

SUPERINTENDENT OF SCHOOLS

Mr. Adrian Cline

DESOTO DISTRICT SCHOOL BOARD

Mr. Ronny Allen
Mrs. Karen Chancey
Mrs. Judy Kirkpatrick
Mrs. Deborah Snyder
Mr. Danny Via

SCHOOL BOARD ATTORNEY

Mr. Eugene Waldron

FORWARD

The purpose of this handbook is to explain the policies and procedures of West Elementary School. It will be used by each family as a source of information throughout the school year.

Parents are urged to review this document with their child throughout the school year.



Mission Statement

The mission of the School District of DeSoto is to prepare all students to be successful citizens and productive workers.

Guiding Principles

1. Students, the quality of instruction and services provided to students, and the needs of students will be central concerns in all decisions made in the School District of DeSoto.
2. Integrity, honesty, openness, and responsiveness are core values in the School District of DeSoto.
3. Decisions should be made as close to the point of implementation as possible and based on consideration of all available resources.
4. The schools belong to the community, whose input and partnerships are essential to effectively meet the needs of students.

Goals

1. To create a challenging, supportive educational environment that results in higher levels of achievement for all students which includes: reading with comprehension, writing clearly, computing accurately, thinking, reasoning, and using information to solve problems.
2. To provide leadership to agencies serving youth, ensuring family support and academic success.
3. To help all employees become educational leaders who provide responsible and innovative leadership to achieve effective instruction for all students.
4. To hold everyone in the school district accountable for contributing to the educational bottom line: student achievement.
5. To create an organizational culture that considers employees to be its most valuable resource and invests in their professional growth and development.
6. To create within the entire community a sense of ownership of the schools and a belief that a quality public school system is an investment in the continued growth and prosperity of DeSoto County.

Adopted by the School Board of DeSoto County on August 14, 2007

WEST ELEMENTARY SCHOOL STAFF

PRINCIPAL	Bradley Warren
ASSISTANT PRINCIPAL	Dr. Bryan Johnson
GUIDANCE COUNSELOR	
BOOKKEEPER	Danielle Frederici
PRINCIPAL'S SECRETARY	Karen Mercer
RECEPTIONIST	Sandie Carlton
MIGRANT RECRUITER	Angelica Castro
RECORDS CLERK	Susie Stainbrook
ATTENDANCE CLERK	Janet Ridley
SCHOOL NURSE	Staci Forinash

SCHOOL ADVISORY COUNCIL OFFICERS

PRESIDENT	Ashley DeLuca
VICE – PRESIDENT	Jennie Muse

COWBOY BOOSTERS

PRESIDENT	Kelli Werner
VICE – PRESIDENT	Jennie Muse
TREASURER	Ashley DeLuca
SECRETARY	Lucretia Gilmore

WEST ELEMENTARY SCHOOL MISSION STATEMENT

The mission of West Elementary is to educate children to read with comprehension, write clearly, compute accurately, think, reason, and use information to solve problems.

WEST ELEMENTARY SCHOOL VISION STATEMENT

Approaching all challenges with our best efforts.

WEST ELEMENTARY SCHOOL STATEMENT OF BELIEFS

- We believe in a positive learning environment.
- We believe in individual learning challenges.
- We believe in respect, cooperation, and responsibility.
- We believe in motivation, enthusiasm, and positive attitudes.

WEST ELEMENTARY SCHOOL CORE VALUES

The West Elementary School community will promote the following:

- Utilize and link data, research and assessments to make decisions that drive student instruction and staff development in order to focus on student learning.
- Challenge everyone to think critically and take responsibility for his or her own learning.
- Create innovative lessons through the use of collaborative teams, technology and differentiated activities to support and enrich student learning.
- Foster a partnership of parents, teachers and students in a safe and secure community by maintaining positive communication and creating opportunities for involvement.
- Respect and celebrate the childhood diversity and successes of our students, families, and co-workers.
- Utilize all resources to identify specific learning needs and barriers of academic progress and make the necessary accommodations.

SCHOOL WIDE BEHAVIORAL EXPECTATIONS

Follow directions

Be respectful

Be prepared

Do your best

Stay on task

SCHOOL WIDE COLOR CODE OF CONDUCT

- Green = Great Work
- Yellow = Warning
- Orange = Time Out
- Red = Phone Call/Note Home
- Purple = Referral

West Elementary School

304 West Imogene Street
Arcadia, Florida, 34266
(863) 494-3155/Fax (863)494-3689
www.desotoschools.com/wes

August 10, 2017

Welcome West Elementary Families!

