

**2019 - 2020**  
**STUDENT/PARENT HANDBOOK**  
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Williston, Florida 32696  
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**ATTENDANCE, ABSENCES, TARDIES, CHECKOUTS, SCHOOL HOURS**

School hours are 7:35 a.m. to 2:10 p.m. each day. Children should NOT arrive earlier than **7:00** a.m. or remain on campus later than 2:30 p.m. unless participating in a supervised activity. Supervision will not be provided before **7:00** a.m. and no later than **2:30** p.m. This guideline is designed for the safety and well-being of your children.

Attendance is mandatory for all students and School Board Policy will be followed in addressing excessive absences.

**Absences**

- (a) A signed parent note with stated reason for absence, tardy, or checkout, the student's full name; and a daytime phone number of parent or guardian is mandatory upon returning to school. All students returning from absences, tardy, or check out will have three (3) days to present proper written verification to receive an excused absence. If the student or parent fails to present such documentation, the absence will be unexcused and the student will receive no credit for the time missed.
- (b) During each nine week period, a student will be allowed a maximum of eight days absences. All absences (excused and unexcused) will be counted.
- (c) When a student has accumulated five absences within a nine weeks period, the principal shall notify the parents by letter that their child is in danger of failing for the grading period. A copy of the attendance policy shall be included in the notification.
- (d) When a student reaches the ninth absence, parents shall be notified that:
  - (1) Because of *excessive* absences their child will receive failing grades for the nine-week period.
  - (2) If the parents feel there are extenuating circumstances that justify special consideration, they may appeal the case to the principal.
- (e) When a student is confined to home or in the hospital for an extended period of time, confinement must be verified by a physician.

**W.E.S. TARDY/CHECKOUT POLICY:**

Students must be prompt to school at all times (WES begins at 7:35 a.m.). A student MUST report to the office for a tardy slip before going to class. It is equally important that students remain at school for the entire day (WES ends at 2:10 p.m.)

- (a) Parents must follow the same process to excuse a tardy or early checkout as they do to excuse an absence.
- (b) Any combination of three unexcused tardies, or unexcused check-outs within a nine-week grading period are equivalent to one unexcused absence.
- (c) No student shall be released within the final 30 minutes of the school day unless the principal/designee determines it is an emergency.
- (d) If a parent feels there are extenuating circumstances they may appeal the case to the principal.

Absences because of the following shall be considered an excused absence. ALL OTHER ABSENCES, TARDINESS/CHECKOUTS SHALL BE UNEXCUSED.

- (a) Personal sickness
- (b) Major Illness of an immediate family member

**Attendance Skyward Codes:**

A – Unexcused absence
P – Parent note
E – Excused
O – Out of School Suspension
U – Unexcused absence due to 3 unexcused tardies/checkouts
D – Excused check out by clinic or dr. note
CI – Unexcused Check In
CO – Unexcused Check out
T – Excused Tardy

- (c) Death of a family member
- (d) Injury
- (e) Doctor's appointment
- (f) Observance of a religious holiday
- (g) Subpoena or court summons for the student.

The principal may grant an excused absence on a case-by-case basis if there are special circumstances not addressed in School Board Policy.

### **ACCIDENT/HEALTH**

When injured on campus, a student should notify the teacher immediately so appropriate action can be taken. Each injury shall be assessed by the certified school health aide who is located in the school clinic. Every attempt will be made to notify parents if injuries occur.

### **BICYCLES/SCOOTERS/SKATES**

Bicycles should be parked at appropriate bicycle racks in front of the Administration Building. Scooters, skateboards and the like should be carried directly to the classroom. Once you enter campus, you should take your bike or scooter immediately to this area and avoid riding on sidewalks or roadways. Students are not to ride any of these items at or near the bus area. All bikers are to enter and exit from the front campus. At all times, you MUST exercise safety procedures. REMEMBER: Helmets are required by law.

