



**Blue Ridge Elementary Student Handbook**

**2016-2015**

**Walla Walla Public Schools**

## From the Principal's Desk...

Dear Parents and Guardians,

Welcome to the 2016-2017 school year! I would like to extend a welcome to all of our new and returning families and again invite all of you to partner with us. When parents volunteer in their children's school, everyone benefits. Volunteering sends the message to kids that education is important! There are countless ways that you can help here at Blue Ridge.

### Here are some ideas:

- Attend meetings on school issues.
- Go with classrooms on field trips.
- Volunteer to help on the playground.
- Assist with material preparation for classrooms.
- Read to a student
- Join the PTA

We will continue to focus on the SOARing Guidelines as we build consistent expectations for students to help them make good decisions and support a high level of time directed toward learning. Our monthly Student of the Month assemblies are one way we'll carry on the tradition of coming together to celebrate one another.

I am looking forward to meeting you, working with you and your children and getting to know this wonderful school community.

Best wishes for the 2016-2017 school year!

Kim Doepker  
Principal, Blue Ridge Elementary  
[kdoepker@wwps.org](mailto:kdoepker@wwps.org)  
(509) 527-3066

### What We Learn

The curriculum is designed to teach your children information and processes, and to challenge them to develop their potential and function as independent lifelong learners.

*Students in grades K-5 have instructional lessons in the content areas of:*

- ELA (English Language Arts)
- Math
- Science
- Social Studies
- Music
- Library Media
- Physical Education/Health
- Health
- Technology



Environmental education units are covered in grades 3-5. AIDS information is included in the fifth grade Human Growth and Development curriculum.

# BLUE RIDGE ELEMENTARY

2016-17 School Year

Kim Doepker, Principal



## Classroom Teachers

Ferraro, Amber (Kinder)  
Hooter, Kasey (Kinder)  
Moreno, Joyce (Kinder)  
Berg, Laura (1<sup>st</sup> Grade)  
Garanzuay, Phyllis (1<sup>st</sup> Grade)  
Duncan, Caitlin (1<sup>st</sup> Grade)  
Brennan, Tina (2<sup>nd</sup> Grade)  
Heinzman, Amy (2<sup>nd</sup> Grade)  
Herrera, Berta (2<sup>nd</sup> Grade)  
Carroll, Russell (3<sup>rd</sup> Grade)  
Prull, Vanessa (3<sup>rd</sup> Grade)  
Magnaghi, Melinda (3<sup>rd</sup> Grade)  
Cohan, Heidi (4th Grade)  
Virrueta, Felipe (4th Grade)  
Kasenga, Amy (5th Grade)  
Klingenberg, Stacey (5th Grade)

## Specialists

Boyd, Annie (School Psych)  
Eggart, Bryan (PE)  
Flerchinger, Stefanie (Music)  
Garcia, Kristen (Title I Coordinator)  
Gentzler, Valerie (LAP)  
Hobbs, Corey (LAP)  
Hubbard, Jeremy (Learning Specialist)  
Maib, Charlene (Resource Room)  
Reed, Amy (ESL)  
Schmid, Audrey (Speech Pathologist)  
Sams, Janifer (Library/Media)

## Classified Support Staff

Faba, Juan (Para)  
Foertsch, Gretchen (Basic Education)  
Hernandez, Yaneth (Intervention Specialist)  
Hobbs, Jeana (Library)  
Hyatt, Nicole (Intervention Specialist)  
Jacobson, Liza (Resource Room)  
Jasper, Tara (Title 1)  
Marquez, Felix (Title I Para)  
Olivos, Gloria (Basic Education/Bilingual)  
Segovia, Yasmin (Basic Education/Bilingual)  
Torres-Salgado, Miriam (Resource Room)  
Villanueva, Raquel (Para Educator)

## Office Staff

Cortez, Gracie (Secretary)  
Salas, Ivonne (Assistant Bilingual Secretary)  
Cuellar, Luz (Health Clinician)

## Kitchen Staff

Ongers, Debbie (Kitchen Manager)  
Yaw, Charity (Cook)  
Balough, Sheryl (Cook Assistant)  
Boyer-Phillips, Kary (Cook Assistant)  
Janice Bray (Cook Assistant)

## Custodians

Anaya, Alejandro (Head Custodian)  
Ratliff, Jeff (Assistant Custodian)

## Talent Program

Ruben Hernandez

Walla Walla Public Schools Blue Ridge Elementary  
Map of Programs Upper Level—East

Parents: Teachers are available to take telephone calls from 2:45-3:15 p.m. Please do not call classrooms during instructional time. If you have an emergency, please call the office.