We are grateful that you have chosen to partner with us in educating your children. Our dedicated staff, caring parents, and enthusiastic students make this a fantastic place to grow and learn! As a Leader in Me school, we focus on strengthening the greatness in every child. To accomplish that goal, every member of our school family understands and implements Stephen Covey's 7 Habits of Highly Effective People. By putting these habits into practice, West Elementary School has become a community of Learners and leaders who...

Love learning

Excel in all we do

Achieve goals together, and

Do what's right

As we work together this year, let's build and maintain a positive relationship of trust and open communication. Parents are always welcome at school, and we encourage you to be actively involved through our SAC (School Advisory Council), Booster Club, or volunteering. In addition to attending regularly scheduled conferences, we invite you to contact your child's teacher any time you have a question or cause for celebration regarding your young leader's progress. Together, we'll empower all students to become leaders of their lives, leaders in our school, and leaders of their futures. That's Leadership the Cowboy Way!

Let's make this year the Best at West!

Bradley Warren

Principal

TABLE OF CONTENTS

General Rules.....	8
Emergency Information Cards.....	8
Building and Campus Cleanliness.....	9
Attendance Procedures.....	9
Visitors.....	10
Bus Rules.....	11
Arrival before School.....	11
Cafeteria Rules.....	12
Classroom Rules.....	12
Bathroom Rules.....	12
Conduct at Assemblies.....	12
Media Center Rules and Procedures.....	13
Playground Rules.....	13
Physical Education.....	14
Departure from School.....	13
Field Trips.....	14
Dress Code.....	15
Theft.....	16
Student Conduct.....	17
Clinic Policy.....	19
School Insurance.....	20
Student Withdrawal Procedures.....	20
Student, Teacher, Parent Contracts.....	20
Tips to Parents.....	21
Parent Conference.....	21
Safety Patrol.....	21
Parent Organizations.....	21
Evacuation Procedures.....	22
Grading System and Student Awards.....	22
Report Cards/Promotion and Retention.....	23
Parent/student signature sheet	25

STUDENT/PARENT HANDBOOK

2017-2018

GENERAL RULES

1. Students will use self-control and maintain order in all areas of the campus and during all school-related activities.
2. The following are prohibited on campus:
 - a. Running on walkways
 - b. Riding bikes, scooters or skating on campus
 - c. Water guns, toys or other related types of personal items
 - d. The use and display of cellular phones during school hours, unless directed by a teacher. Student cell phones must remain in backpacks in the “off” position/mode.
3. The following are subject to a discipline referral:
 - a. All types of tobacco, alcohol and drugs
 - b. Firearms, explosives, matches, knives or other dangerous items
 - c. The use of foul and obscene language or gestures.
 - d. Repeated occurrences of disruptive behavior.
4. Students will remain on campus during school hours. **Parents are required to sign students in and out of school at the attendance window when necessary during the school day.**
5. Students will obey all traffic and safety rules when crossing the streets adjacent to the campus. This includes the wearing of helmets by bike riders according to the law.
6. Students will obey all crossing guards and/or school personnel.

EMERGENCY INFORMATION CARDS

At the start of the school year, your child’s teacher will send an “Emergency Information Card” home to be completed and returned to school. The information on this card is extremely important and will be filed in the school office and clinic. Please fill out as much information as possible including the name and phone numbers of relatives, friends and neighbors who can be contacted in case of an emergency if you cannot be reached. Please let

the individuals listed on your child's emergency information card know that they will be required to provide proper identification when they are checking your child out of school if we are unable to contact you by phone.

If any of this information changes throughout the school year, please notify the school office and your child's teacher. Any changes in court proceedings involving parental rights, guardianship and/or visitation privileges should also be forwarded to the school office in writing as soon as these changes become official from the appropriate authorities.

BUILDING AND CAMPUS CLEANLINESS

1. Keep desks, floors, bathrooms and sidewalks clean and free of trash.
2. Place all trash in the cans provided on campus and in the bathrooms.
3. Do not write on or mutilate any walls, desks, or furniture.

ATTENDANCE PROCEDURES

All students, according to law (1003.21 (1) (a) F.S.), are required to be in school from 7:30 a.m. –2:20 p.m.

1. ABSENCES – If a student is absent, parents are requested to call the school attendance clerk at **494-3155 (Ext. 6009)**. Upon your child's return to school, he/she must bring a valid written excuse to the attendance office. The excuse should contain the following:
 - a. Child's first and last name
 - b. Date of absence or absences covered by the excuse
 - c. Reason for absence
 - d. Signature of parent or guardian
 - e. Phone number where the parent or guardian may be contacted.
 - f. Pre-approval is required by the administration for any extended absence which would include an extended illness or a death in the immediate family.

