

## TABLE OF CONTENTS

<b>ADMINISTRATIVE PERSONNEL</b>	
<b>SCHOOL BOARD – SCHOOL BOARD CALENDAR</b>	<b>1</b>
<b>SAU #48 PHILOSOPHY OF EDUCATION</b>	<b>2</b>
<b>SCHOOL PHILOSOPHY – MISSION</b>	<b>3</b>
<b>SCHOOL HOURS</b>	<b>3</b>
<b>SCHEDULING APPOINTMENTS</b>	<b>3</b>
<b>ATTENDANCE</b>	<b>4</b>
<b>ATTENDANCE POLICY</b>	<b>4</b>
<b>ATTENDANCE, ABSENTEEISM AND TRUANCY POLICY</b>	<b>4-6</b>
<b>LATENESS</b>	<b>6</b>
<b>STUDENT DROP-OFF AND PICK UP</b>	<b>6-7</b>
<b>DISMISSAL – EARLY DISMISSAL</b>	<b>7</b>
<b>DESTINATION OTHER THAN HOME</b>	<b>7</b>
<b>ABSENCES</b>	
REPORTING ABSENCES	7
EXCUSED ABSENCE	7-8
PLANNED ABSENCE	8
SAMPLE OF ABSENCE EXCUSE FORM	8
<b>ADMINISTRATIVE PROCEDURES</b>	<b>8</b>
RESIDENCY POLICY	8-9
KINDERGARTEN ADMISSION – GRADE ONE ADMISSION	9
TUITON	9
POLICY FOR EARLY RELEASE OF 6 <sup>TH</sup> , 7 <sup>TH</sup> & 8 <sup>TH</sup> GRADERS TRAINING W/ WVA	10
ACADEMIC TUTORIAL PROGRAMS IN LIEU OF SCHOOL ATTENDANCE	10
TRANSFERS	10
PARENTS AND VISITORS	10
STUDENT VISITORS	10-11
ALUMNI	11
VOLUNTEERS	11
TRANSPORTATION	11
TELEPHONE USE/CELL PHONES	11
EMERGENCY INFORMATION	11
PARENT GUARDIANSHIP	12
REGISTRATION	12
NO SCHOOL – SCHOOL DELAY POLICY	12
NOTIFICATION OF DISCLOSURE OF INFORMATION	12
WEBSITE AND PRINTED MATERIAL OF STUDENTS PHOTOS	12
SAMPLE AUTHORIZATION FORM	12
INVITATIONS	13
<b>INTERNET POLICY</b>	<b>13</b>
BASIC RULES	13
STUDENT RESPONSIBILITY	13
INTERNET ACCESS IS A PRIVILEGE	14
WVES RESPONSIBILITY	14
REQUIRED SIGNATURES-SAMPLE INTERNET ACKNOWLEDGEMENT FORM	14
<b>COMMUNICATION WITHIN THE SCHOOL COMMUNITY</b>	<b>14</b>
CHANNELS OF COMMUNICATION	14-15
APPOINTMENTS	15