Office Staff

Principal  
Kim Doepker  
526-1760

Head Secretary  
Gracie Cortez  
526-1761

Attendance Secretary  
Ivonne Rios  
526-1762

Health Room Assistant  
Luz Cuellar  
526-1763

Custodians  
Alex Anaya  
Jeff Ratliff  
526-1764

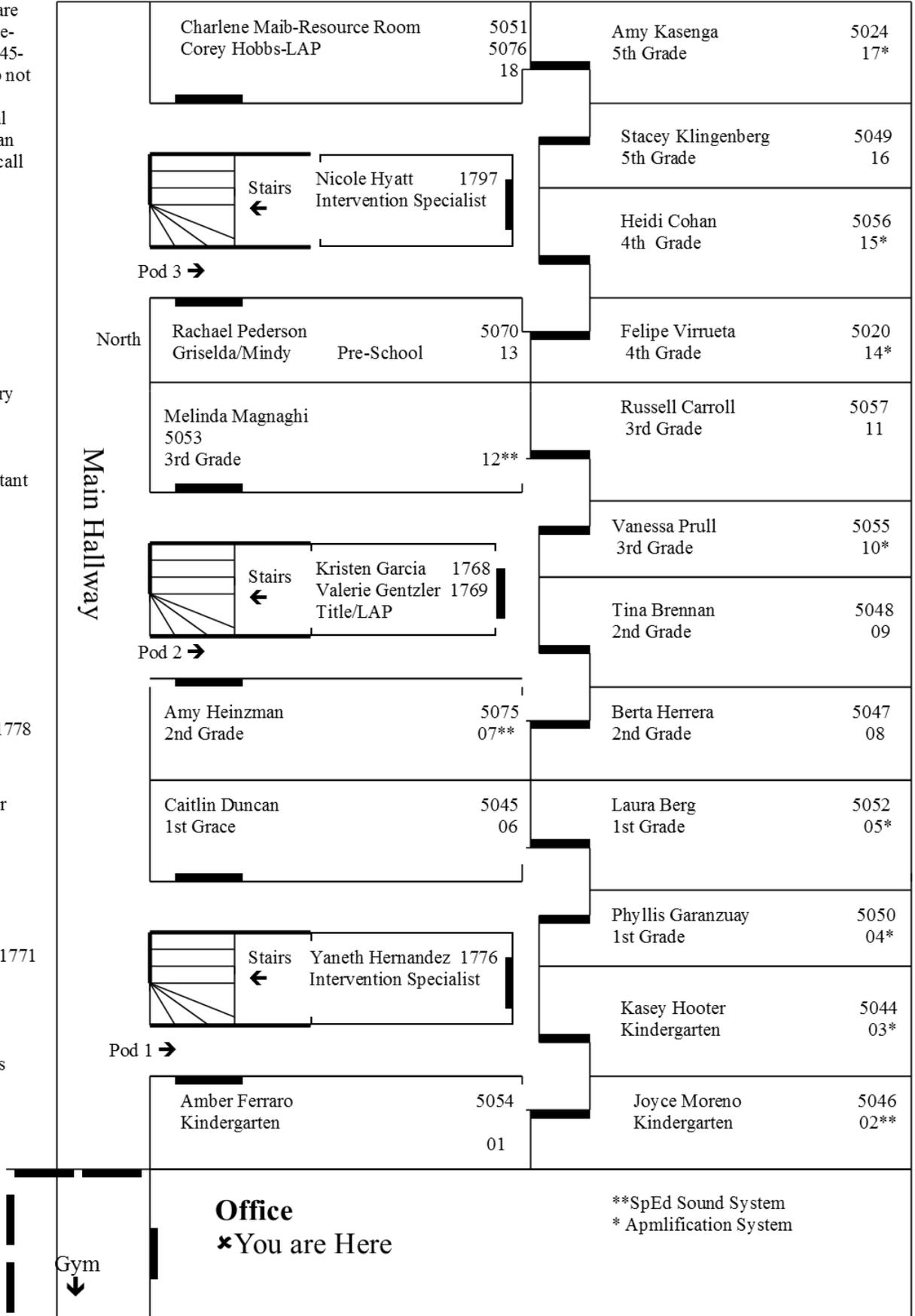
Lower Level

Library Specialist  
Janifer Sams 526-1778

Music  
Stefanie Flerchinger  
527-3066

PE  
Bryan Eggart  
527-3066

Cafeteria 526-1771  
Debbie Ongers  
Charity Yaw  
Sheryl Balough  
Janice Bray  
Kary Boyer-Phillips



## REGULAR DAILY SCHEDULE

7:30-7:50 am	Breakfast is served in the cafeteria
7:50-8:00 am	Team Time
8:05-8:10 am	School Starting Bell rings – Students will proceed to their classrooms with their teachers.
8:10 am	Tardy Bell – If a student arrives on campus after the 8:10, they will need to stop at the front office to check in before going to class.
2:35 pm	Dismissal bell rings – School ends

## Elementary Early Release Wednesday Schedule - 1:35 p.m. dismissal on all Wednesdays

Buses will run one hour early. YMCA will provide childcare starting at 1:35 for those students previously signed up with the YMCA Program.

## ½ Day Early Dismissal Schedule – 12:00 dismissal (YMCA will provide childcare)

Wednesday, November 23<sup>rd</sup>

Friday, February 24<sup>th</sup>

Friday, March 31<sup>st</sup>

Friday, June 2<sup>nd</sup>

*Buses will operate 2 ½ hours early. Students are served lunch before they go home*

## Daily Lunch Schedule

	Lunch and Recess
Kindergarten	10:45-11:15
1 <sup>st</sup> Grade	10:55-11:25
2 <sup>nd</sup> Grade	10:55-11:25
3 <sup>rd</sup> Grade	11:05-11:35
4 <sup>th</sup> and 5 <sup>th</sup> Grade	11:15-11:45

