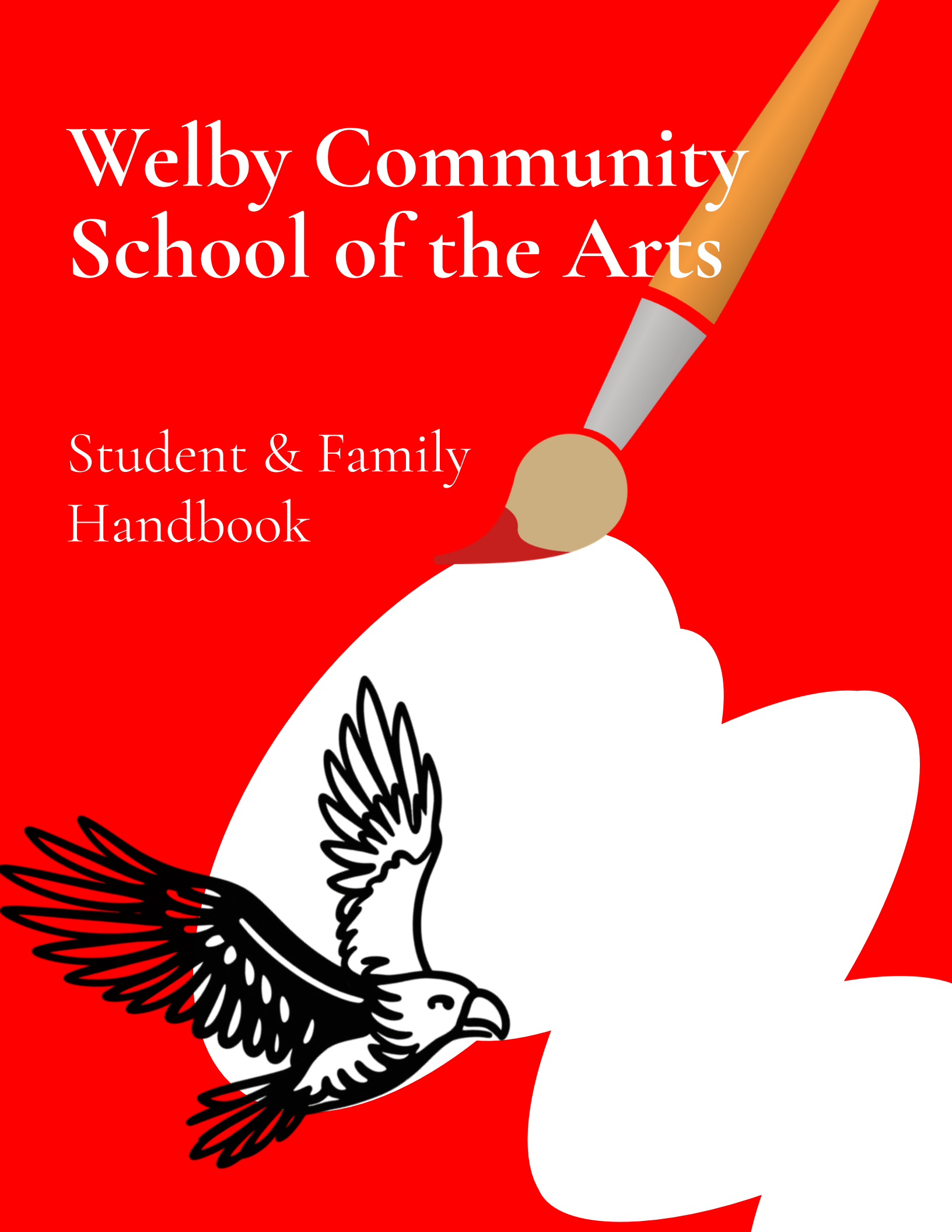


Welby Community School of the Arts

Student & Family
Handbook



Welby Community School of the Arts

PURPOSE

Welby Community School of the Arts will work tirelessly to tap the unlimited potential of each individual student! Through high-quality instruction and a commitment to every student mastering the grade level standards, we will work together to ensure our students own their highest levels of academic success and high quality work. Our students will thrive in a fun, safe and creative environment that recognizes each of our students as individuals and prepares them to stand up for what they believe in by equipping them with the confidence necessary to overcome any challenge they may face in school and in life.