### **BUS RIDERS**

Each student is expected to obey the rules and cooperate with the bus driver. Failure to obey the rules will result in loss of riding privileges. **When the mode of transportation is changed or the destination of the student is changed, a note from the parent is REQUIRED, turned into the front office and the note must be initialed by the principal or his/her designee.** If there is an overcrowded condition on the requested bus the request will be denied.

#### **BUS RULES:**

- (1) Stand off the roadway while waiting for the bus.
- (2) Stay seated & in seat belts (if available) at all times when the bus is moving.
- (3) **PLAYING ON THE BUS IS A SAFETY VIOLATION AND CAN ENDANGER LIVES.**
- (4) Keep arms and head inside bus window.
- (5) Wait for driver's signal before crossing the road, then walk 10 feet in front of the bus when loading/unloading.
- (6) Unnecessary conversation with the driver is dangerous. Please remain quiet.
- (7) Outside of ordinary conversation, classroom conduct is to be observed.
- (8) Absolute silence is required at all railroad crossings.
- (9) The driver is in FULL charge of the bus and the students. Pupils MUST OBEY THE DRIVER.
- (10) The driver has the right to assign pupils to certain seats if necessary to promote order on the bus.
- (11) No eating, drinking, smoking, or inappropriate items are allowed on the bus. Hats are to be removed from the head and not to be a distraction on the bus.
- (12) No headsets, radios, CD players or other mechanical devices.
- (13) No trading cards of any kind.
- (14) Pupils must be on time: the bus cannot wait for those who are tardy, please arrive 5 minutes before scheduled pick up.
- (15) Riding the bus is a privilege. DO NOT ABUSE IT!!

Students who violate these rules will receive consequences including a verbal warning, a parent letter/call, and/or referral by the driver to the principal who has the authority to suspend the student temporarily or permanently from riding the bus. Parents are responsible for transportation should the student be suspended. Fighting on the bus or at the bus stop will automatically result in bus suspension.

**\*\*FOR YOUR CHILD'S SAFETY TRANSPORTATION CHANGES MUST BE RECEIVED IN WRITING IN THE OFFICE BY 1:20 pm. TRANSPORTATION CHANGES CANNOT BE MADE BY PHONE. IDENTIFICATION IS REQUIRED IN THE OFFICE.**

### CAFETERIA

The cafeteria serves a complete breakfast and lunch each day. Students are encouraged to eat in healthy ways and refrain from exchanging food items. Once students get their lunch, they should sit with their class and remain seated at all times until dismissed to return trays to disposal area. Students should talk in a moderate voice at all times and refrain from talking to those at other tables and across the room. No food, beverage, or container product is to be taken from the cafeteria. **Candy and soft drinks are not allowed at school except as part of a complete lunch brought from home.** These must be kept inside the lunchbox and consumed in the cafeteria at lunch, and are not to be shared with other students.

#### CAFETERIA RULES:

1. Sit with your assigned class and in assigned seats if directed to do so.
2. Walk at all times.
3. Stand straight and tall in a single file line. (DO not lean on blinds or against walls.)
4. Use six inch voices.
5. Four students to a side unless teacher determines otherwise.
6. Sit on bottoms with both legs under table.
7. Stay in seats. No wandering around.
8. Raise hand if you need something.
9. No sharing food, except for items available on the 'Share Table' which are unopened, sealed, and temperature controlled.
10. No food/candy on the playground.
11. Once through line, raise hand if you need to return to the line.
12. All students must have 3 components from the menu, and at least one of the components must be a fruit or vegetable.

The School Board of Levy County will continue to offer the National School Lunch and School Breakfast Program called the Community Eligibility Option (CEO) for the 2019-2020 school year. WES will provide healthy lunches each school day at no charge for **ALL** students enrolled during the 2019-2020 school year. A-la-carte items (items not listed on the menu) will be available for sale on days set by the Food Service Manager.