Usually, the only absences which are justified are those caused by illness or death in the family.

2. MAKE-UP WORK – A student, who has an excused absence as defined by school board policy, shall have five school days from the date of return to make-up assigned work and not receive academic penalty.
3. EXCESSIVE ABSENCES – A student who has accumulated an excessive number of absences may be required to bring a doctor's statement for each absence. Students may jeopardize their promotional status by being absent excessively.
4. TRUANCY – Chronic truancy will result in an affidavit being filed with the proper office for the purpose of pursuing a legal remedy with the court.

5. **TARDIES** –School starts at 7:30 a.m. A student who is tardy shall report, **with a parent or guardian**, to the attendance office to sign the student in for admittance into class.

This excuse should contain the following:

- a. Student's first and last name
- b. Date of tardy covered by the excuse
- c. Reason for the tardy
- d. Signature of the parent or guardian
- e. Phone number where the parent or guardian may be contacted

The classroom teacher and the Attendance Clerk will keep a record of student tardies. If a student continues to have excessive absences or tardiness, the student will be referred to the Attendance Committee.

VISITORS

All visitors to the school must report immediately to the office for permission to be on campus. Persons who show up on campus without permission will be directed to the office or asked to leave the campus. There are only three classifications of persons allowed on the West Elementary School campus:

1. Students and employees
2. Visitors (including parents) with permission (a visitor's badge must be worn). This is for your child's safety and identification will be requested such as a current driver's license.
3. Community volunteers (board approved application must be on file at the school site)
 - Teachers use every minute up to **2:20 p.m.** to emphasize the instructional focus, special educational activities, enrichment, remediation, and to assign homework. Unless there is an emergency, do not pick up your child until dismissal. This will keep classroom disruptions to a minimum and all children accurately supervised. Parents will be required to submit proper documentation (doctor's note, court appointment, etc.) for the reason their child is to leave school early. If no documentation is provided, the time that is missed will be considered as an unexcused absence.
 - Parents who must pick up their child/children during the school day need to report to the attendance window first and the child will be called to the office for pick up. Do not go directly to the classroom.
 - This is a drug and tobacco free school. Smoking is prohibited on school grounds, including all parking areas and parent pick-up.

BUS RULES

- Classroom conduct is to be observed on the bus at all times.
- Each student is to enter the bus quietly, take a seat, and remain seated.
- Students will show respect to the bus driver and school property (bus).
- Students are to keep hands, feet and objects to themselves.
- Keep arms, hands and head inside windows.
- Language must be positive and school appropriate. Abusive or profane language is not acceptable.
- All talking should be kept at a low tone (level 1 or 2).
- **NO TALKING** at railroad crossings.
- A student, who must cross the road, should walk up to the front of the bus and wait for the driver to instruct them to cross.
- Each student is required to stay seated and face the front of the bus.
- If you are a passenger in a bus equipped with seat belts, you must wear the seat belt at all times.
- A new student or any student with a bus change must get a bus pass from the school office.
- For safety reasons the following are not allowed on the bus: alcohol, tobacco products, drugs, knives, guns, weapons, animals (dead or alive), glass, sharp objects, bats, batons, basketballs, balloons, large flags, food, or drinks.

ARRIVAL BEFORE SCHOOL

Florida Statutes, Section 1003.31 defines the supervisory responsibility of the school district being limited to:

1. The time the student is being transported to and from school at public expense
2. The time the student is attending school
3. The time the student is on the school premises participating with authorization in a school sponsored activity
4. **No student is allowed on campus prior to 7:00 a.m. or after 2:20 p.m. unless they are in attendance at an authorized school-sponsored activity.**

For the protection and safety of your child, please comply with this law.

Upon arrival at school, all bus students will be dropped off at the cafeteria each day. All walking students, students riding bicycles, and students who are dropped off by their parents are to report to the designated area for that grade each day. Do not drop off students in parking areas. **PARENTS ARE NOT TO DRIVE INTO THE BUS LOOP AREA. THIS AREA IS FOR BUSES ONLY.**

Prior to 7:30 a.m., all students will report to their designated pick-up areas:

K, 1, 2, 4, 5= gym 3rd = library

CAFETERIA RULES (Breakfast and Lunch)

1. Students will line up single file upon entering and exiting the lunchroom and stay in a line position.
2. The students will go directly to their assigned table after receiving their lunch.
3. Students will keep hands, feet, and food off other children.
4. Students will use a level 2 voice in the cafeteria. Excessive talking could result in limited talking privileges or a seat change during lunch.
5. Students will sit with their feet under the table.
6. Students will stay in their seats. If assistance is needed, students will raise their hand to receive help.
7. Students will clean their eating area before leaving the table. All trash should be placed in containers provided.
8. Students will eat their own lunch without sharing or handling other students' food.
9. Students may utilize the "share table" as specified in the posted directions.