VISION

Welby Community School of the Arts educates students to become lifelong learners by cultivating curiosity, critical thinking, and creativity through engaging work that is challenging, adventurous, and meaningful. We believe the arts can inspire a love of learning that will build a foundation for future academic success and inspire students to create a better world.

MISSION

We commit to high quality educational experiences characterized by:

- Promoting joy in learning through rigorous and standards-based instruction in which students are active participants.
- Building a culture of learning by celebrating character development and continuous growth where everyone belongs and can succeed.

Hawk Habits

At the heart of our school culture are our Hawk Habits. These character traits guide how we learn, interact, and grow together:

Courage

The willingness to confront fear and vulnerability, taking risks despite discomfort or the possibility of failure. It involves challenging the norm, expressing one's truth, and recognizing mistakes as opportunities for growth while supporting others in doing what is right.

Compassion

As learners, when we are compassionate to ourselves, we understand who we are as learners so we can be patient with ourselves. We set reasonable goals that push us enough to be proud of ourselves and we celebrate our successes along the way! When we are compassionate to our Crewmates as learners, we allow them to think for themselves and only offer encouragement or helpful advice so we don't rob our friends of their own success!

Perseverance

The ability to keep working towards a goal by using strategies, feedback, and self-reflection to improve and complete tasks to the best of your ability. It involves staying focused, making adjustments when needed, and maintaining confidence in the quality of your work, even when faced with challenges.

Craftsmanship

The dedication to creating high-quality work through a reflective process of revision and refinement, ensuring attention to detail and taking pride in both the finished product and personal growth along the journey.

Integrity

The practice of being honest, accountable, and true to oneself, making thoughtful decisions that consider both personal values and the well-being of the community. It involves acting responsibly, showing initiative, and exercising situational awareness, while building independence and trust over time.

Collaboration

Working together to share ideas, solve problems, and support each other's learning while respecting each other's contributions. It involves active participation, communication, and self-reflection to ensure everyone is engaged and contributing to the success of the group.

At Welby Community School of the Arts, technology is used to support learning, creativity, research, collaboration, and the production of high-quality work. We teach students to use technology responsibly and appropriately while maintaining a learning environment that is focused, safe, and engaging.



Cell Phones & Technology

Cell Phone Policy

Students may bring cell phones and personal electronic devices to school; however, devices must remain turned off and out of sight during the school day unless specifically authorized by a staff member for educational purposes.

First Offense

- Device is confiscated by the teacher and returned to the student at the end of the school day.

Second Offense

- Device is confiscated and turned over to the principal.
- Parent/guardian is contacted.
- The device must be picked up by a parent/guardian in the main office.

Third Offense

- A cell phone contract is developed with the student and family.
- The student must turn the device into the main office at the start of each school day.
- The device may be picked up from the office at the end of the school day.
- Additional consequences or supports may be implemented as needed.

Students are responsible for securing their personal devices. Welby Community School of the Arts and Mapleton Public Schools are not responsible for lost, stolen, or damaged personal property.

Technology

Welby provides technology to support student learning. Only devices issued by the school are permitted for use in the classroom. Student devices from home cannot be used at school.

Students are expected to:

- Use school technology for educational purposes.
- Follow teacher directions when using devices.
- Care for devices responsibly and report any damage immediately.
- Respect the privacy and work of others.
- Use appropriate language and digital citizenship practices online.

If technology or cell phone expectations are not followed, a student may temporarily lose access to a device, or be required to store it in the office.

At Welby Community School of the Arts, every day of learning matters. Regular attendance helps students build strong relationships, develop important academic skills, and fully participate in our school community. We encourage students to be at school every day, on time, and ready to learn.

Attendance Expectations

- All students are expected to attend school Monday through Friday during regular school hours.
 - 7:50 AM - 2:50 PM
- Parents are responsible for ensuring their child arrives at school on time each day.
- If a child will be absent, parents must notify the school office.

Obligations, illnesses, appointments, and unexpected absences happen. Students can miss up to 8 days of the school year in order to have 95% attendance or better.

If a student accumulates more absences than this, it may result in attendance letters, family meetings, or referral to the District.

Missing 10 consecutive school days may result in unenrollment.

Tardiness & Late Arrivals

- The school day begins at 7:50 AM. Children arriving after 7:55 AM are considered tardy.
- Parents must sign in late arrivals at the school office before dropping their child off
- Frequent tardiness (5 or more occurrences per month) may lead to a parent meeting to discuss solutions for improving attendance.

