SCHOOL EXPECTATIONS FOR BEHAVIOR

- We expect students and staff to be **Respectful**, **Responsible**, and **Safe** during our school day, and in our community.
- A matrix (special chart) is included in this handbook with behavioral expectations in different areas during our school day. We will be practicing these expectations so students and staff are comfortable with them.
- Every classroom will have its own procedures and routines. Teachers will provide their plans to parents and the principal.

BEHAVIOR CONSEQUENCES

Classroom: Each classroom and area of the school will have its own expectations for behavior.
Responsible Thinking Area (RTA): Students may be requested to go to the RTA to work on a plan for successful reentry to the class or area of school that presented a problem. This may be written or oral, and may require assistance from our Social Skills teacher or principal.
Suspension: In-School Suspension (ISS) is an option for misbehavior. The student attends school and is excluded from participating in the normal school day. Parents are generally notified by phone when their child is assigned to ISS. Student/s will be actively engaged in schoolwork or other appropriate tasks. Failure to do so will result in parents being called and the student will be sent home.
Out-of-School Suspension may be appropriate for up to ten days. Students who are suspended out-of-school are not allowed on any school district property during the duration of their suspension.

PARENT NOTIFICATION

Parents will be contacted concerning major disciplinary matters as expediently as possible. Parents will be notified by telephone, mail, email, or in some cases through a note carried by a student. Parents are generally *not* informed about minor disciplinary matters.

RIGHT TO APPEAL

The student will be given the opportunity to appeal any action. Appeals are handled as follows:

- Staff member and student will attempt to resolve the problem.
- If a student is not satisfied with the outcome at this level, he/she may appeal to the principal.
- The student's parent/guardian may be consulted as a resolution is sought.
- If a satisfactory resolution for both parties is not established, the student may then appeal to the superintendent.

THREATS, WEAPONS AND DANGEROUS OBJECTS

A student, who threatens violence involving the school or other students, even as a joke, faces immediate disciplinary action. No threat of violence will be considered a joke. Students shall not make any threats, suggestions, or predictions of violence against any person or group or to the school building. The District reserves the right to hold the student and his/her parents responsible for any costs and/or damages incurred by the District because of a threat.
A weapon or dangerous object is defined to include things such as fireworks, knives, air guns, and other items not included in the list.

As per *Alaska Statute 14.03.160* students in possession of a firearm will be expelled for at least one year, and students in possession of other deadly weapons, such as a knife, will be suspended for at least 30 days. See also: **(Threats of Violence, Board Policy 5131.42)**

HARASSMENT / INTIMIDATION

Dillingham Elementary School does not tolerate harassment of students based on sex, color, race, religion, national origin, mental or physical disability. Intimidation is to purposefully frighten or make someone feel uncomfortable or fearful. Harassment includes, but is not limited to threats, put downs, unwelcome jokes, teasing, physical contact, or unwelcome sexual advances.
Students or staff members are to report incidents of harassment to school staff **immediately.**

INTERNET SAFETY, NETWORK ETIQUITTE, AND ACCEPTABLE USE
Each student and parent/guardian has signed an agreement for Internet Safety and Acceptable use. Each student is responsible for his or her actions while using computers in the school district. Talk with an adult if you have questions about any sites or other material.

DRESS CODE and CONDUCT

- Elementary school children should come to school dressed in comfortable clothing, which allows them to participate in the many types of activities that occur during the school day.
- Hats are to be removed upon entering the school building.
- Good grooming and proper dress are essential in establishing an appropriate, safe school environment for learning.
- Shoes are to be worn at all times and must be appropriate for Physical Education and recess.
- Girls are requested to wear shorts under dresses and skirts if worn for Physical Education.
- Clothing such as "belly shirts", halter-tops, shirts or pants that reveal underclothing, pajamas or sagging pants will not be allowed.
- Flip-flops, slippers or and type of footwear that could be a safety hazard are strongly discouraged.
- Students may not wear hoods on their heads while in the school building.
- Clothing that promotes products or activities inappropriate for children such as violence or alcohol or tobacco-related advertisements may not be worn.
- Gum is not to be chewed during the school day.
- The principal shall determine if any item, not covered by this dress code, is disruptive to the learning environment or creates a safety concern. It shall be dealt with on an individual basis.

HOMEWORK
Homework is the student's responsibility. It is a contract between the student and the teacher.
Returning library books on time, keeping planners and folders organized are also considered homework assignments.
Since everything that must be learned cannot be accomplished during the school day, there will be homework on many days.
It is the student's responsibility to get homework or make-up work for absences.
Remember: Education is an ongoing process that never stops.

PERSONAL PROPERTY
The school discourages all students from bringing personal items to school that have no bearing on, or use in, the educational process. Show and Tell is a favorite sharing activity when supervised. The school cannot accept the responsibility for such items should they be lost or broken. (**"Don't bring anything extra to school, and don't take anything extra home.**")

Heelys are not allowed in the school. Wheels will be removed by student or staff and taken home or held for parents. Special occasions may be planned for Heelys in the gym.