### CAR RIDERS

**Car riders are to be dropped off and picked up in front of the Administration Building ONLY, after 7:00 a.m.** Drivers are asked to pull forward as far as possible before unloading students. **NEVER PULL AROUND THE CAR IN FRONT OF YOU AS PEDESTRIANS MAY BE HIDDEN FROM SIGHT.** Unloading of passengers occurs quickly and wait time is minimal. To facilitate movement of traffic in loading students and to assure the children's safety, at the front sidewalk **students will be loaded from the driver-side only unless you have an infant seat or a two door vehicle.** Students will **not** be allowed to walk to the cars parked down the roadway, on the far side of the parking lot, or at other areas such as the bus circle. Please be patient and adhere to these procedures for the safety of our children.

## CONFERENCES

Parent involvement is a vital link in a child's education. We request that you set up a conference with your child's teacher on the dates of the extended day conferences.

Extended day conferences are scheduled as a convenience for working parents who may otherwise be unable to attend, or special arrangements may be made with individual teachers. Parents may request a conference at anytime during the year if the parents feel a need to discuss their child's progress.

These conferences can be arranged by calling the school and requesting a conference during the teacher's planning period or planning time before or after school. All conferences must be arranged in advance. **Parents coming to the school with the purpose of an immediate conference will not be permitted because of classroom demands and time constraints of classroom instruction.**

## COUNSELING

The school counseling program is designed to aid all students in facilitating personal self-growth and emotional awareness; to help students form positive self-concepts; and to teach and instill values and character traits that will lead them to become responsible members of society.

Counseling activities may include classroom guidance, small group counseling and individual counseling. Counselors also work closely with teachers and parents as a team to further assist students in reaching their goals. You are encouraged to call the counselors with your questions or if you are interested with assistance in locating outside counseling services.

## CURRICULUM

WES provides a curriculum which upholds the high standards of excellence set by the State and District. A variety of learning experiences geared to mastery of the Language Arts Florida Standards (LAFS) and Mathematics Florida Standards (MAFS) make up the programs of study offered to all students. Through large and small group activities, computer assisted learning, and skill specific individual help, all children are expected to be successful. Every student will be instructed in math, reading, writing, science and social studies.

## CUSTODY OF STUDENTS

School personnel will release students to either of their natural parents UNLESS we have a copy on file of a Florida Court Order which grants custody to one parent or the other or to a third party. Therefore, if you are divorced or separated and the custody of your child has been awarded to you by the court, be sure to file a copy of the court order with the school office.

## DISCIPLINE

Discipline may be defined as any educational experience that is expected to increase, develop or enhance a specific pattern of behavior. The goal of our discipline policy is to help students acquire the knowledge and skills necessary for successful participation in day to day activities and interactions. Faculty and staff support positive, proactive behavior interventions and will attempt to structure discipline accordingly.

An appropriate means of disciplinary action will be administered to a student who is in violation of school rules or policies. At all times, the administration will follow District procedures in administering discipline.

The Levy County Code of Student Conduct is district policy; thus students and parents should familiarize themselves with it. A copy will be given to each student. Prior to an office referral, teachers will use a variety of in class consequences for rule violations. These will include such consequences as loss of recess, time-out, guidance, parental contact, etc.

\*WES implements Levy County's School-wide Positive Behavior Support (PBS) initiative.

### **BULLYING**

It is the policy of the SBLC that all of its students and school employees have an educational setting that is safe, secure, and free from harassment and bullying of any kind. The district will not tolerate bullying or harassment of any type. Conduct that constitutes bullying and harassment as defined in board policy 5.38 is prohibited.

### **IN-SCHOOL DETENTION/SUSPENSION**

This form of discipline may be assigned by the administration to students for continued misbehavior and after other alternative steps have failed, as well as for more serious misbehaviors. Detention may be assigned to students during lunch, recess, and special area only. The In-School Detention supervisor will have the right, with administrative approval, to assign additional days in detention for disruptions or failure to complete work in detention. A student who continues to disrupt detention will be suspended from school by the administrators.