Unexcused Absences & Attendance Review

An absence is considered unexcused if:

- The school is not notified in advance.
- The child misses school due to a non-emergency, non-medical reason without prior approval.
- The child is absent frequently without justification.

At Welby Community School of the Arts, we prioritize student health and well-being. Our policies help create a safe, clean, and supportive environment for all children.

Immunization & Health Records

All children must have up-to-date immunizations before the first day.

A current vaccination record is required upon enrollment and updated annually.

Medical exemptions must be approved by a licensed physician.

Illness Policy

When to Keep Your Child at Home

Students should stay home when they are sick enough that they cannot comfortably participate in normal school activities or when they may spread illness to others.



Fever 100 or higher



Vomiting within the previous 24 hours



Diarrhea within the previous 24 hours



Severe coughing/
difficulty breathing

Students should be fever-free for 24 hours without fever-reducing medication before returning to school.

If your child is absent for 2+ days due to illness, a doctor's note is required.

All medication to be taken during the school day **MUST** be given to the school Health Assistant.

We encourage children to wear comfortable, weather-appropriate clothing that allows for safe movement, active play, and independent self-care. Our dress code promotes practicality, safety, and school identity while allowing children to express themselves.

Dress Code Guidelines

Comfortable, Play-Appropriate Clothing

- Children should wear loose, breathable clothing that allows free movement.
- Clothes should be easy for children to manage (e.g., elastic waistbands instead of buttons/zippers).

Weather-Appropriate Attire

- Cold Weather: Coats, gloves, hats, and closed-toe shoes.
- Warm Weather: Lightweight, sun-protective clothing and a wide-brimmed hat for outdoor play.

What Not to Wear

- Clothing with inappropriate images, logos, or slogans.
- Jewelry or accessories that pose a safety risk (e.g., dangling earrings, long necklaces).
- Costumes or dress-up clothes (except on designated days).
- Shoes with wheels, flip-flops, or heels.
- Wearing sweatshirt hoods during the school day.

Personal Belongings

Items to Bring Daily

- **Backpack**
large enough for a lunchbox, extra clothes, and schoolwork
- **Lunch & Snacks**
if not participating in the school meal program

Do not bring toys, stuffies, or valuable items to school. They are not needed during the school day.

It is common for students to misplace their personal items during the school day.

Please make sure to check the Lost & Found whenever you get a chance. You just might find something you did not even know you lost!

Birthdays & Classroom Celebrations

At Welby Community School of the Arts, we love celebrating our students and helping them feel recognized on their special day. At the same time, we are committed to protecting instructional time and ensuring that celebrations do not interfere with learning.

To support both goals, families are welcome to provide a simple birthday treat for their child's class.

Birthday Treat Guidelines

- All treats must be **store-bought and prepackaged**.
- Families must **contact the classroom teacher before bringing treats** to school.
- Teachers can help families determine:
 - The number of students in the class
 - Whether there are any food allergies or dietary considerations
 - Any additional classroom-specific needs
- Treats should be dropped off in the school office, not delivered directly to classrooms.

To minimize disruptions to learning, birthday treats will be delivered to classrooms at 2:30 p.m. for students to enjoy.

Keeping Celebrations Simple

Birthdays are an important opportunity to celebrate our students, but school is not the place for large parties or elaborate celebrations. Please do not send:

- Decorations, balloons, or party favors
- Entertainment or activities
- Large quantities of food beyond what is needed for the class

Our goal is to recognize and celebrate students while maintaining a focused learning environment for everyone.

Thank you for helping us create celebrations that are joyful, inclusive, and respectful of instructional time. We are honored to celebrate each Hawk on their special day! 🎉



At Welby Community School of the Arts, we believe that learning extends beyond the classroom. Throughout the year, students and families have opportunities to celebrate learning, build community, showcase talents, and create lasting memories together. We encourage all families to participate in these special events whenever possible.

Annual School Events

Annual Fun Run Fundraiser

The Fun Run is one of our school's largest community events. Students participate in a fun, active running and walking event that promotes healthy habits, school spirit, and perseverance. The Fun Run is also an opportunity for families and community members to support our school and meet our fundraising goals!

Thanksgiving Lunch

Our annual Thanksgiving Lunch brings students, families, and staff together to share a meal and celebrate gratitude. This event provides an opportunity for our school community to connect and reflect on the many things for which we are thankful.

Winter Carnival

The Winter Carnival is a family-friendly event filled with games, activities, and opportunities to celebrate the winter season. Students and families are encouraged to participate together and enjoy an evening of community fun.

