**

Research has repeatedly shown that family-school partnerships are a critical component of student success. Wilmore-Davis will be enhancing family-engagement activities by developing and supporting structures that focus on academic learning and achievement. The RISE model works to reimagine how schools and families interact through traditional conference structures. RISE enhances conferences by providing an environment for families to connect with each other and staff around academic outcomes. The process

includes family meetings and one-on-one time specifically designed to focus on group learning, collaboration, and building a community of support for student success.

Wilmore-Davis is on a trimester system. Report cards for all grades are given to students and parents on a twelve-week schedule. Report cards are sent home three times per year. Teachers send out a **Friday Folder** weekly to notify parents of classroom happenings, teacher communications, classroom work and behavioral issues just to name a few. School communication, forms and information are also sent home in **Friday Folders**. If you have any questions, please contact your child's teacher for additional information.

Teachers are available to meet with parents throughout the school year! Please don't hesitate to contact your child's teacher (email is best) to set a meeting and if you want Mrs. Fischer to attend, please contact the office and either of the secretaries will help you set a meeting. Teachers are busy during the school day and this year they are required by Mrs. Fischer to maintain balance in their lives so they will be responding to parent emails and phone calls before school starts and after school starts, until 6:00pm.

## **SPECIAL SERVICES**

Wilmore-Davis has full and part-time staff members who make up our Special Education and Related Services (SERS). For children with special needs we offer the services of many professionals: Physical Therapist, Educational Consultant, Physically Handicapped Therapist, Speech and Language Therapist, and an Occupational Therapist. Additional staff includes a school Social Worker, an Area Nurse, and an English Language Learner Teacher. Parents and teachers may refer students for assessment of Special Education or 504 Accommodation needs to the Response to Intervention Team.

## **TELEPHONE USAGE FOR STUDENTS**

Students are allowed to use the phone for the following reasons: low funds in lunch account, missed the bus, remind parent of after school activity, and emergencies. Students are not allowed to use the phone for social arrangements. We encourage them to do this before arriving at school.

## **TOBACCO**

Jefferson County Public Schools support a healthy environment in its schools. Therefore, all schools are designated as tobacco-free; **the use of tobacco or tobacco products is prohibited for all students, teachers or parents on Wilmore-Davis school grounds or at any school sponsored event.**



## **VANDALISM**

If a person witnesses any vandalism or damage to the school, he/she may call the Jefferson County Public Schools Security Department at 303-232-8688 or the Wheat Ridge Police Department at 303-237-2220.

## **WEATHER/SCHOOL CLOSURES**

Jeffco parents will receive notices about closures and emergencies from School Messenger (this contact information is set-up by you in your Jeffco Connect account). If weather should require that any or all Jefferson County Schools close for the day, parents can also obtain this information from the following radio stations that will announce the closure from 5:30 AM throughout the morning:

KHOW 630 AM - KOA 850 AM - KYGO 98.5 FM -KOSI 101.5 FM - KOOL 105 FM

News of school closures also will be given on all major local television stations. If officials decide to close schools, they will relay the announcement to radio and television stations as quickly as possible.

During extreme inclement weather, parents may pick-up their children at their discretion; however, we will not close school during the day. In the event of a tornado warning or other dangerous weather conditions (i.e. hail and lightening), the school will retain students until we receive a safe and clear signal for dismissal. Parents may pick-up their students at their discretion.

Wilmore Davis will have an **inside morning if the temperature is 24 degrees or below** or if the weather is unsafe for children (high wind or pouring rain). The Facilities Manager/Administration will determine the temperature and the conditions and the office staff will make the final decision re: inside and/or outside days.

## **SCHOOLMESSENGER**

Jeffco parents can use School Messenger to receive notices about closures and emergencies, grades, absenteeism and school events delivered via telephone, e-mail and text message. Parents choose how they would like to these receive important school messages. This information is set-up in your Jeffco Connect account. If you have any questions on how to access this account, please call our Main Office. For additional information, call Jeffco Public Schools Communications Services at 303-982-6808.