Cell phones Cell phones are to be turned off when students enter the school building, and are not to be used during the school day.
iPods, radios, CD players, toys, games, animals/pets, and other items of personal nature are not allowed during the school day unless prior arrangements have been made with the child's teacher.

TELEPHONE
A telephone is available near the front entrance for student use with staff permission. Classroom telephones are used at the discretion of the teacher.

Personal Electronic Communication Devices (ECD). (Board Policy) AR 6161.7

ELECTRONIC COMMUNICATION DEVICES DISCIPLINARY PROCEDURE
(This includes cell phones, iPods, CD players and other electronic devices)
Students, who choose to use, or have their ECD visible, during school hours, will face the following disciplinary action.

1. **First offense**: the ECD in question will be confiscated and given to the building principal. The student may pick up the ECD at the end of the day.
2. **Second offense**: the ECD in question will be confiscated and made available for a parent to pick it up at the end of the school day with the administrative staff's reminder of this policy.
3. **Third offense**: the ECD in question will be confiscated and made available for a parent to pick it up at the end of the school day. The student will no longer be permitted to bring that ECD to school for the remainder of the school year.
4. Fourth offense: If this student brings an ECD to school and utilizes it during unauthorized times, it will be confiscated and will be kept for the remainder of the school year.
The building principal reserves the right to determine the steps a student is placed on based upon the severity of the violation.

PHYSICAL EDUCATION ACTIVITIES
Physical Education class is important for the physical and mental health of students.

- **Students must wear proper attire to participate in physical education activities.**
- **Shoes made for running are necessary.**

Students will not be excused from participating in physical education unless ordered by a doctor in writing or at the discretion of the physical education teacher.

AFTER-SCHOOL ACTIVITIES
The Dillingham City School Board encourages student participation in after-school activities. It is the responsibility of the building principal and staff to establish specific rules and acceptable academic progress within the guidelines of school board policy.
Eligibility:
Students who participate in after school activities must

- Maintain acceptable classroom progress, find out the assignments and complete them by the due dates.
- Students must attend school for the full day on the day of any school-related activity. The principal, prior to the absence, may approve certain specific absences such as doctor appointments.
- Students that have been suspended the week of an event will not be eligible to participate.
- Students must demonstrate good citizenship in and around the school.

STUDENT ATTENDANCE
School attendance is important for school success. Students enrolled in school are expected to attend regularly. When a student is absent, the parent should call to notify the school. The school will attempt to contact parents if no call has been received.
If a student is tardy to school, he or she must report to the office for a tardy pass. Students who are not in school or who are tardy without parental or school consent will be considered unexcused.
Letters will be sent and phone calls will be made to parents whose children have excessive absences. It is the parents' responsibility to be sure children are in school.

WELLNESS POLICY
We encourage healthy lunches and snacks in school. Our district has a Wellness Policy that requires we monitor the food we serve as well as what students bring to share. Milk is available for all students during lunch. **Children who bring cold lunch may drink milk or bring a clear bottle with water.** Energy drinks, vitamin water, soda, Gatorade, etc. will be returned to the student. Please send healthy snacks!
Ideas: *carrots, dip, pretzels, popcorn, pilot bread, apples, peanut butter, raisins, cheese…*

SCHOOL HOURS
School day: 8:40 a.m. to 3:00 p.m. Students may not be in the building after 3:15 p.m, unless participating in a school-approved activity.

EARLY RELEASE
Every Wednesday, school releases one hour early for staff training. Buses will be at the elementary building at 2:00 pm. (Exceptions will be announced on notes sent home, KDLG, email and phone.)

CHANGE OF PLANS
Please send a **written note** to school when you have special messages for any changes to your child's after-school routine. A fax or email will also be accepted. *Messages received after **2:30 p.m.** will not be honored*. Fax: 842-4313 **email: bluenote@dlgsd.org**

SCHOOL UPDATES AND INFORMATION
Please listen to KDLG, 670 AM on the radio, or Channel 4 on the TV for updates regarding school closures, late start days, late running buses and similar information.

THE SCHOOL BUS
Riding the school bus is a privilege for students. Students are expected to be respectful to other students, the driver, and the bus.
There will be consequences for inappropriate behavior on the bus. Students who do not take the bus after school must wait until the busses leave before leaving the playground.

CLOTHING, COLD WEATHER AND OUTDOORS
Unless the wind chill factor temperature reaches –20ºF, all children will go outside for recess. Please make **sure** children have appropriate clothing for the weather. Hats, gloves, snow boots, snow pants and coat for winter and rubber boots and rain coat for fall and spring. Students will participate in recess unless the office has received a note from a doctor.
Please put the child's name on all items so they can be easily identified.

LOST AND FOUND
There is a lost and found area located in the school**.** The unclaimed items in the lost and found are donated to SAFE or to neighboring communities periodically throughout the school year. **PLEASE label items!!**

We are glad to have you as part of our Dillingham Elementary School family this year.
We look forward to a learning-filled year together.