Talent Show

The Talent Show gives students the opportunity to showcase their unique talents and interests. Whether performing music, dancing, acting, demonstrating a skill, or sharing another talent, students are encouraged to demonstrate courage and confidence while supporting their peers.

Concerts & Performances

Throughout the year, students may participate in musical performances and other artistic showcases. These events allow students to demonstrate their learning, creativity, and hard work while sharing their talents with families and the community.

Field Day

Field Day is a celebration of teamwork, physical activity, and school spirit. Students participate in a variety of games and activities that promote collaboration, perseverance, and a love for the arts!

Event Etiquette



Be Respectful

- Treat all students, families, staff, and guests with kindness and respect.
- Use appropriate language and behavior at all times.
- Remember that school events are family-friendly environments.

Be Present

- Give students your attention during performances, presentations, and celebrations.
- Limit conversations during performances so all audience members can enjoy the event.
- Silence cell phones and electronic devices whenever possible.

Celebrate Everyone

- Cheer positively for all students, not just your own child.
- Recognize the courage it takes for students to perform, present, or share their work.
- Encourage and support all participants.

Respect Learning Spaces

- Follow directions from staff members and volunteers.
- Remain in designated areas during events.
- Help keep our school clean by disposing of trash properly.

Support Student Success

- Arrive on time whenever possible.
- Stay for the duration of performances or presentations when appropriate.
- Focus on celebrating student effort, growth, and learning.

We want every school event to be a positive experience for students, families, staff, and guests. When attending school events, we ask all community members to model the Hawk Habits and follow these expectations.

Demonstrating the Hawk Habits at School Events

School events provide opportunities for students and families to demonstrate our Hawk Habits:

- **Collaboration** by working together and supporting one another.
- **Perseverance** by participating, performing, and trying new things.
- **Integrity** by following expectations and showing respect.
- **Compassion** by encouraging and uplifting others.
- **Craftsmanship** by taking pride in performances, projects, and presentations.
- **Courage** by sharing talents, ideas, and learning with others.

Together, we can create events that celebrate our students, strengthen our community, and make Welby Community School of the Arts a place where every Hawk can soar.



Breakfast

Breakfast is available to all students free of charge each school day.

Breakfast Service Hours: 7:35 a.m. – 7:50 a.m.

Students who choose to eat breakfast at school should arrive with enough time to eat and be ready for the start of the school day.

Eating breakfast helps students:

- Focus on learning
- Build healthy habits
- Have the energy needed for a successful day



At Welby Community School of the Arts, we believe that healthy students are better learners. We are committed to ensuring that every student has access to nutritious meals and a positive dining experience each day.

Lunch

Lunch is available to all students free of charge each day.

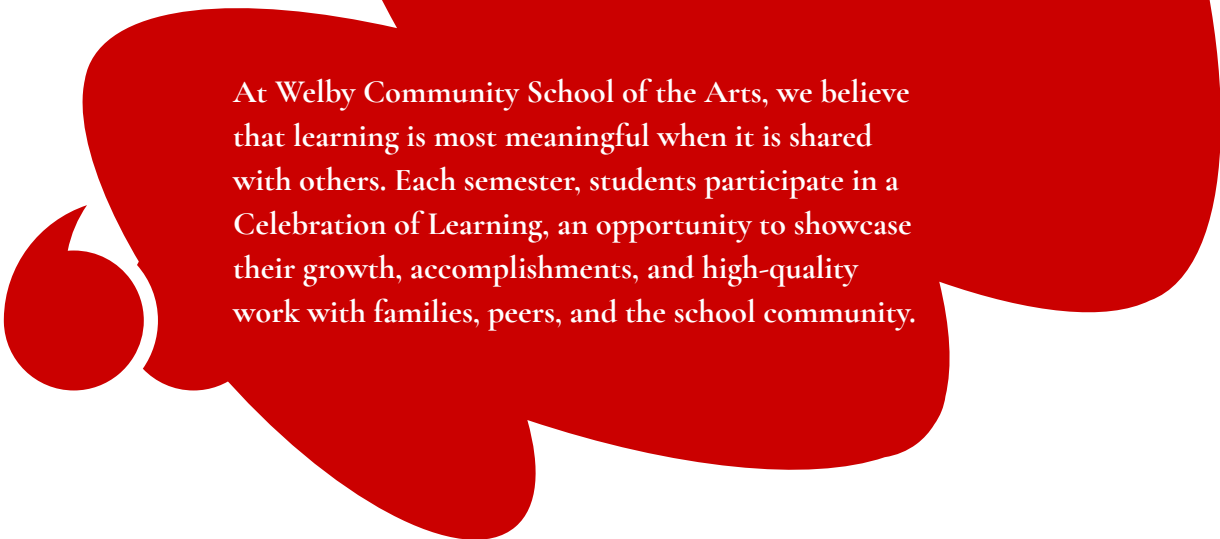
Students may:

- Eat the school-provided lunch
- Bring a lunch from home

In addition to the regular lunch menu, snacks are available for purchase during lunch. Families are encouraged to discuss purchasing expectations with their child in advance.

Lunch time is an opportunity for students to:

- Refuel their bodies
- Connect with friends
- Practice responsibility and good citizenship
- Demonstrate the Hawk Habits



At Welby Community School of the Arts, we believe that learning is most meaningful when it is shared with others. Each semester, students participate in a Celebration of Learning, an opportunity to showcase their growth, accomplishments, and high-quality work with families, peers, and the school community.

Celebrations of Learning

What is a Celebration of Learning?

A Celebration of Learning is a special event held each semester where students share what they have been learning with families, peers, and the school community. These events provide students with an authentic audience for their work and an opportunity to demonstrate their knowledge, skills, creativity, and growth.

Because learning looks different at every grade level, Celebrations of Learning can take many forms, including:

- Student presentations
- Skits and performances
- Dioramas and models
- Art exhibits
- Displays of writing and research
- Interactive projects

No matter the format, every Celebration of Learning gives students the opportunity to showcase their learning, explain their thinking, and reflect on their growth.

Families are invited to attend and celebrate the hard work, perseverance, and accomplishments of our students as they share what they have learned throughout the school year.

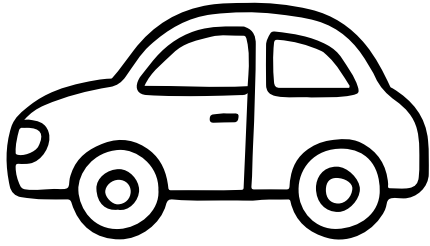
Why Do We Have Celebrations of Learning?

Celebrations of Learning are an important part of our school culture and reflect our commitment to student agency, ownership, reflection, and high-quality work.

These events help students:

- Take pride in their accomplishments
- Practice communication and presentation skills
- Reflect on their growth and learning
- Share their thinking with others
- Receive recognition for their effort and craftsmanship
- See the real-world purpose of their work

When students know they will share their work with others, they are often inspired to revise, improve, and create their very best work.



At Welby Community School of the Arts, student safety is our highest priority. Our arrival and dismissal procedures are designed to ensure that students enter and leave school safely while helping traffic move efficiently for all families.

Morning Arrival

The "Hug & Go" Drop-Off Lane

To help keep traffic moving:

- Have students ready to exit the vehicle when you reach the drop-off area.
- Say your goodbyes before reaching the front of the line whenever possible.
- Pull forward as directed by staff.
- Students should exit promptly and safely from the vehicle.

Because many families use the Hug & Go lane each morning, it is important that vehicles do not remain stopped longer than necessary.

Parking and Entering the Building

If you need to enter the school for any reason, please:

- Park in a designated parking space.
- Walk into the building through the main entrance.

Do not leave your vehicle unattended in the Hug & Go lane. Parking or waiting in the drop-off lane creates traffic backups and can impact student safety.

Afternoon Dismissal

To ensure students are dismissed safely and efficiently, Welby uses a dismissal management system called iDismiss. This system helps staff quickly identify students and connect them with their adult.

Pick Up Zones: Orange & Purple

Orange Zone - Kinder-2 students are picked up from the Hug & Go lane in front of the Main Office.

Purple Zone - 3-6 students are picked up from the parking lot on the back side of the gym

Authorized Pick-Up

- Only adults authorized by a student's parent or guardian may pick up that student.
- Staff may ask for identification when necessary.
- If an unfamiliar person arrives to pick up a student, the school will contact the student's parent or guardian before releasing the student.
- Students will not be released until authorization has been confirmed.

At Welby Community School of the Arts, we believe students should take an active role in their learning. Twice each year, students participate in Student-Led Conferences, a special opportunity to share their progress, celebrate their growth, and discuss their goals with their families.