### **OUT OF SCHOOL SUSPENSION**

A student may be suspended for willful disobedience, open defiance of authority, fighting, the use of profane language, or other serious misconduct, as well as for repeated misconduct of a less serious nature by the administrator or designee who handles discipline. The suspension notice will be mailed to the Superintendent and to the student's parents, and a conference between the administrator and the parents may be required before re-admittance to school. Absences due to out of school suspension will be unexcused and no assignments can be made up on the day(s) of suspension.

### **EXPULSION**

Levy County School Board Policy provides for the expulsion from school of any student who has been suspended from school 15 days in one semester or 20 days in one school year. Included in that policy are the following provisions relating to students entering a Levy County School after the school year has begun: Any student enrolling in a Levy County School from another school district, private school, or state shall be held to the provisions of this policy. This shall include any days they may have been suspended during that school year at any previous school. Alternative placement may be recommended.

### **DRESS CODE**

Students are expected to come to school clean and neatly dressed at all times. Appropriate clothing for weather conditions should be worn, and standards of modesty should be used when selecting all attire.

Sunglasses and hats may be worn on campus when students are outside. Students in violation of any dress standards will be required to obtain appropriate clothing or be sent home.

### **STUDENTS MAY NOT WEAR THE FOLLOWING:**

- (1) Any clothing which is too short (shorts, dresses/skirts must be fingertip length or longer) or too tight as determined by school officials. Shirts, shorts & skirts worn over leggings must still be fingertip length.
- (2) Clothes with profanity, offensive words, or suggestive words or phrases written on them.
- (3) Clothes which bare the back, chest, midriff areas; or show undergarments (i.e. sleeveless undershirts of any kind).

- (4) Caps, hats, or visors inside of building. Head gear that is not a cap, hat, or visor (i.e. bandanas "do-rags", hoodies) is not permitted.
- (5) See-through clothing.
- (6) Jeans, pants and shorts hanging below the waist.
- (7) Dangling earrings longer than ½ inch below the earlobe or other distracting jewelry.
- (8) Tank tops with less than two inch straps.
- (9) Shoes with open/exposed toes and/or heels or high heels. (Toes and heels should be completely enclosed). No crocs, heelies, or cleats.
- (10) Anything that disrupts the orderly learning environment (i.e. extreme haircuts, and wildly colored hair).

#### **EMERGENCY CARDS**

Every student **MUST** have a **CURRENT**, completed emergency card on file. These will be given to the student at the beginning of the year. Parents should complete the requested information and return these emergency cards to the office for filing. Only adult names listed on the card will be those individuals designated to pick up the child in absence of the parent. **PLEASE MAKE EVERY ATTEMPT TO KEEP THIS INFORMATION UPDATED BY SENDING IN A WRITTEN NOTE OR COMING BY THE OFFICE IF THERE ARE ANY CHANGES IN PHONE NUMBERS, ADDRESSES, OTHER ADULTS RESPONSIBLE, ETC.**

#### **FIELD TRIPS**

Field trips are an extension of the learning environment and are a privilege granted to children. Students who demonstrate continued misbehavior may be denied the privilege to attend.

Only teachers, students, and school-employed chaperones may ride the bus unless the trip is chartered through an outside company. Parents must make their own transportation arrangement. Official chaperones **MAY NOT BRING OTHER CHILDREN ALONG ON THE TRIP**. Only official chaperones in charge of a group of children may receive any discounts available. Other than school personnel, ONLY parents, grandparents, or legal guardians are allowed to attend.

All children must ride the school bus to the field trip destination. If a parent wishes to transport his/her child back from a field trip, a note signed by the parent **MUST** be on file with the teacher **BEFORE** the trip is taken. Any other child being privately transported must fill out the form provided by the office one day **PRIOR** to the trip.