## **LOCKDOWN/EVACUATION OF BUILDING**

The district will notify the school when there is imminent danger in the area. An example of this is the police searching for suspects that may present a danger to the school. We will lockdown the building by checking that all outside doors have remained locked as well as locking all classroom doors. During the lockdown no one is allowed to enter the building or leave the building for any reason. We will open doors as soon as the district notifies us that the danger in the area no longer exists and we are to resume business as usual. Please understand that the lockdown procedures are for the safety and welfare of your children.

If we need to evacuate the building, due to an emergency, you will be notified through our School Messenger system. We evacuate to St. James Episcopal church at the intersection of Brentwood and 44<sup>th</sup> Ave.

During the school year we practice fire, lockdown, and evacuation drills to ensure that all staff and students are prepared to react in a timely and safe manner for all emergency situations.

## **WITHDRAWAL OF STUDENTS DURING THE SCHOOL YEAR**

If you need to withdraw your child during the school year please notify the school office of their last day of attendance as early as possible. We will have you fill out a Withdrawal and Tracking Form plus all Library and classroom books must be returned no later than the student's last day.

## **SCHOOL BREAKFAST AND LUNCH PROGRAM & HOURS**

Breakfast is served daily in the cafeteria from 8:00 to 8:40 AM. Students can attend the breakfast program between these times.

**Students are not to arrive before 8:00 if they participate in the breakfast program.** Students are to line up outside the front door until the breakfast program starts at 8:00. All other students arriving for breakfast between 8:00 and 8:40 may go directly to the cafeteria.

### **Elementary Meal Prices**

**Breakfast \$1.85**

**Reduced Breakfast - No Charge**

**Lunch - \$2.85**

### **A la carte items-prices will vary**

- **8oz. milk carton \$.85**

**Online Payment Service: School Café: <https://www.schoolcafe.com/jeffcosd>**

Students at the elementary level may charge meals **up to a total dollar amount of \$8.25**, which includes breakfast and lunch. The \$8.25 loan limit applies regardless of student eligibility status. These lunch loans are to be repaid immediately by the student or the student's parents. Parents will be advised of the student loans via a notice sent home with the child from Food Services. To assure that no student goes through the day without food, any student who has reached the \$8.25 loan limit will be provided with milk and a sack lunch at no charge.

## **APPLICATION FOR FREE OR REDUCED PRICE SCHOOL MEALS**

The application form for Free or Reduced Price School Meals can be accessed on-line at [applyforlunch.com](http://applyforlunch.com). A letter of guidelines or a paper application can be accessed at our Main Office. If you have any questions regarding this program, please call Jeffco Food Service at 303-982-6748.

## **LUNCH VISITS**

Parents are invited to join their child for lunch in the cafeteria at any time. We ask that you contact your child's teacher or the School Secretary by 9:00am so an accurate lunch-count can be made (if you plan to purchase your lunch in the cafeteria). Please check in the office when you arrive at school and let the office staff know the purpose of your visit.

## **WILMORE-DAVIS ATTENDANCE PLAN/GUIDELINE**

**2018-2019 SCHOOL YEAR**

***ATTENDANCE LINE (303) 982-2889***

The mission of Jefferson County Schools is student achievement. This coincides with Colorado State law that mandates attendance for students from 6 to 17 years of age. It is our belief that students do well academically when they regularly attend school and are on time. However, we are aware that there are occasions when students are ill and/or a family emergency occurs. This attendance plan will clearly state our policy on attendance and tardiness. It is designed to involve parents in the implementation.

## **ABSENCES**

Your child's prompt and regular school attendance is extremely important; so important that the Colorado Legislature has adopted mandatory school attendance laws which place the responsibility on parents to ensure that every child between the ages of 6 and 17 attend school on a regular basis. It is also a State, District and Wilmore-Davis goal to have 95% attendance rate on a daily basis.

Frequent absences from regular classroom learning experiences disrupt the continuity of the educational process. Our experience has shown that the benefit of regular classroom instruction is lost and cannot be entirely regained, even by extra instruction or written make-up work. Please help us by making sure that your child is here on a regular basis, is on time and ready to learn.