You are welcome to join your child for lunch. We will be providing a lunch schedule during the first month of school. Please remember to follow the Safe School Commitment and check in at the office prior to meeting your child. In order to make sure your child receives a healthy breakfast/lunch, please make sure that your payments are made on time. The school breakfast/lunch program receives federal funding and cannot accept charges. In addition, if your child is having school lunch, please leave snacks such as Hot Cheetos, pop, etc. at home.

## ARRIVAL TIME:

**Students are not to arrive on the school campus before 7:30 a.m. – there is no supervision prior to that time.**

Breakfast will begin in the cafeteria at 7:30 a.m. All students arriving to school go directly to the cafeteria and drop off their coats and backpacks in their designated area in the gymnasium. Students will sit in designated area and wait for Team Time to begin. All Blue Ridge students should be in the gym at 7:50 for Team Time. Team Time is when we gather as a community to exercise. Research indicates that specific exercises are correlated to brain stimulation. At Blue Ridge we ready our bodies and brains for learning; therefore we are encouraging all students to participate in Team Time. 7:50 is the time your child's day begins at school. **At 8:00, students will be asked to clear the table, dump their trays and make their way to the gym floor to be with their class as we honor the flag.** The tardy bell will ring at 8:10 a.m. and students arriving to campus after that time will need to check in to the school office before going to class.

## ARRIVING/LEAVING MID-DAY DURING SCHOOL:

Parents need to come to the front office and sign their student out from school when leaving for appointments, vacations, etc. mid-day. **Parents are reminded that they need to contact the school office when another person plans to pick up their child mid-day from school. The office must have written or verbal confirmation from the legal guardian before that student will be released and picture ID may be requested.** These precautions are taken to ensure the safety of all Blue Ridge students.