A student must remain with the group or chaperone he/she is assigned for the duration of the activities. Appropriate behavior is expected at all times, as behavior is a reflection on Williston Elementary School and our community. Failure to comply with any of the field trip procedures may result in the student being denied the opportunity to participate in any further field trips or special events at W.E.S. for the remainder of the year.

Money collected for field trips is to be given to the individual teacher in charge. The deadline for receiving money will be stated in a letter to parents addressing the particular field trip. Due to record keeping and process guidelines, **NO MONEY WILL BE ACCEPTED AFTER THE DEADLINE STATED** and the students who have not paid will be unable to attend the trip. **NO REFUNDS WILL BE MADE INCLUDING THE LOSS OF FIELD TRIP DUE TO BEHAVIOR.**

#### **FIRE DRILL/EMERGENCY PROCEDURES**

Fire drills are mandatory in order to assure emergency preparedness, and we will conduct these periodically throughout the year. The required procedures are:

Students must leave class in a single line according to the posted evacuation route. Students and teachers are to move a distance of 150 feet from the building. Silence and classroom decorum are to be maintained at ALL TIMES. Books and personal belongings remain where they are. DO NOT RUN, but rather move quickly without pushing or crowding.

Emergency drills include warnings for tornadoes or other acts of emergency preparedness. Teachers will instruct students as to the procedures appropriate for their location on campus, and drills will be conducted periodically.

Williston Elementary maintains an Emergency Crisis Plan to assure the safety of students at all times. This plan is on file in the school office and is approved by the State Department. All teachers on staff are trained in emergency procedures and receive ongoing updates.

### **GRADE AND PROGRESS REPORTING**

W.E.S., along with all other Levy County Schools, will be on 9 weeks reporting term,

The grading scale is: **A/90-100, B/80-89 C/70-79, D/60-69 F/0-59**

Progress reports will be distributed approximately midway through each grading period. Some teachers may opt to send weekly reports. Additionally, each child has a daily agenda that helps him/her keep track of all assignments and work due. Skyward is updated weekly so parents may check their child's grades at any time. Please stop by the office for your login.

### **HOMEWORK**

Homework is a very important and necessary part of a student's education. Practice leads to mastery and the work assigned should be completed carefully and properly. Unless otherwise assigned, homework must be completed and returned the following day in order to receive full credit. For each excused absence, a student is given ONE day to make up the work, beginning the day the student returns to school. Teachers are to provide a list of assignments to the student/parent within 24 hours of the student's absence. Parents may pick up work at the end of the school day with twenty-four hours notice. Individual grade levels will provide students with specific homework guidelines and grading policies. Please contact individual teachers if you have questions concerning grading procedures.

### **HONOR ROLL**

Honor Roll is awarded for academic achievement as follows:

**Principal's Honor Roll - All "A's"**

**Honor Roll - All "A's" and/or "B's"**

Students awarded Principal's Honor Roll or Honor Roll must not have N's or U's (including conduct) that grading period.

### **INSURANCE**

School insurance is available for all children and applications will be sent home at the beginning of the school year. Parents who opt not to take this insurance are responsible for coverage for their child.

### **LIBRARY/MEDIA CENTER/COMPUTER LAB**

The purpose of the school media center and computer labs is to serve and enrich the curriculum through materials for students and teachers. The media center is a reading room, a book laboratory, and an audio visual work center for the entire school. Students are encouraged to check out books. However, they are also responsible for lost or damaged library books and will be charged for their replacement. Unpaid media debts may result in denial of extra-curricular events, social privileges and/or field trips. AT ALL times students are

expected to comply with rules of the media center and computer lab.

### **Prohibited Items**

Toys, cards (of any kind), radios/CD players, games, and other electronic type items, are not part of the class supplies. These items are NOT permitted to be brought to school. These items are easily lost or stolen, may cause disruption of the class and should be left at home. These items are not the responsibility of the school and will be taken from the student. They may be claimed by the parent upon a conference with the teacher or returned at the end of a nine weeks marking period. If the student persists in bringing a certain banned item to school, the item may be taken and not returned. NO GUM ON CAMPUS!