Breakfast and lunch are free to all students.

Parents and guardians, who bring in non-cafeteria food, must eat it in the patio area. **Parents and guardians are permitted to eat, on the patio, with their child only. No other child will be permitted to leave the cafeteria. Any food that is to be shared with the classroom students (ex: cake) must be store bought, not homemade.**

CLASSROOM RULES

School - wide rules will be followed in all rooms (color code of conduct and voice levels).

BATHROOM RULES

1. Students should wash their hands before leaving the bathroom area.
2. Soap and towels are provided in all bathrooms. Students should use them sparingly.
3. Used towels will be placed, not thrown, in wastebaskets.
4. Bathrooms will be left clean and neat.
5. Unnecessary materials will not be allowed in the bathrooms.

CONDUCT AT ASSEMBLIES

1. Upon entering the assembly area, students will refrain from talking and will give due respect to the speaker or performer(s).
2. Talking and horseplay will not be allowed during the program. Students who choose not to follow this rule will be removed from the assembly area and may receive disciplinary action.

MEDIA CENTER RULES AND PROCEDURES

All students attending the library with a class or as an individual will observe the following rules:

1. Books and magazines should be replaced in the proper place on the shelf when browsing.
2. Students will be charged for books that are lost or damaged.
3. It is the responsibility of the student to return books on the date due. The fine for overdue books is five cents per day.

Additional books will not be checked out until all charges are taken care of by the student. Notices will be sent home concerning overdue or damaged books. End of year fines will carry over to the next school year. Any 5th grade student owing fines will have their name reported to the middle school media clerk.

CHECK OUT PROCEDURES

1. Students will place returned books in the return bin.
2. After returning books, find a seat at a table and sit quietly and wait for instructions.

PLAYGROUND RULES

1. Students are to:
 - a. Sit on the swings and dismount only when the swing has come to a stop.
 - b. Stay off of all fences, poles, trees, and sidewalks.
 - c. Sit down on the slide in a forward position.
 - d. Use appropriate, positive language and gestures.
 - e. Remain in the play area with the designated adult.
 - f. Keep hands and feet off others.
 - g. Properly sit or climb on all pieces of equipment and avoid hanging or sitting on top of equipment.
2. Students should play in a manner that is courteous and considerate of others.
3. Students will use playground equipment and play items as they are intended to be used.

PHYSICAL EDUCATION

A planned physical education program is provided for all students. A student may be excused from activities for up to three days by written instructions from their parents. Extended periods (more than three days) of non-performance from physical education activities will require a note from a doctor. Students should wear appropriate clothes and shoes on PE days. No purses are allowed at PE.

DEPARTURE FROM SCHOOL

Students are to leave the campus immediately at the end of the school day unless detained by a teacher or engaged in a school activity.

1. Bus students will go directly to their bus unless they have WRITTEN PARENTAL PERMISSION not to ride the bus. Students will not be allowed to ride the bus unless they have been given WRITTEN PARENTAL PERMISSION by the parent that has been signed and dated by the office. Students who miss the bus will have to contact their parents for transportation home.
2. Walking students will go directly home unless the parent has granted prior WRITTEN PERMISSION.
3. Parents who need to pick up their child before dismissal must report to the attendance window and the child will be called to the office. Please help us keep classroom disruptions to a minimum, and every child accurately supervised. For security reasons, I.D. may be requested.
4. If there is a change in transportation (for any period of time) please inform your child's teacher and the office in writing. **If notifying by phone, please do so before 1:30 p.m.** Notify the school of any child custody issues and/or changes or court orders dealing with parental rights as soon as possible. For security reasons, identification such as a current driver's license may be requested.

FIELD TRIPS

1. Students will only be allowed to attend off-campus field trips if they have a permission slip signed and turned in by their parent or guardian no later than 24 hours prior to the field trip.
2. Students are required to travel to the field trip destination by school or charter bus
3. Students may ride home with their parent or guardian after the field trip is complete. Any student riding home with their parent or guardian must sign out with the student's teacher.
4. Students are not allowed to leave the field trip location until the remainder of the students are leaving to return to school.
5. Students are not allowed to ride home with anyone other than their parent or Guardian.
6. Parents that attend as chaperones must be prepared to take on all of the responsibilities of a specific group of students during the duration of the trip.
7. Since field trips are designated for the students of West Elementary School, siblings, other family members and friends are not permitted to attend the field trip as guests.