**We request that parents call the attendance line (303-982-2889) to notify us of a student's absence.** The attendance line may be accessed 24 hours a day, 7 days a week. The attendance line enables us to keep an accurate record of student attendance. The principal will notify parents whose students have accumulated excessive absences and/or tardies. If absences continue, the school is obligated to notify the district attendance officer and set up a planning meeting to help your family problem solve these attendance issues. Thank you for your cooperation on this matter.

## **DEFINITION OF EXCUSED AND UNEXCUSED ABSENCES**

\*An excused absence is when a parent or guardian calls the attendance line prior to or on the day of the absence for 2 or less consecutive days for the following reasons.

- Illness
- Family emergencies
- Observance of religious holidays
- Participation in district approved activities
- Pre-Arranged absences that have been approved by an administrator prior to absence

\*To **excuse** a child's absence, call the attendance line at 303-982-2889 (available 24 hours). Parents are responsible for notifying the office if their child will be late or absent. This process ensures that the school is aware of the absence and that your child is safe. If absences are not called in, this may result in an unexcused absence for your child.

**A Pre-Arranged Absence Form needs be completed for any absence not specifically covered by another section of the Conduct Code, such as family vacations, college visits, or absences that are 3 or more days in order to be excused. In order for the absence to be excused, the student must meet one or more of the following conditions:**

- Is in good academic standing
- Has no unexcused absences
- Has four or fewer excused absences in a semester or seven or fewer in a school year

This form must be completed and submitted to the school office no later than 3 days prior to the scheduled absence.

Make-up work for excused absences shall be provided and full academic credit will be given for such work when completed in a timely fashion. A general rule of 2 days of make-up for each day missed is prescribed. However, the administration may grant an extension of this timeframe. Excused absences, in and of themselves, cannot result in punishment and/or reduction in a student's grade regardless of the number of days absent.

\*An **unexcused** absence is an absence without notification from parent or guardian within 24 hours of absence. It is also not covered by the definition of "excused absence". All absences will be considered unexcused once a parent is notified by the District Attendance Office that the student has been sent a Notification Letter, Compulsory Letter or a Court Hearing Letter unless medical documentation for the absence is provided.

## **WILMORE-DAVIS ATTENDANCE GUIDELINES**

If a student leaves before the school day ends or reports after school has begun the following will apply.

### **HOURS: 8:45 AM – 3:25 PM**

Students arriving before 10:35 AM	Tardy will be recorded
Students arriving after 12:15 PM	½ day absence recorded
Students leaving before 10:35 AM	Full day absence recorded
Students leaving after 10:36 AM	½ day absence recorded
Students leaving after 1:55 PM	Early Release absence recorded

## **DISTRICT TRUANCY OFFICE**

\*District Truancy Office is a department in the district that is responsible for working with parents and students when the student has excessive absences, truancy, etc. **Our Mission: The Truancy Office will provide support to schools, students and parents to decrease truancy and increase student achievement.**

- **Notification Letter sent from your school.** At two to five days of **questionable, excessive, or unexcused** absences a Notification Letter is sent to the student's home. Issues should be discussed with student/guardian, and a conference can be requested. Documentation will begin on the Truancy Intervention Plan (TIP).
- **Medical Letter sent from the school.** If the school believes there are questionable excused absences a Medical Letter will be sent. After that, all absences will require a doctor's note or they will be unexcused.
- **Compulsory Letter sent from your school.** At five to ten days of **unexcused** absences after the Notification Letter is sent we will send a Compulsory Letter to the student's home. A conference will be requested. Documentation will continue on the Truancy Intervention Plan (TIP).
- **Request an Initial Hearing (Court Date) from the Truancy Office.** For an initial court hearing, there must be ten or more days of unexcused absences documented. A minimum of one of the unexcused days must occur after the compliance date in the letter. A completed Truancy Intervention Plan will be submitted to the Truancy Office. Schools will be notified of a court date within 30 days.
- **Request a Contempt Hearing from the Truancy Office.** The Truancy Office will be notified.
- **Verification of Questionable Absences.** Per District policy a school will require communication from parents or guardian within 24 hours to verify the reason for a student absence. The school may require suitable proof regarding absences including written statements from medical sources. Schools will then notify the parents or guardian if the absence will be considered unexcused pursuant to district policy.

