

Student Handbook



WESTSIDE ELEMENTARY SCHOOL

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The
Leader in Me™

great happens here

SCHOOL HOURS

The school day begins at 8:05 and ends at 2:55 pm. Students are supervised from 7:30-3:15 on school days only. No staff members are on campus to supervise students who are dropped off prior to 7:30. Students who arrive after 8:05 are considered tardy and must report to the office to sign in.

ABSENCES

In accordance with state law, the principal must require, from the parent of each student of compulsory school age or from an adult student who has been absent from school or from class for any reason, a statement of the cause for such absence. **Parents may submit up to three parent notes per quarterly grading period to excuse up to three days total. After three parent notes (totaling 3 days excused), supporting documentation (doctor note, etc) shall be required.**

Factors that are reasonable excuses for time missed at school:

- Personal illness of the student (medical evidence may be required by the principal or designee for absences exceeding three days in a quarter);
- Court appearance of the student;
- Medical appointment of the student;
- Approved school activity or significant community event with permission of the principal
- Insurmountable problems, prior permission by the principal or designee is required, except in the case of an emergency or death in the immediate family.
- Other absences with prior approval of the principal or designee or religious holiday

LATE ARRIVALS

Students are expected to be at school and in class on time. Students who arrive late to school must report to the office to receive a tardy pass before reporting to class. **Parents may submit up to three parent notes per quarterly grading period to excuse up to three tardies total. After three parent notes (totaling 3 excused tardies), supporting documentation (doctor note, etc) shall be required.**

CHECKING OUT A STUDENT

Please remember classes are being taught until dismissal time, if a student is checked out early, he/she will miss instructional time. Parents must sign their child out from the front office if they are picked up before the end of the school day. No child will be permitted to leave the bus line without first going through the office. No checkouts will occur after 2:30.

HOMEBOUND

In the event that a student must be absent for an extended period of time due to medical reasons (ten or more days), the school needs to be notified so the student can be placed in the Homebound program. A teacher will bring work assignments to the student so that the student does not fall behind. There are necessary forms that must be completed by the parent before the student receives homebound instruction. These forms should be requested from the guidance counselor.

BREAKFAST & LUNCH

Breakfast is served daily from 7:45-8:10 am, all students have the opportunity to eat a FREE breakfast each day. Students who choose to eat breakfast must go directly to the cafeteria. A school lunch is available daily for our students. School lunch is free to all students. A lunchbox may be brought from home. Please send items that do not need to be heated, as the cafeteria is not equipped to warm lunch box items. The school menu is posted in the classroom, copies are provided in the office, posted on the county's website, and on the school's official Facebook page. On occasion the menu may differ from what is published. Children are not allowed to "skip" lunch without a note from the parents or doctor.

EMERGENCY DRILL

Emergency drills will be held at regular intervals throughout the year. These drills are necessary to ensure student's safety in the event of a real emergency. Students should be orderly and follow the teacher's instructions during these drills.

CHANGE OF ADDRESS or PHONE NUMBERS

The school office must be informed if you change addresses or telephone numbers during the school year. Current addresses and phone numbers will facilitate mailing, emergencies, and communication between the school and home.

BUS RULES

Children who ride the school bus must follow the bus rules for their own safety and well-being. Here are the basic bus rules students are expected to follow.

1. Obey the driver at all times.
2. Students are **not allowed** to:
 - a. Put arms, head, legs, or other items out of the bus window.
 - b. Use abusive or profane language.
 - c. Throw any objects on the bus or from the bus windows.
 - d. Leave their seats while the bus is in motion.
 - e. Eat, drink, or smoke on the bus or at the bus stop.
 - f. Hit, push, threaten, or otherwise abuse another student while riding the bus.
 - g. Take more than 1/3 of the seat when buses are loaded to capacity.
 - h. Yell, stomp feet, clap hands, or make loud noises.
 - i. Push while standing in line to board the bus.
3. Pupils are expected to enter and leave the bus in an orderly fashion.
4. Pupils are to be completely silent while the bus is at all railroad crossings.
5. If it is necessary to cross the road after leaving the bus, students are to cross in front of the bus after receiving a clear signal from the bus driver that it is safe to cross.
6. The bus driver may assign seats and direct the students to only sit in assigned seats.

BUS DISCIPLINE

The above rules should be obeyed in the interest of bus safety for all students. If they are not, a bus referral may be completed by the driver and turned into the office. If the misconduct continues and willful disobedience of the safety regulation is evident, the child may be disciplined or suspended from the bus following the below guidelines.

- 1st Referral-Phone call/warning
- 2nd Referral- One (1) day bus suspension
- 3rd Referral-Three (3) day bus suspension
- 4th Referral-Five (5) day bus suspension
 - *(At the fourth referral, there will be a review of the student's behavioral and intervention history, which will culminate in the development of an intervention plan for the student. The parents will be invited to participate in this review.)*
- 5th Referral- Ten (10) day bus suspension and/or recommendation of bus expulsion

STUDENT CONDUCT

Westside Elementary strives to promote a positive atmosphere for learning in our school. Students are expected to have respect for each other, teachers, staff and visitors. Treating others as you would like to be treated is a good rule of thumb for behavior. Each student is encouraged to have pride in our school and assume responsibility for the care of the school property. Vandalism of any nature will not be tolerated. All teachers will work with their students to establish expectations for good behavior. The expectations will be posted in each classroom. Encouraging good conduct is just as important as stopping poor behavior. Individual classroom teachers may have additional rules and procedures for their specific classrooms. The Hendry County School Board Student Code of Conduct Policy can be viewed in its

entirety in the [Hendry County School District Policies and Procedures](#) located on the Hendry County Website.