Any parent wanting to participate as a chaperone or volunteer must have a volunteer application on file. If you serve as a chaperone you must be fingerprinted. Please visit the DeSoto County Schools website for more information on chaperoning and fingerprinting.

School District of DeSoto County

Dress Code (Elementary and Middle)

Effective July 1, 2011, Florida Statute prohibits a student, while on the grounds of a public school during the regular school day, from wearing clothing that exposes underwear or body parts in an indecent or vulgar manner or that disrupts the orderly learning environment

Any student who violates the dress policy is subject to specified disciplinary actions prescribed by Florida law.

- **First offense:** A student must be given a verbal warning and the school Principal/designee must call the student's parent or guardian.
- **Second offense:** The student is ineligible to participate in any extracurricular activity for a period not to exceed 5 days and the school principal/designee must meet with the student's parent or guardian.
- **Third and subsequent offense:** A student must receive an in-school suspension for a period not to exceed 3 days, the student is ineligible to participate in any extracurricular activity for a period not to exceed 30 days, and the school principal/designee must call the student's parent or guardian and send the parent or guardian a written letter regarding the student's in-school suspension and ineligibility to participate in extracurricular activities.

Responsibility for the dress and appearance of students enrolled in any school within the School District of DeSoto County primarily rests with parents and the students themselves. Some student apparel may not be appropriate to wear to school even though that same apparel may be appropriate in other settings.

The DeSoto County School Board believes that there is a relationship between student attire and classroom behavior, attitude, and achievement. The objectives of this serious and conservative dress code are to bring more dignity to the classroom, to have fewer classroom distractions, to help achieve stronger discipline, and to help provide guidelines for appropriate attire as students transition from the classroom environment to the world of work or postsecondary settings.

To assist parents and students in making appropriate fashion and grooming decisions for school, the School Board has established the following guidelines for appearance and dress. A school may elect to participate in a uniform dress code which follows school board guidelines and which receives school board approval. Once a uniform dress code is approved for a school, students must follow the school's adopted code or face consequences as outlined in the *Code of Student Conduct* and the *Behaviors and Consequences Chart*.

It is expected that students will wear the following:

1. Clothing and hairstyles which are not harmful, disruptive, or hazardous to health or safety;
2. Appropriate undergarments at all times. Undergarments are to remain unexposed;
3. Footwear which is appropriate to activities and conditions; shoes **must** have a back and students are expected to wear tennis shoes on PE days.

4. Any clothing deemed appropriate by the individual school's dress code policy.
5. Shirts, shorts, skirts, dresses, etc. must be an appropriate length.
(Shorts, skirts, dresses must be longer than the fingertips when students arms are placed down by their side).

It is also expected that students will NOT wear the following:

1. Caps, hats, headwear, or sunglasses except when students are outdoors during school hours. (F.S. 1001.43(1)(b))
2. Apparel, emblems, insignias, badges, or symbols that display obscenities, are sexually suggestive, or which promote or advertise the use of tobacco products, alcohol, drugs, violence or other illegal activities;
3. Apparel or symbols which are offensive to any specific group or which are identified with gang, secret society, or cult involvement;
4. Any articles of clothing or jewelry that could likely cause injury or disruption, such as but not limited to, inappropriate tattoos, a spiked bracelet that could be used as a weapon, decorative chains and/or piercings which are designed or worn in a fashion that could easily cause injury; and
5. Halters, backless or sleeveless dresses or tops, spaghetti straps, tube tops, tank tops, muscle shirts, tops with low or revealing necklines, or any other clothing which may be distracting unless covered by an appropriate outer garment which remains as part of the outfit. In addition, the midriff shall not be exposed.

Note: The principal or the principal's designee has the final authority for interpreting whether a student's apparel conforms to the dress code. When it is determined that a student's clothing does not comply with the dress code, or is disruptive or inappropriate, a parent/guardian may be asked to bring an appropriate change of clothes to school, or a student may be sent home to change clothes.

Note: The principal may modify the dress code for extra-curricular school functions.

Florida Statute 1001.43, 1006.07
School Board Policy 5511

THEFT

The school cannot assume the responsibility for money and valuable property brought to school by students. However, we are concerned and willing to do everything possible to prevent thefts as well as recovering stolen property. Each student must take proper precaution to protect his property. Also, each student is responsible for property loaned to him/her such as textbooks and library books. You should strongly consider the following suggestions:

1. Never bring large amounts of money or extremely valuable objects to school.
2. Be sure to take your purse, valuables, etc. with you when you leave the room.
3. Never leave your purse or other property unattended.
4. Never loan your bicycle to others. Always keep your bicycle locked.
5. Selling and/or trading items to others is not permitted.