## **CONDUCT CODE**

### **WILMORE-DAVIS ELEMENTARY**

Wilmore-Davis Elementary is a school where all children are held in high esteem. The school's goals are to provide a safe, secure, and positive environment in which each child is given the opportunity to learn and grow to his/her potential. The student has the opportunity to learn to become a quality worker, complex thinker and responsible citizen.

In order to maintain a setting that inspires and fosters learning certain expectations of behavior must occur. We promote and teach Restorative Justice practices that allow our students to own and learn from their mistakes while also having the ability to make amends for their wrong doing. This process also allows the victims in any incident to have their voice heard since they are a part of the decision making when it comes to determining how the offender can make amends and/or if consequences are warranted. Students will have a variety of opportunities to hone their social skills, in an effort to decrease conflict and bullying, during: daily class circles, Second Step instruction (social skills training), Service Based Learning groups and daily interactions with their school community.

The entire staff of Wilmore-Davis Elementary School assumes stewardship for the behavior of each student at school. We believe each student is each staff member's responsibility. With that in mind, Wilmore-Davis has adopted the Positive Behavior Interventions and Support System.

#### **What is PBIS?**

Positive Behavior Interventions and Supports (PBIS) is a proactive systems approach for establishing the behavioral supports and social culture needed for all students in a school to achieve social, emotional, and academic success. As a Response to Intervention model, PBS applies a three-tiered system of support, and a problem-solving process to enhance the capacity of schools to effectively educate all students.

PBIS consists of Four Elements that provide an interactive approach to behavior by focusing on four key elements; systems, data, practices and outcomes.

Systems: supports that are needed to enable the accurate and durable implementation of the practices of PBIS.

Data: information that is used to identify status, need for change, and effects of interventions.

Practices: curricula, instruction, interventions, and strategies are evidence-based.

Outcomes: academic and behavior targets that are endorsed and emphasized by students, families, and educators.

#### **Our Expectations**

To Respect the Rights, Property and Safety of ourselves and others.

To accept responsibility for our choices and behaviors.  
The learning community is Respectful, Responsible and Safe.

### **Student Conduct and Behavior**

As a student of Wilmore-Davis Elementary School and a representative of the school, students will conduct themselves in a manner that is a credit to themselves, their school and fellow schoolmates. To help ensure that schools are safe and productive learning environments, the Colorado State Legislature has passed laws and the Jefferson County Board of Education has adopted policies and procedures related to student conduct and discipline. A copy of the Jefferson County Public Schools Conduct Code and Related Policies: A Guide for Parents and Students is available on-line. The conduct code will be reviewed, with students, when they start school at Wilmore-Davis. Parent/Guardians are also required to acknowledge awareness of the conduct code, when registering on Jeffco Connect.

The Wilmore-Davis School Rules help us to have a safe and orderly learning environment where all children can learn. These are:

1. Be Prepared.
2. Keep hands, feet and objects to yourself.
3. Follow the directions of adults.
4. Respect others right to learn in a safe environment.
5. Use respectful words to solve conflict with others.

Very serious incidents of misbehavior may warrant suspension or expulsion. Expulsion is mandatory for the following serious violations:

- Bringing, carrying, using or possessing a dangerous weapon in a school building or on school grounds.
- Selling or distributing a drug or controlled substance on school property.
- Being charged in juvenile or District court with a crime of violence as defined by state law.
- Being declared as a habitually disruptive student, which means a student who has been suspended three times during the school year for causing material and substantial disruption in the classroom, on school grounds or at school activities.

Some additional grounds for suspension or expulsion include (please see Jefferson Conduct Code Booklet for an explanation of all grounds for suspension/expulsion):

- Behavior on or off school property that is detrimental to the welfare or safety of pupils or school personnel, including behavior that creates a threat of physical harm to the child or to other children.
- Repeated interference with a school's ability to provide education opportunities to other students.
- Continued willful disobedience or open and persistent defiance of proper authority.
- Willful destruction or defacing of school property.
- Violation of the District's policies relating to unlawful discrimination and harassment, sexual harassment and ethnic intimidation.
- Failure to comply with immunization requirements.