## ATTENDANCE: Truancy Guidelines, Excused and Unexcused Absences:

Washington State law requires school age children under the age of 13 years to attend school. The expectation at Blue Ridge Elementary is that every student attends school every school day unless a child is sick, there is a family emergency, or the student is observing a special day on a religious calendar.

As educators we do not endorse missing school and while we hope you will choose not to miss school it is ultimately up to the family. Please remember that most of our curriculum is not textbook/workbook-based and teachers may not be able to provide

materials to make up all the missed work. Additionally teachers tailor daily instruction to the level of proficiency demonstrated which also makes it more challenging for a teacher to send work for planned absences. Teachers will work with your child upon return to make sure they receive the essential information missed.

**To report an absence**, please call the Blue Ridge attendance line at 527-3066 or email [Irios@wwps.org](mailto:Irios@wwps.org). This information can also be found at [blueridgeelementary.org](http://blueridgeelementary.org)

**Please see the WWPS Elementary Handbook for additional tardy and absence information and the Board Policy included on page 13 of this handbook.**

**BICYCLE/SCOOTER SAFETY:** Each bicycle/scooter ridden to school is to be locked and parked in the designated area during the day. Students must get off their bike/scooter and walk it when they are on school grounds. We also ask parents to reinforce safe bicycle/scooter riding habits with their child.

#### **BIRTHDAYS AND SPECIAL OCCASIONS:**

Parents/guardians may contact their student's teacher to request permission to bring snacks to share with the classroom for birthdays/special occasions. **ALL food brought into the classroom for sharing must prepackaged.** Homemade items are not allowed to protect students from eating food that may unintentionally have come into contact with an item they are allergic to. Prepackaged items allow us to clearly examine all ingredients.

#### **CLOSED CAMPUS:**

Elementary schools operate a closed campus which means that children are not allowed to leave the school grounds once they have arrived unless they have written or verbal parent permission (which the office will verify with the parent/guardian.)

#### **COMMUNICATION:**

We believe that we are partners in educating your child. As a building, we will keep you informed through the principal's calendars, flyers, and open invitations to assemblies, school events, and web page. In addition, the principal has an open door policy and encourages you to stop by, call, and/or e-mail [kdoepker@wwps.org](mailto:kdoepker@wwps.org) to be involved in your child's education.

#### **DIRECTORY INFORMATION POLICY (Policy 3233):**

Under the Family Educational Rights and Privacy Act, directory information may be released to anyone, including the media, colleges and universities. And the military for educational purposes. Directory information includes: students name, address, age, birthplace, participation in officially recognized school events and programs, weight of athletic team members, awards, diplomas, photographs, and student work – both print and electronic, such as school publications, and web sites.

***REQUEST TO PREVENT DISCLOSURE OF DIRECTORY INFORMATION:*** To prevent release of this information, you must inform Walla Walla Public Schools by using the Request to Prevent Disclosure of Directory Information form (available online; [www.wwps.org](http://www.wwps.org) or at all school offices).

**DISMISSAL:** Blue Ridge students are dismissed at 2:35 p.m. by the classroom teacher and escorted by staff to the bus, parent pick-up, or walking areas. Students are expected to leave campus promptly. Please ensure that students know how they are getting home prior to leaving for school in the morning.

#### **DRESS/FOOTWEAR CODE:**

See WWPS Elementary Handbook for dress code information. We strongly encourage families to write their child's name in coats and sweatshirts so that we keep our lost and found items to a minimum.

#### **HATS:**

Hats are not permitted in common areas throughout the school, including the gym for PE and assemblies, library, music, and in hallways. Individual classroom teachers will inform students of their individual classroom rules for hats. Spirit or theme days may include hats as well.

**HOMELESSNESS:**

If your family lives in a shelter, a motel, a vehicle, a campground, OR on the street, OR in an abandoned building, trailer OR inadequate accommodations, OR you are doubled up with friends or relatives because you cannot find or afford housing, please let the school principal or the school district's liaison for homeless education know. We are here to help in enrolling your child in a new school or arranging for your child to continue at his/her former school. These rights and protections are covered under the McKinney-Vento Homeless Education Assistance Act. If you need further assistance, call National Center for Homeless Education at the toll-free Help Line number: 1-800-308-2145.