Student-Led Conferences

What are Student-Led Conferences?

Rather than teachers doing most of the talking, students share evidence of their learning, reflect on their progress, and explain their next steps for growth.

Student-Led Conferences help students develop ownership of their learning while giving families a deeper understanding of their child's academic progress.

How do conferences work?

During the conference, students:

- Share examples of their work
- Discuss progress toward learning goals
- Explain their understanding of grade-level standards
- Reflect on strengths and areas for growth
- Celebrate accomplishments and successes
- Identify next steps for continued learning
- Students are encouraged to speak confidently about what they have learned, what they are proud of, and what they are working to improve.

The Role of Families

Families play an important role in Student-Led Conferences. During the conference, family members are encouraged to:

- Listen carefully to their child's reflections and explanations
- Ask questions about learning and goals
- Celebrate growth and accomplishments
- Encourage effort, perseverance, and continued improvement
- Support their child's learning goals at home

Grading & Report Cards

At Welby, report cards are based on grade-level standards. Because these standards are intended to be mastered by the end of the school year, report card scores provide a snapshot of a student's current progress toward mastery.

Learning is a process, so it is normal for students to continue growing and improving throughout the year. A score that is appropriate at the beginning of the year may be different from what is expected later in the year as students gain new knowledge and skills.

Students receive a score of 1–4 for each standard:

- 4 – Exceeds the Standard
- 3 – Meets the Standard
- 2 – Approaching the Standard
- 1 – Does Not Meet the Standard

Teachers regularly assess student learning and use that information to adjust instruction, provide feedback, and support growth.



Restorative Practices & Solving Conflicts

At Welby Community School of the Arts, we believe that conflicts and mistakes are opportunities to learn and grow. When problems arise, we use restorative practices to help students understand the impact of their actions, repair harm, and strengthen relationships.

Restorative practices help students develop responsibility, empathy, communication skills, and problem-solving strategies that will serve them throughout their lives.

The Restorative Conversation Process

1.

Both parties have an opportunity to share what happened from their perspective while the other listens.

2.

Both parties share how the incident made them feel and why.

3.

Both parties take ownership for their part in the conflict.

4.

Together they determine who was affected and how.

5.

Together they determine how to repair the harm and what to do if another conflict arises.

What about Consequences?

Restorative practices do not mean there are no consequences for inappropriate behavior.

Students are still expected to follow school expectations and take responsibility for their choices. Depending on the situation, consequences may include loss of privileges, restitution, problem-solving meetings, parent communication, or other appropriate actions.

AGENCY, OWNERSHIP, & INDEPENDENCE

At Welby, we empower students to lead their learning and become confident, capable, and courageous learners. ❤️

AGENCY

I have a voice and choices in my learning.



THIS LOOKS LIKE:

- ✓ I share my ideas and opinions.
- ✓ I ask questions.
- ✓ I make choices about my learning.
- ✓ I help set goals.
- ✓ I take part in making decisions that affect me and my class.

OWNERSHIP

I take responsibility and take pride in my learning.



THIS LOOKS LIKE:

- ✓ I set goals for myself.
- ✓ I stay focused and persevere through challenges.
- ✓ I reflect on my progress.
- ✓ I learn from my mistakes.
- ✓ I take pride in my work.

INDEPENDENCE

I believe in myself and take action on my own.



THIS LOOKS LIKE:

- ✓ I try new things.
- ✓ I solve problems on my own.
- ✓ I use my resources.
- ✓ I manage my time and materials.
- ✓ I advocate for myself and ask for help when I need it.



Agency gives me voice.

Ownership gives me purpose.

Independence gives me the power to soar. ❤️

We require all parents or guardians to review and acknowledge the policies outlined in this Parent Handbook. This ensures that families understand the expectations, procedures, and commitments necessary for a positive school experience.



Parent Handbook Agreement

I,, the parent/guardian of, have read and reviewed the Welby Community School of the Arts Student/Family Handbook. I acknowledge and agree to the following:

- ☐ I understand and agree to abide by the attendance and tardiness policies.
- ☐ I acknowledge and will follow the health and illness policies, including immunization and medication requirements.
- ☐ I will comply with the school's dress code and personal belongings policy.
- ☐ I acknowledge the field trip and special activities policy and will provide permission as required.
- ☐ I agree to communicate with the school regarding any concerns, absences, or emergency situations.

Student Name: _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: _____