Consequences may include, but not be limited to the following:

- In school suspension
- Out of school suspension
- Systematic exclusion
- School community service activities
- Parent conference
- Behavior contract
- School time-out
- Loss of recess
- Loss of privileges
- Loss of school-wide or classroom activities

## **Playground**

Recess is a time when children have an opportunity to choose how they will use the time within the framework of playground rules. This is an opportunity to interact with other children, and safely use the playground equipment. Recess is a time to run, play, interact with others, and become invigorated. Please make certain your child is dressed **appropriately for the weather** and the **activities they like to participate in**.

In order to make recess a positive, safe experience for all children, students are expected to follow these rules. These rules are reviewed with students on an on-going basis.

1. No jumping off of the playground equipment.
2. Students are not allowed to stand on top of the bars.
3. No swinging or sitting on the big soccer goals.
4. One person should be on a swing sitting down, swinging back and forth.
5. Do not climb up the slide. Do not sit on the edge of the slide. Slide down facing forward and seated.
6. Do not roll down the hills or hang on the trees.
7. Benches and tables are for sitting only.
8. Do not throw rocks, snowballs or kick sand.
9. Respect adults and peers.
10. Students must be in full view of an adult supervisor at all times.
11. There will be no gum, candy or food on the playground.
12. Follow adult directions the first time given.
13. Hitting, fighting, play fighting, kicking, tackling, or any other form of physical abuse will not be tolerated.
14. If rules are not followed on the playground the supervisor will refer student to the office.



15. When playing team sports (soccer, football, basketball etc...) please play with the understanding that you are having fun. During recess the goal is to have students experience physical activity since they spend a lot of their day sitting down in class. Please encourage your child to save their competitive behavior for the organized sports they play outside of recess.

## **Lunchroom Procedures**

The lunchroom is a place where students have an opportunity to chat with their peers and enjoy lunch. Students are encouraged to use good table manners and adhere to the following procedures:

1. Use quiet voices in the lunchroom.
2. Students should **STOP, LOOK** and **LISTEN** when the lights are out.
3. Respect adults and peers.
4. Leave your space clean.
5. Keep your hands and feet to yourself.
6. Do not take food, drinks, or candy out of the cafeteria. Lunch boxes may have uneaten food inside.
7. Raise your hands to be dismissed.
8. Ask for permission before leaving the lunchroom.
9. Enjoy your lunch.

We do ask that students give back to the school and assign two students each day from each grade level to stay and wash tables and sweep floors. If you do not want your student to participate in this community service, please contact your child's teacher.

## **Hall Behavior**

Students are expected to walk through the halls in an orderly and quiet manner. This behavior allows all students to learn in an orderly environment. Students are to respect the art work and displays on the walls.

## **Dress Code**

Going to school daily, and wearing appropriate clothing, is the responsibility of students and parents. The following is the expectation for student dress:

1. Students are to wear pants that are the correct size. Pants that are too big tend to sag are not safe to play in. Students will not be able to participate in P.E. or recess if the clothing is determined to be a safety concern.
2. Girls are not to wear spaghetti straps.
3. Mid-drift tops are not to be worn to school. The mid-section of the body should be covered.
4. Shorts should come to the knuckles when arms are down by one's side.
5. Please ensure that students are dressed appropriately for the weather. The weather changes instantly without warning and students usually go outside during recess in all types of weather.
6. Students should wear clothing that does not interfere in any way with learning and safety. Students may be asked to turn a shirt inside out. Parents may be called to bring their child a change of clothing if a violation of the dress code policy occurs.
7. Hats and Hoodies are not allowed to be worn inside the school building, unless your child has used DoJo points to purchase this as a reward.

Some kids are SMARTER than you.  
Some kids have COOLER CLOTHES than you.  
Some kids are BETTER at SPORTS than you.

**\*\*IT DOESN'T MATTER\*\***

You have YOUR thing too.  
Be the kid who can GET ALONG.  
Be the kid who is GENEROUS.  
Be the kid who is HAPPY for other people.  
Be the kids who does the RIGHT THING  
Be the NICE kid.