**PARENT PHONE MESSAGES:**

**Parents, please make after school arrangements with your child before they leave for school in the morning if at all possible.** It is difficult to handle the volume of messages each day regarding last minute changes and we strive to keep classroom disruptions to a minimum, **but because we know that last minute changes do happen, please try to call those changes in by 2:00 pm.** Repeated requests will need to conference with the principal to determine if special arrangements need to be made. Thank you for your assistance in this matter.

**PERSONAL ELECTRONIC DEVICES/GAMES/TOYS/TRADING CARDS:**

The district prohibits the use of all personal electronic devices (including cell phones) during the school day including at recess time. If a parent/guardian wishes his/her child to have a cell phone, it must remain in the students back pack and be turned off during school hours. All communication between parents and students during school hours must go through school personnel, per School Board Policy No. 3243. We are not responsible for lost or stolen electronic devices.

See the entire policy online at <http://www.wwps.org/leadership/policies/3000/3243.pdf>

Games, toys and trading cards are not permitted during the school day. If students bring these items to school, they need to stay in backpacks. There may be individual classroom incentives that allow students to use these items in the classroom.

**SCHOOL BUS RULES:**

Below are some of the important rules for students' conduct while riding buses:

1. The driver is in full charge of the bus and students. Students are expected to listen to and obey the driver promptly and courteously.
2. Students should load and leave the bus in an orderly manner.
3. Students must also have written permission to get off the bus at a stop other than their regular one. Parents must give the office a written request for student who does not normally ride the bus to school.

**SCHOOL CLOSURES/DELAYS DUE TO WEATHER CONDITIONS:**

School delays due to weather conditions begins two hours after the regular school day therefore, **school starts at 10:05 with no breakfast served.**

**STUDENT TELEPHONE PRIVILEGES:**

Students occasionally need to contact parents during the school day. They are allowed to use the office phones by permission only. Students will not be allowed to use the phone to make after school arrangements with friends. All after school personal/play arrangements must be prearranged before arriving at school. This protocol is in place to insure against children making plans without parent knowledge/permission.

**TARDIES:** Being on time to school is a life-long, college-career skill. Students, who are on time, benefit from morning exercise, school announcements and being a member of their classroom community as they begin school each day. Emergencies arise, while we understand and will be taken into consideration by the principal and/or the designee, a student is marked tardy after 8:10.

**TELEPHONE NOTIFICATIONS:**

In an effort to improve communication with parents and staff members, Walla Walla Public Schools has partnered with SchoolMessenger to provide telephone, text and email school messages. This service allows Blue Ridge Elementary School and the district offices to send out telephone, text and e-mail messages to parents and staff in a matter of minutes.

**TITLE I/LAP:**

Blue Ridge is a School wide Title I and LAP School. What does this mean? Our Title I program can serve children at Blue Ridge who show a need for extra assistance in the areas of math and reading. Students in grades K-4 needing assistance in reading would be served by LAP teachers. If your child has needs based on assessment data for supplemental help, they can qualify for these services. You will receive information on their progress from the classroom teacher and/or other support staff.

**VISITORS PLEASE CHECK IN & OUT:**

Visitors are welcome at Blue Ridge Elementary. Upon arrival, everyone JUST first register at the office or reception area and receive a visitor's badge to wear while visiting the building. This precautionary effort helps ensure Blue Ridge is safe and secure at all times. School personnel also wear identification badges for quick, easy identification. Anyone not wearing a badge will be stopped and asked to leave if they don't comply with this policy. It only takes a minute to check in and out; we appreciate your help with this safety issue.

**WEB SITE:**

Blue Ridge has a web site that you can view through this link:

<http://www.wvps.org/schoos/blueridge.htm> . This website will provide you with information about our school and programming.