6. Immediately report any thefts that you may witness personally or any information you might have concerning a theft. You will prevent loss of property and, in the long run, will be doing the thief a favor, too!

STUDENT CONDUCT

An effective school climate is one that is nurturing, safe and conducive to learning. In establishing a discipline policy, it is important to focus on encouraging students to make good choices and in being responsible for their behavior. In making these decisions, students learn that there are rewards and consequences for their actions. Our job as educators and parents is to guide students to rewards for appropriate choices and to assist them in learning from their mistakes. It is desired that this consistency provided by the school-wide discipline/code of conduct plan will assist students in realizing their potential, thereby making the learning environment as productive as possible.

West Elementary school has adopted the *Leader In Me* program based on Stephen Covey's 7 Habits of Happy Kids. Students are encouraged to find the leader in themselves and to take control of their learning by creating and tracking academic and personal goals throughout the school year. Parents are invited to participate in the *Leader in Me* program by attending student led conferences, student led assemblies, and parent nights here on campus. Please contact your child's teacher for more information on this amazing program.

Students are expected to model and use the 7 Habits on a daily basis:

1. Be Proactive: You are in charge of yourself!
2. Begin with the End in Mind: Always have a plan and set goals!
3. Put First Things First: Work first, then play!
4. Think Win-Win: There is a way for everyone to win!
5. Seek First to Understand, Then to be Understood: Listen first, then speak!
6. Synergize: Together is better, teamwork is best!
7. Sharpen the Saw: Take care of your mind, body, heart and soul! Eat healthy, exercise, and take care of yourself!

Students should:

1. Always do their best.
2. Use time wisely.
3. Walk in orderly fashion, on the right hand side of the sidewalk, with hands behind back.
4. Treat themselves and others with respect and dignity.
5. Adhere to the expectations of the student handbook.
6. Come to school with the necessary materials (pencils, paper, crayons, etc.).
7. Be in the proper designated area at all times: students who wander the campus or fail to comply will be considered out of area.

CLASSROOM DISCIPLINE – The classroom teacher will maintain a positive learning environment. A teacher may use any one or a combination of the following in keeping order in their room:

1. Adjust curriculum or the style of delivery
2. Review instructional level

3. Change a student's seat
4. Hold an individual conference with the student
5. Consult the counselor about the student's behavior
6. Orally reprimand the student
7. Detain the student after school with parent permission
8. Assign to a "student buddy"
9. Telephone or contact the parents
10. Give the student "Time-out" in another classroom
11. Hold a parent conference with the student's parent or legal guardian

SCHOOL WIDE COLOR CODE OF CONDUCT

- Green = Great Work
- Yellow = Warning
- Orange = Time Out
- Red = Phone Call/Note Home
- Purple = Office Referral

SCHOOL WIDE VOICE LEVELS

- Level 4= Outside Voice
- Level 3= Proud, Sharing Voice
- Level 2= Conversation Voice
- Level 1= Working Whisper
- Level 0= Transition/Test Taking Voice

SOCIAL/EMOTIONAL/BEHAVIORAL SKILLS – These skills are enhanced with positive reinforcements. Some examples of positive behaviors are listed below. These positive behaviors are recommended to teachers for inclusion in their classroom discipline plans.

- | | |
|---|-------------------------------------|
| 1. Shows emotional self-control | 10. Interacts acceptably with peers |
| 2. Shows physical self-control | 11. Organization |
| 3. Interacts appropriately with adults | 12. Motivation |
| 4. Uses appropriate language | 13. Cooperation |
| 5. Uses leisure time appropriately | 14. Independent work habits |
| 6. Displays courtesy in voice and action | 15. Accepts Responsibility |
| 7. Acceptably orients self to the environment | 16. Stays on task |
| 8. Cares for school property | 17. Follows classroom rules |
| | 18. Follows cafeteria rules |

- | | |
|--|--------------------------|
| 9. Respects property belonging to others | 19. Positive self-esteem |
| | 20. Takes turns |

Students will be expected to follow the rules with consideration given to the developmental age, as deemed appropriate for each grade level. Exceptional Student Education students will be expected to follow this discipline code; however, consideration to federal and state regulations governing the ESE child's needs will be given.

When the student's behavior becomes a repeated problem, he/she may be sent to the office to be dealt with by the principal, assistant principal, or guidance counselor. Consequences, such as timeouts or loss of privileges, may occur.