CONFERENCES	15
SCHOOL NEWSLETTER	15
<b>THE SCHOOL DAY</b>	<b>15</b>
MORNING MEETING	15
STUDENT RESPONSIBILITY FOR CLASS	16
STUDENT DRESS	16
USE OF SCHOOL FACILITIES AND MATERIALS	16
LOCKERS	16
MATERIALS PROVIDED FOR STUDENTS/RESPONSIBILITY FOR LOST MATERIAL	16
<b>LIBRARY</b>	<b>16</b>
LIBRARY STANDARDS	16-17
LIBRARY ORGANIZATION	17
LIBRARY/MEDIA COLLECTION DEVELOPMENT PLAN/POLICY	17-26
<b>HOMEWORK POLICY</b>	<b>26</b>
<b>TIME GUIDELINES</b>	<b>27</b>
<b>MISSING OR LATE ASSIGNMENTS</b>	<b>27</b>
<b>PLAGIARISM AT WVES</b>	<b>28</b>
<b>ASSESSMENT</b>	<b>28</b>
<b>MEALS</b>	<b>28</b>
MILK	28
SNACK – BREAKFAST	29
LUNCH	29
ALLERGIES	29
<b>RECESS</b>	<b>29</b>
<b>TOYS/ELECTRONIC EQUIPMENT/CELL PHONES</b>	<b>29</b>
<b>STANDARDS FOR CONDUCT</b>	<b>30</b>
HARASSMENT	30
REPORT PROCEDURE	30
DISCIPLINE	30
HARASSMENT AS ABUSE	30
SEXUAL HARASSMENT	30
IMMUNITY	31
SEXUAL HARASSMENT	31
SEXUAL HARASSMENT DEFINED	31
REPORTING PROCEDURES	31
INFORMAL COMPLAINT PROCESS	32
FORMAL COMPLAINT PROCESS	32
INVESTIGATION RECOMMENDATION	32
SCHOOL DISTRICT ACTION	33
REPRISAL	33
NON-HARASSMENT	33
ALTERNATIVE COMPLAINT PROCEDURES	33
SEXUAL HARASSMENT AS ABUSE	33
DISCIPLINARY ACTION	33
<b>STANDARDS OF BEHAVIOR</b>	<b>33</b>
CONSEQUENCES FOR MISBEHAVIOR	33-34
AFTER SCHOOL DETENTION	35
ASSEMBLY BEHAVIOR	35
SCHOOL SIGNAL	35
RECESS AND PLAYGROUND GUIDELINES	35

LUNCH ROOM	35-36
PASSING BETWEEN CLASSES	36
EQUIPMENT BROUGHT TO SCHOOL	36
<b>SCHOOL PROGRAMS</b>	<b>36</b>
ACADEMIC PROGRAMS – K through 8	36
CURRICULUM CYCLE K-2	36-37
CURRICULUM CYCLE 3-5	37
CURRICULUM CYCLE 6-8	37-38
MUSIC	38
ART	38
PHYSICAL EDUCATION	38-39
COMPUTERS	39
GUIDANCE	39
SPECIAL EDUCATION SERVICES	39-40
ALTERNATIVE EDUCATION PLANS	40
504 PLAN	41
FOR PARENTS (NOTICE OF RIGHTS)	41-42
SAU#48 ASSISTIVE TECHNOLOGY LENDING POLICY	42
CONFIDENTIAL RECORDS	43
BLENDING GIFTED EDUCATION	43
LEGO TECHNICS AND ROBOTICS	43
JOHNS HOPKINS TALENT SEARCH	43
MINDFLIGHT	43
EDUCATIONAL THEATRE COLLABORATIVE (ETC)	43
FIELD TRIPS	44
MIDDLE SCHOOL CO-CURRICULAR ACTIVITIES	44
<b>HEALTH</b>	<b>44</b>
SCHOOL NURSE	44
IMMUNIZATION REQUIREMENTS	44
MEDICAL PROCEDURES	44
MEDICAL RELEASE FORMS AND SAMPLE FORM	45
SCHOOL DENTAL HEALTH PROGRAM	45
<b>REPORT CARDS AND PROGRESS REPORTS</b>	<b>46</b>
REPORT CARDS	46
PROGRESS REPORTS	46
REPORT CARD AND PROGRESS REPORT SCHEDULE	46
MIDDLE SCHOOL GRADES	46
<b>ADDITIONAL SCHOOL POLICIES</b>	<b>46</b>
PSYCHOLOGICAL SERVICES	46
POLICY OF NON-DISCRIMINATION	47
WEAPONS POLICY	47-48
FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT	48-49
CRIMINAL RECORDS CHECK	49
TEACHER QUALIFICATIONS	49
<b>APPENDIX</b>	<b>50</b>
<b>SCHOOL CALENDAR 2011-2012</b>	<b>51</b>
WATERVILLE VALLEY ELEMENTARY SCHOOL FACULTY & STAFF	52
PARENT / TEACHER / ASSOCIATION (PTA)	53