## **Student Drop off and Pick up Routes**

- All parents transporting their students to and from school shall use the student drop off and pick up zones in the back of the school located on the south side.
- Child care vans will use the parent pick up/drop off in the back of the school.
- All school buses will use the school bus loop in front of the building.
- Event parking will be in the back of the school on the south side.
- Walking and bicycle riding students are expected to leave campus promptly at 2:35 when the bell rings (they are not to stop and play on the playground). The campus is closed each day until 3:45 (K-5 students; preschool students are still in session until 3:30). This rule is in place for the safety of our students, as there is no staff supervision during after school hours on the playground for general play.

## **Safest Route Home**

Please take a moment to acquaint your child with the appropriate walking route to and from school. Additionally, a review of the following safety tips will help ensure your child's safety:

1. Always use sidewalks where available. Where no walking area exists, walk on the left side of the roadway facing oncoming traffic.
2. Before crossing any street, stop and look both ways for oncoming traffic.
3. Where available, cross at marked crosswalks, and walk, do not run, while in the crosswalk area.
4. Obey the instruction of your school patrol, and cross only after receiving direction from him/her.
5. When crossing at a traffic signal, be sure to press the pedestrian walk button if available, and wait for signal indication and traffic to stop before entering the street. Flashing "Don't Walk" means do not begin to walk' however, if you are already crossing the street, you may continue walking. After the "Walk" signal, there should be adequate time to allow the average pedestrian to continue walking across the street before oncoming traffic receives a green light.
6. Cross at safe corners, even if you must walk farther. – Do not jaywalk!
7. Watch for turning cars.
8. Do not walk between parked cars.
9. Refuse to talk to or ride with strangers
10. Go directly from home to school or from school to home by the recommended agreed upon route with parents/guardians.



## MEDICATIONS, HEALTH, & THE CLINIC

According to state law, any medication, prescribed over-the-counter, must be administered to a student by an employee of the school district. If your child requires medicine of any kind during the school day, please pick up an Authorization for **Medications to be Taken at School form** from the office. This form requires BOTH parent or legal guardian signatures AND a physician's signature. Medications will be kept in the office and will be administered by a district employee who is first aid trained. Questions regarding your child's medical status can be addressed to the Blue Ridge school nurse.

The clinic at Blue Ridge is under the direct supervision of the nurse or office staff at all times. Any child who becomes ill at school or requires minor medical care, such as a band-aid or ice pack, will be treated in the clinic. If a child becomes ill during the school day and has a fever and/or has vomited, a parent/guardian will be contacted and asked to pick their child up from school. In the event of a serious injury, parent/guardian will be contacted immediately. Situations requiring emergency medical attention will result in a 911 call.

### **Sick? Should I Send My Child to School?**

Deciding when a child is too sick to go to school can be a difficult decision for parents to make. When trying to decide, use the guidelines below:

#### **Go to School if your child has any of these symptoms:**

- Sniffles, a runny nose, a mild cough without a fever (these symptoms could be an allergic response to dust, pollen, or seasonal changes).
- Vague complaints of aches, pains or fatigue
- Single episode of diarrhea or vomiting without any other symptoms

#### **Stay Home if your child has any of these symptoms:**

- **APPEARANCE, BEHAVIOR** – unusually tired, pale, lack of appetite, difficult to wake, confused or irritable. This is sufficient reason to keep your child home.
- **EYES** – thick mucus or pus draining from the eye or pink eye. With pink eye (conjunctivitis) you may see a white or yellow discharge, matted eyelids after sleep, eye pain and/or redness.
- **FEVER** – temperature of 100 degrees Fahrenheit or higher. Remember that a child must be fever free for 24 hours before returning to school.
- **GREENISH NOSE DISCHARGE AND/OR CHRONIC COUGH** – should be seen by your health care provider. These conditions may be contagious and require treatment.
- **SORE THROAT** – especially with fever or swollen glands in the neck. (With strep throat, the child may return to school after 24 hours on antibiotics.)
- **DIARRHEA** – 3 or more watery stools in a 24 hour period, especially if the child acts or looks ill.
- **VOMITING** – vomiting 2 or more times within 24 hours.
- **RASH** – body rash, especially with fever or itching. Heat rashes and allergic reactions are not contagious.
- **EAR INFECTIONS WITHOUT FEVER** – do not need to be excluded, but the child needs to get medical treatment and follow-up. Untreated ear infections can cause permanent hearing loss.
- **LICE** – treat child and follow the instructions in the "Lice Aren't Nice" pamphlet available in the school office. *This includes combing, checking for and picking nits daily for two weeks.*
- **CHICKEN POX** – children must stay home for 5 days after the onset of blisters or until all pox are scabbed over and dry.