**Use of a cellular phone during school time or interruptions caused by a cellular phone are prohibited.** The school cannot be responsible for lost or stolen cell phones brought onto campus. **Cell phones must be kept in the child's bookbag.** If a cell phone causes a disruption or is not in the proper location, it will be taken and a **parent must come to the school to collect it.**

### **MEDICINE**

Williston Elementary School's staff is prohibited from providing or administering medication, including aspirin, to any student. Whenever possible, medication should be administered outside of school hours. When this is not possible, medications can be administered at school under the following guidelines:

- (1) A medical authorized form is filled out by the parent.**
- (2) A Physician's instructions are available on the original prescription bottle.**
- (3) The medication will be stored in a locked cabinet in the clinic.**

Students will NOT be permitted to keep medication with them at school. "ALL MEDICATIONS MUST BE BROUGHT IN BY THE PARENT AND TAKEN TO THE HEALTH AIDE". WE WILL NOT ACCEPT MEDICATION BROUGHT IN BY THE STUDENT.

### **MONEY AT SCHOOL**

Students are urged NOT to bring large sums of money to school. If this becomes necessary, they are to take the money directly to the teacher so the money can be handled appropriately. The school CANNOT BE RESPONSIBLE for lost or stolen money that a student has in his/her possession.

### **PETS**

Students are not permitted to bring pets of any kind to school. In certain circumstances, a pet may be brought in as a classroom experience. If this occurs, bringing the pet to school must be cleared with the principal, teacher and parent. Under NO circumstances will animals be allowed to be brought on the school bus.

### **PHYSICAL EDUCATION**

Physical Education is a state required course for ALL students. Those students whose health or religious beliefs prevent them from taking the course will be exempted. Exemptions for health reasons MUST have a statement from the doctor. Exemptions for religious reasons will require a personal conference with the Principal. Students should wear appropriate clothing and shoes for physical education days. Additionally, students are encouraged to wear sun protection when outside.

### **PROMOTION**

In order for a student to be promoted to the next grade level, the following apply:

**THIRD GRADE: To qualify for promotion to fourth grade, the student must attain 60% mastery or higher on the Language Arts Florida Standards and Math Florida Standards on the report card. Students will be required to meet all end of year assessment requirements established by the Florida Department of Education.**



**FOURTH GRADE: To qualify for promotion to fifth grade, the student must attain 60% mastery or higher on the Language Arts Florida Standards and Math Florida Standards as evidenced by the report card.**

**FIFTH GRADE: To qualify for promotion to sixth grade, the student must attain 60% mastery or higher on the Language Arts Florida Standards and Math Florida Standards as evidenced by the report card.**

**\*This information is subject to change pending action of the Legislature, Department of Education and District. Parents will be issued updates if necessary. Please talk to the classroom teacher and/or principal if you have questions or concerns.**

#### **SAC/P.T.O.**

The School Advisory Council and the Parent Teacher Organization is a very important part of W.E.S. We encourage all parents to be actively involved. A calendar of meetings is established at the beginning of each school year and published in our newsletters. Reminders are sent via students. The School Advisory Council is a group of parents, teachers, community members, and administrators. The purpose of this group is to assist in helping our school community work toward the success for our students in their academic endeavors. All members are elected officials and meetings are held once a month. Any member of the community is welcome to attend a SAC meeting.

#### **REMEDIATION**

Students are expected to succeed at W.E.S. For those who are working below state and/or district standards, remediation will be required. Students may receive skill specific help through the technology lab, and/or after school tutoring. When necessary our Reading Coach and/or Intervention teacher will provide additional help.

For students having trouble mastering a particular skill being taught in the classroom, many teachers offer tutoring. Children and parents should check with the teacher for dates and times. Our desire is to remain proactive in providing assistance to struggling students, and we encourage parents to take advantage of the many supplementary programs offered to ensure success for the child.