ALTERNATIVE CONSEQUENCES:

1. **WARNING** – A student will be warned that his/her behavior must improve or he/she may be returned to the office for more serious action.
2. **COUNSELING** – Making sure the student realizes when he/she has broken a rule and tries to correct this problem.
3. **IN SCHOOL SUSPENSION** – A student may be placed in ISS by administration during school hours as the result of a discipline referral. Parents will be notified of any student receiving ISS.
4. **EXTERNAL SCHOOL SUSPENSION** – The administration may suspend a student from school (up to ten school days) for willful disobedience, open defiance of authority, use of profane or obscene language, or other misconduct when other means of correction have failed.
5. **EXPULSION** - A student may be expelled from school only upon a resolution adopted by the board.
6. **SUSPENSION FROM BUS** – The administration may suspend (up to ten school days) any student transported to or from school of riding on a school bus.

CLINIC POLICY

MEDICATION:

Students cannot bring medication to school in any form (i.e. Tylenol, cough drops, etc.). If medication is necessary, a parent must provide a physician's order that may be obtained at the school, and sign a school agreement for dispensing prescribed and over the counter medication. **All** medications must be in their original containers, and brought to and from school by the parent. A rest period of no more than 30 minutes

may be provided, at the discretion of the nurse, to those students that come into the school clinic not feeling well.

HEAD LICE:

When head lice is found among the students, parents are notified by the school to pick up their child(ren). Children must be picked up within one hour of notification. Students may return to school as soon as they are treated, all nits are removed, and are cleared by the School Nurse. In order to get clearance, the parent or guardian must bring student in to the clinic to see the School Nurse. If head lice is discovered at home, please notify the School Nurse so that spot head checks can be made.

SCHOOL INSURANCE

School insurance is not compulsory; however, if it is desired, two types of basic coverage are offered. One covers the student during school hours. The second coverage offers 24-hour protection. Both coverages are for one year.

STUDENT WITHDRAWAL PROCEDURES

1. Parents should notify the office in person of plans to withdraw a student at least three days in advance.
2. Return all textbooks, library books, and school materials.
3. Make sure that all monies owed, for textbooks, and library books lost or damaged, have been paid.
4. Records will be forwarded to all educational institutions upon request.

STUDENT, TEACHER, PARENT CONTRACTS/COMPACTS

West Elementary School encourages the use of behavioral and academic contracts between teachers and students as a means to assist students to focus on desirable, positive attitudes which affect performance.

It is recommended by the administrative and teaching staff that:

1. The option to use contracts is available to teachers.
2. Copies of any student/teacher contract are sent to parents. Parents may be encouraged to take an active role in the development and implementation of a contract.
3. Parents may request the use of contracts.
4. The contractual processes continue to be developed and refined to better meet the intended uses.

Student/teacher/principal/parent compacts are required by the DeSoto County School District. They are to be signed and turned in by the 10th day of school.

TIPS TO PARENTS

Your child will probably be in a classroom containing approximately 18 students (K-2) and 22 students (3-5). As an interested parent, you can do much to help. The suggestions listed below are some helpful things you can do for your child at home.

1. Encourage your child to be prompt, obedient and respectful to authority.
2. Be consistent and firm (yes means yes – no means no).
3. Visit the school, see your child's classroom, and communicate with your child's teacher often.
4. Give your child a feeling of security at home.
5. Help your child develop self-reliance.
6. Refrain from criticism of other children/teachers in front of your child.
7. Avoid expressing opinions that may result in the formation of prejudices.
8. Be prompt in answering and returning requested information to school.
9. Appreciate the work your child brings home from school.
10. Be sure your child has a written excuse upon returning to school following any absence.
11. Instruct your child in the various safety precautions he/she should take while at school or play.
12. Notify school of any changes in personal information.

PARENT CONFERENCES

West Elementary encourages parent-school partnerships. To conference with your child's teacher, please call or e-mail your child's teacher to set up an appointment during "non-instructional" time frames.

SAFETY PATROL

1. The safety patrol at West Elementary School will be established during the first week of school and will be on duty each morning. The safety patrol is to be used as a means of ensuring the student's safe arrival to school.
2. Please use the sidewalks for walking (bicycles do not belong on sidewalks).
3. Use the crosswalks that have been marked (do not cross the street in the middle of the block).
4. Please do not loiter in the areas assigned to the safety patrol.
5. Please be courteous and respectful to members of the safety patrol.

PARENT ORGANIZATIONS

School Advisory Council is a school-related organization established by the state to provide support and information to the school staff and administration. The primary function of the School Advisory Council (SAC) is to look at the academics and directions of the school and to provide the parent support and involvement necessary to accomplish the desired goals of the school. Meetings are held the first Monday of every month in the Media Center at 5:00 p.m.