**IF YOUR CHILD SHOWS ANY OF THE ABOVE SYMPTOMS AT SCHOOL, YOU WILL BE CONTACTED TO PICK UP YOUR CHILD FROM SCHOOL.**

## Blue Ridge Elementary - Respect and Responsibility Guidelines

*I will encourage the learning and safety of others.  
I will do what is expected. I will do the best I can.*

### **All Students Receive:**

The opportunity to learn in a safe, positive and caring atmosphere.  
The opportunity to make decisions.  
The opportunity to reflect and self-correct.  
The opportunity to make their day the best it can be.

### **Student Responsibilities: SOAR**

**S** – Solve Problems  
**O** – Be an Outstanding Decision-Maker  
**A** – Demonstrate Academic Excellence  
**R** – Be Respectful

School-wide expectations and discipline are designed to ensure the social emotional and physical safety off all students and staff, and to create an environment conducive to learning. At Blue Ridge, staff and students strive to model what we call Soaring Eagle Guidelines. The Soaring Eagle Guidelines are:

NAME_____	DATE_____
<input type="checkbox"/> <b>Solves Problems</b> _____	
Resuelve Problemas_____	
<input type="checkbox"/> <b>Outstanding Decision Maker</b> _____	
Hace decisiones sobre salientes_____	
<input type="checkbox"/> <b>Academic Excellence</b> _____	
Excelencia en Académicas_____	
<input type="checkbox"/> <b>Respectful</b> _____	
Ser Respetuoso/a_____	
Given By_____	Class_____



Teaching, and re-teaching procedures, and reinforcing them are two of the most effective ways for us to support students. Consistency is key which is why we focus on school-wide expectations.

Following these school-wide expectations supports a high level of time directed toward learning. The staff at Blue Ridge provides frequent positive reinforcements to students who follow the Soaring Eagle Guidelines. Positive reinforcements are provided to individual students, group of students and entire classes. The reinforcements can be in the form of:

- Eagle Feathers
- Student of the Month Assembly

**Minor Offenses:** **Minor offenses** which the classroom teacher will address by re-teaching expectations and may come with a consequence, such as a loss of privilege might include not following classroom rules, poor sportsmanship, failure to keep hands and feet to self, and disrespect to adults or other students. Three minor offenses may lead to a major offense and thus documented with a Blue Ridge discipline referral.

**Major Offenses:** The following are examples of unacceptable behaviors, or major offenses that will result in a discipline slip, office visit, parent notification and may also include loss of privilege and restitution:

- Harassment, intimidation, or bullying
- Chronic classroom disruption
- Non-Compliance

- Physical aggression (hitting, biting, throwing, etc.)
- Theft or Vandalism

**Discipline Slips:** Discipline slips are used to document unacceptable behaviors and ensure communication between the school and family. Students who receive a discipline slip may have continued to exhibit a “minor” behavior and have not responded to verbal and in-class redirection. Students who exhibit a “major” offensive will automatically receive a discipline referral. Two copies will be sent home with the student, with the yellow copy to be signed and return to school the following day. A third copy is given to the principal.

If a student receives a discipline referral, a phone call will be made to parents/guardians by the principal and/or designee.

## **PROHIBITION OF HARASSMENT, INTIMIDATION AND BULLYING PROCEDURE**

(Visit [wwps.org](http://wwps.org) for additional information and reporting forms)

Walla Walla Public Schools strives to provide students with optimal conditions for learning by maintaining a school environment where everyone is treated with respect and no one is physically or emotionally harmed. In order to ensure respect and prevent harm, it is a violation of district policy for a student to be harassed, intimidated, or bullied by others in the school community, at school-sponsored events, or when such actions create a substantial disruption to the educational process. The school community includes, but shall not be limited to, all students, school employees, school board members, contractors, unpaid volunteers, families, patrons, and other visitors. Student(s) will not be harassed because of their race, color, religion, ancestry, national origin, culture, gender, socio-economic status, sexual orientation, including gender expression or identity, mental or physical disability, or other distinguishing characteristics.