#### **SAFETY PATROL**

Williston Elementary School has a SAFETY PATROL consisting of qualified and trained 5<sup>th</sup> grade students. All students are reminded that the Safety Patrol is a part of our school's safety and supervision measures and therefore should be respected and obeyed when asking for cooperation. Safety Patrols must show leadership skills and be responsible.

#### **STUDENT/PARENT/SCHOOL COMPACT**

We support our state and national goals of all stakeholders being committed to a child's education. Our School Advisory Council and community have developed a compact which outlines each stakeholder's responsibility in this area. The compact is sent home at the beginning of the year to be signed and returned and is available on our school website.

#### **SKYWARD**

Skyward is a website that allows you to keep track of your student's attendance, grades, discipline, etc. You may access it through our school website, ([wes.levyschools.org](http://wes.levyschools.org)). If you do not have a login ID and password, please contact our school office @ 528-6030.

#### **STUDENT CHECK-OUT**

Students will not be permitted to leave school grounds once they have come on school property. For safety reasons, students will only be released during the school day to a parent, guardian, or other adult authorized in writing by the parents (adults listed on the emergency card). Parents MUST report to the office, students will be called to the office via the intercom once they have been properly checked out.

### **TEXTBOOKS, LIBRARY BOOKS, MEDIA MATERIALS**

All students will be issued the appropriate textbooks for the curriculum at their respective grade level. Parents are asked to help us teach responsibility by having students keep up with their books and take care of them. Use of textbooks are a loan to students; therefore, lost, damaged, or misplaced books and student planners must be paid for so that replacements can be purchased.

Library books are also loaned to students as part of our curriculum requirements, as well as for reading enjoyment. These are expected to be returned in a timely manner. The reading program requires children to check out books from the media center on a regular basis, so responsibility is of utmost importance.

Periodic book checks will be made. Students unable to locate books will be denied extracurricular and/or social privileges (assemblies, field days, special events, etc.) until these books are located or payment is made.

### **TITLE I**

W.E.S. is a school wide Title I School. We support our state and national efforts in getting all stakeholders committed to a child's education. Our School Advisory Committee and the Parent Teacher Organization have developed a compact which outlines each one's responsibility in this area. The compact is sent home at the beginning of the year to be signed and returned. This will be reviewed during parent teacher conferences. We encourage all stakeholders to sign their part of the compact as support of this involvement. Title I paraprofessionals work with students in the classrooms on targeted skills needing remediation.

Additionally, we have a PARENT RESOURCE ROOM located in our Media Center. The materials and resources are available to all parents and may be checked out as needed.

### **VISITORS**

Parents are welcome to visit our campus, but must check in with the front office to obtain a visitor badge prior to visiting the classroom. There are NO exceptions to this policy. Due to overall safety and security issues, we expect ALL visitors to respect this policy. To be a volunteer in the classroom, and to attend field trips, a parent must complete the volunteer paperwork required by the State and District. Most times are convenient for parents to be in the room. However, there are occasions when this might be inappropriate due to the possibility of distraction for students. A 24 HOUR NOTICE MUST BE GIVEN TO THE TEACHER FOR CLASSROOM VISITS OF ANY TYPE.

Students may not invite guests for the day to the class.

### **VOLUNTEER**

Involvement in our school system is a vital element in the success of our children. For the protection of our children, please follow these district guidelines to volunteer in our school:

- (1) Complete a volunteer registration form.
- (2) Notarized Affidavit-- Volunteers who supervise children without the presence of a school board employee are required to have a notarized affidavit and may be required to be fingerprinted at his/her own expense.
- (3) An approved school form is required for special or limited events.

- (4) Signed packets should be returned to the school office before volunteering.

#### **WEBSITE RESOURCES**

Please visit our school website at <http://wes.levyschools.org> to find supplemental links for math, reading, writing, testing practice and many more. You can also access the student handbook, school calendar, and Skyward through our school website.