Cowboy Boosters is a parent organization involved in fund-raising and providing equipment for students. They also participate in providing assemblies, activities, reward systems, classroom parent support, and parent programs. West Cowboy Boosters meet on the first Monday of every month in the Media Center at the conclusion of the SAC meeting (around 5:30pm).

EVACUATION PROCEDURES

In order to protect the safety of our children, at times it is necessary to evacuate the campus. The school, along with local law enforcement officials, has designed a School Site Safety Plan that provides for police escorts, emergency communication systems, ample supervision for our students, and shelter at nearby locations (when applicable). To ensure the safety of every child, parents are asked to report to the safety location designated by school officials, sign out their child on the Parent Pick-Up Sheet, and make sure the teacher knows the child is leaving. In case of early release due to an evacuation, bus students will be transported home.

GRADING SYSTEM

During the 2017-2018 school year, parents may conveniently access grades at any time through Skyward. This is a program which requires teachers to record grades, test scores, and assessment data. Through the district website (www.desotoschools.com), parents may enter the student I.D. # (six digit lunch number- ex., 123456) and the student's birth date (month, day, year- ex. Oct. 28, 1998 would be 102898). Parents are then able to access current grades, attendance, and discipline records.

The grading system to be used in Kindergarten is as follows:

- E = Excellent
- S = Satisfactory
- N = Passing but needs improvement
- U = Unsatisfactory

The grading system to be used in grades one through five is listed below. Progress in these grade level subject areas should be indicated by:

A = 4.0	Outstanding progress	90 - 100
B = 3.0	Above Average progress	80 - 89
C = 2.0	Average progress	70 - 79
D = 1.0	Lowest acceptable progress	60 - 69
F = 0.0	Failure	0 - 59
I	Incomplete	

Student award criteria is listed below. The awards are for each grading period.

PRINCIPAL'S LIST:

- Student must have All "A's" for the grading period
- Student must receive all positive comments in behavior and have no discipline referrals in that grading quarter

HONOR ROLL:

- Student must have “A’s” and “B’s” for the grading period
- Student must receive all positive comments in behavior and have no discipline referrals in that grading quarter

COWBOY/COWGIRL:

- Student must have role model behavior during the grading period
- Student must give 100% effort while at school
- Student must have “C” grades or higher.
- Student must be a role model citizen

PERFECT ATTENDANCE:

- Student must be in school every day during a grading period
- Student must not be late or leave early any day during the grading period

MOST IMPROVED:

- Student improves significantly academically and in effort in a given grading period

REPORT CARDS:

Report cards are distributed four (4) times during the school year. Parents should take special note of their child’s performing grade level and mastery of Grade Level Expectations (GLE’s).

On-Grade Level: The student is performing at or above the expected instructional level for the current grade placement.

Below Grade Level: The student is performing at an instructional level below that expected for the current grade placement. The student is also being instructed using strategies and materials for curriculum standards that are below grade level.

PROMOTION AND RETENTION

It is our goal that all students feel successful and master the grade level expectations. After completing a full year of instruction, those students who have demonstrated mastery of the Grade Level Expectations (GLE’s) for that grade level and have met the District’s set of achievement levels on FSA shall be promoted to the next grade level.

Promotions and retentions are based on a variety of data including, but not limited to, homework, observations, checklists, class work, participation, report card grades, mastery of GLE’s, district assessments, computerized assessments, and standardized tests (such as the FSA/FCAT). Consistent attendance is essential to the continuity of learning. See the *Student Progression Plan* for more information.

Promotions and retentions will be determined by the Promotion/Retention Team. This team consists of the classroom teacher, the guidance counselor, the ESE staffing specialist, and administration.

PARENTS SHOULD FREQUENTLY CONTACT THE SCHOOL OR THEIR CHILD'S TEACHER TO MONITOR THEIR CHILD'S ACADEMIC PROGRESS.

DETACH FROM HANDBOOK AND RETURN TO YOUR CHILD'S TEACHER

I have read the enclosed 2017-2018 Student/Parent handbook for West Elementary School and have made sure that _____ understands it.
(Student name)

Signature of parent/guardian

Date

Signature of student

Date

Teacher's Name: _____



Favor de recortar esta pagina, firmar y devolver a la maestro/a de su hijo/a.

Yo he leído el manual de Padre/Estudiante para la Escuela West 2017-2018 y me aseguré que mi hijo _____ lo entendiera.
Nombre de mi hijo/a

Firma padre/guardian

Fecha

Firma de Estudiante

Fecha

Nombre de Maestra: _____