Any school staff who observes, or otherwise witnesses harassment, intimidation or bullying or to whom such actions have been reported must take prompt and appropriate action to stop the harassment and to prevent its reoccurrence.

Please review the WWPS Elementary Handbook for additional information on policies related to harassment, intimidation, bullying and students’ rights and responsibilities.

## **TRUANCY GUIDELINES**

### **UNEXCUSED ABSENCES (Becca Procedures)**

1. If a student has one (1) unexcused absence in a month, the school will contact the parents.
2. If a student has two (2) unexcused absences in a month, the school will send a Principal's letter, and a parent conference will be held with the principal or designee to make a program adjustment or determine other corrective action.
3. If a student has three (3) unexcused absences in a month, the school will request a Superintendent's letter be sent, and the principal or designee may make a program adjustment or determine other corrective action.
4. If a student has five (5) unexcused absences in a month, the school will request a Prosecuting Attorney's letter to be sent. In addition, a parent conference may be held with the principal or designee, an attendance contract may be developed and signed by the parent/guardian, student and school representative, and the student may be referred to the Interagency Truancy committee.
5. If a student has seven (7) unexcused absences in a month or ten (10) in a year a petition will be filed in Superior Court.
6. If a student has eight (8) unexcused absences in a year a Superintendent's letter will be sent, and the principal or designee may make a program adjustment or determine other corrective action.
7. If a student has nine (9) unexcused absences in a year a Prosecuting Attorney's letter will be sent. In addition, a parent conference may be held with the principal or designee, an attendance contract may be developed and signed by the parent/guardian, student and school representative, and the student may be referred to the Interagency Truancy committee.
8. If a student has ten (10) unexcused absences in a year a petition will be filed in Superior Court.

### **EXCUSED ABSENCES**

1. If a student has 10 excused absences, a letter from the school will be sent home.
2. If a student has 15 excused absences, a letter from the school will be sent home. In addition, an attendance contract may be developed and/or a conference with the principal or designee may be held. Furthermore, a doctor's note may be required.
3. If a student has 20 excused absences, a letter from the Truancy Officer will be sent home. In addition, the attendance contract will be reevaluated and/or a conference with the principal or designee will be held. Furthermore, a doctor's note may be required.

### **TARDIES**

Tardiness affects academic progress. Excessive tardies will be dealt with by individual schools and any of the above may apply.

**PARENT-STUDENT-SCHOOL COMPACT**

*As the principal, I support parent involvement! Therefore, I will strive to:*

1. Provide an environment that allows for positive communication among parents, students and teachers.
2. Provide opportunities for parents to be involved in the school and their child's education.

Kim Doepker, Blue Ridge Elementary Principal

*As a parent/guardian, I agree to:*

1. See that my child attends school regularly and on time.
2. Have a home environment that encourages my child to learn by providing a space, providing work time and ensuring the T.V. will be turned off during homework or reading time.
3. Be available to encourage and help with homework.
4. Speak regularly with my child's teachers.
5. Read to and with my child.
6. Participate in a school activity this year, with my child.

*As a student, I agree to:*

1. Do my best work every day.
2. Ask my teacher when I don't understand something.
3. Be responsible for completing all class work and homework and return with a parent signature.
4. Read every day.
5. Attend school regularly.
6. Behave well and abide by all school rules and resolve conflicts in positive ways.
7. Develop respect for myself and others.

*As a teacher, I agree to:*

1. Help each child grow to his/her fullest potential.
2. Enforce school and classroom rules fairly and consistently.
3. Maintain open lines of communication with parents
4. Provide an environment that encourages learning.
5. Communicate to each student's parents about progress
6. Use techniques and materials that work best for each student.

