

# Westside Elementary Additional Policies and Procedures

## Student Dress and Appearance (WES)

All students are expected to exercise neatness, modesty, and dignity in appearance and manner of dress. The following items will not be permitted:

1. Bare feet
2. Bare midriff
3. Inappropriate tops (i.e. halter tops, spaghetti straps, muscle shirts, backless tops, etc.)  
Straps on top should be at least two inches wide.
4. Baggy jeans or shorts. These garments must fit properly at the waist, no sagging.
5. Shorts or skirts shorter than a dollar bill length from the top of the knee.
6. Transparent or see-through apparel.
7. Shirts with inappropriate slogans such as any obscene, vulgar, or suggestive messages inconsistent with school standards. Shirts advertising or promoting use of tobacco, alcohol, or drugs are not permitted.
8. Dress and appearance that causes interruption of the proper pursuit of learning or creates disorder in the classroom and/or school.
9. Shoes with wheels are not allowed. They are not to be worn at any school functions, trips, ballgames, or on campus.
10. No hats are to be worn inside the school building. However, hats on the playground are allowed. Hats are also permissible on days specified for spirit wear.
11. In addition to the criteria above, the faculty may develop a dress code for students representing Westside Elementary School during any extracurricular activity.

## GRADING AND REPORTING (WES)

K will have a checklist meeting the Common Core Curriculum State Standards.

The letters A, B, C, D, and F are used in the recording and reporting of grades for grades 1-4.

90-100	A	Superior Work
80 - 89	B	Above Average Work
70 - 79	C	Average work
60 - 69	D	Below Average Work
Below 60	F	Failure to achieve the minimum requirement for passing. No credit is given for a F.

During the fifth week of each grading period, a progress report will be completed by the teacher in grades K-4. The report will be sent home to be signed by the parent and then returned to the teacher to be kept on file. Receipt of an unsatisfactory progress report should indicate to the parent that there is at least a danger of failure.

Report cards are issued to parents at the end of each nine-week period. Parent/teacher conferences are scheduled at the end of the first and third nine-week grading periods. These conferences are very productive and all parents are urged to participate. Teachers shall meet

with parent(s) or guardian(s) of each student at least once a year through a parent-teacher conference or a home visit.

Grades assigned to students for performance in a course shall reflect only the extent to which a student has achieved expressed academic objectives of that course.

### **HOMEWORK (WES)**

Homework is deemed to be a beneficial supplement to the in-school instructional program. Homework will be assigned as practice for skills taught and research using content appropriate to the course and for the students. Teachers will not assign homework tasks that are excessive or meaningless. The purpose of homework assignments will be to enable the student to gain understanding and proficiency in the subject area in which the assignment was made. The teacher will take into consideration the student's involvement in any extracurricular activity on any given night in assigning homework.

Parents should be supportive of the school's effort relative to homework. Parents are encouraged to be involved in all aspects of their children's education. Parents can help their children with homework by helping them gain a better understanding of concepts and skills which have been taught at school. However, the parent should not do the homework assignment for the child as this would be detrimental to the child. The parents can help the child with homework in the following ways:

1. Look over the assignment after the child has completed it.
2. Praise the child if he/she has done well.
3. Explain to the child why he/she did not do well if the performance was poor.
4. Provide a place for the child to do the homework which is well-lighted and free from distractions.
5. Set aside a certain time each day for the child to complete homework.

Homework grading policy for 3<sup>rd</sup> and 4<sup>th</sup> grade:

Students who do not have class work/homework turned in by the due date will receive a zero in the grade book. After parents have been notified (Monday folder), students will have the opportunity to turn in homework the next day with a 25% reduction in grade. If homework is two days late, there will be a reduction of 50% in the grade. After the second day, if no homework is turned in, the grade will remain a zero in the grade book.

### **PROMOTION/RETENTION (WES)**

The decision to retain a child is never an easy one. The summary given below establishes criteria to be used when making that decision. We must keep in mind that no one criteria are basis enough for retention. All criteria must be considered.

Kindergarten students must show mastery of the identified basic kindergarten curriculum before promotion will be possible.