PROHIBITED ITEMS

Items such as knives, guns (toy or real), ammunition of any kind, fireworks, or any other dangerous items that could be used as a weapon are not allowed at school. Toys, games, iPods, and video games are not to be brought to school unless specifically requested by the teacher. **The school will not be responsible for lost or stolen items.** Small pets such as hamsters, fish, dogs, cats, rabbits, turtles, birds, etc., are not allowed on campus unless requested by the teacher and approved by the principal. Animals of any kind are never allowed on the school bus. Large sums of money and valuables should not be brought to school. However, if it becomes necessary to bring such items, they should be left with a teacher or brought to the office.

BULLYING/HARRASSMENT

Bullying is systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees, and may involve but is not limited to teasing; social exclusion; threat; intimidation; stalking; including cyber stalking; physical violence; theft; sexual; religious; or racial harassment; public humiliation; and destruction of property. The Hendry County School Board Bullying/Harassment Policy can be viewed in its entirety in the [Hendry County School District Policies and Procedures](#). Forms for reporting Bullying/Harassments may be obtained from any Hendry County School Office or the District website www.hendry-schools.org. Bullying/Harassment may be reported anonymously.

DISCIPLINE

Should a student's conduct be of such nature that disciplinary action is deemed necessary; the following are actions that may be taken by the principal:

- Counsel and Direction: Students involved in misconduct may be given counsel and direction in a conference with the administration in which the misconduct is discussed and future expectations outlined.
- Verbal Correction: Any member of the school staff or any school system employee is authorized by the principal to verbally correct a student for misconduct in the classroom, hallways, on school grounds, or going to or from school.
- Parent Conference: In cases of student misconduct, a conference may be held between school personnel and the parent or guardian to discuss student behavior.
- Special Programs: Students may be assigned to special programs on the school campus to assist in correcting student misbehavior.
- Payment for Damages: Students destroying school property or the property of others may be assessed for payment of damages for the property destroyed.
- Suspension: A school administrator may suspend a student from school for up to 10 days for persistent disobedience and/or gross misconduct.

GUIDELINES FOR STUDENT DRESS CODE

Students must be clean, neat, and dress properly. They should observe modes of dress, styles of hair, and standards of personal grooming which do not interrupt the learning atmosphere in the school. The principal shall determine when a student's personal hygiene, appearance, or dress is such that it interferes with the educational process.

Shirts/Blouses:

- Any color shirt with a collar and sleeves. It may have vertical stripes, horizontal stripes, plaid, or a consistent design. The emblem has to be smaller than a quarter. No graphic design or pictures.
- A school t-shirt may be worn on any school day.

- Shirts and blouses must be tucked in at all times, so please make sure garments are long enough to do so.

Slacks, Shorts, Jumpers, Dresses, and Skirts:

- Any solid color or consistent patterned patterns
- Any solid color jeans may be worn. Jeans may NOT have designs or pictures of any kind on them. The acid-washed jeans are not a solid color and may not be worn. Jeans or slacks may NOT have holes or rips in them
- No sweatpants or leggings are allowed
- **Pants must fit at the waist-** NO baggy styles or drop pants
- Elastic waistbands are recommended for younger students
- Shorts MUST be of appropriate length. An appropriate length is for shorts that have an inseam of at least 4 inches

Shoes:

- Sneakers are recommended, but any shoes with closed toe and closed heel are acceptable
- No crocs are allowed

Parents will be contacted and asked to bring in appropriate clothes if their child is out of compliance. Students who consistently defy the dress code will face disciplinary action.

PARENT/TEACHER CONFERENCES & GRADES

Report cards are issued every nine weeks explaining student progress. Report cards are to be signed by a parent or guardian and returned to school the next day. A time is set aside each grading period for parent/teacher conferences. Progress reports are sent home half way through each nine week period. This report is to be signed by the parent or guardian and returned to the classroom teacher.

Hendry County encourages parents to meet with their child's teacher. Conference dates are following the progress reports. Other conferences during the school year should be arranged and scheduled with the teachers. Teachers can communicate with you by note or telephone at your request. Phone calls, during the school day, will not be transferred to your child's teacher unless it is his/her planning time. Please support your child's education by staying in touch with his/her teacher all year.

STUDENT DROP-OFF/PICK-UP AREA

Students who are driven to school by parents should be delivered and picked up at the drop-off area in the front of the school. All students who are picked up by a parent in the afternoon are to be picked up in the designated loop in front of the school. Students are NOT to be left unattended in the student-loading zone. Vehicles are NOT to be left unattended in the student-loading zone. If parents have business in the school, vehicles should be parked in the designated spaces in the front parking lot. Parental cooperation in this matter is greatly appreciated.

TRANSPORTATION CHANGES

A NOTE is required if a student needs to be picked up early or if there is any change in the way your child goes home, including a bus change, going home with someone other than the parent, etc. a note must be sent to school with the student. NO CHANGES WILL BE ACCEPTED BY PHONE. Without a note your child will be sent home the regular way. No change will be accepted after 2:30pm.

TEXTBOOKS & CHROMEBOOKS

Students are responsible for lost or damaged chromebooks or library books assigned to their care. Pupils will be charged for lost or damaged books, the obligations should be paid as soon as possible.

LOST AND FOUND

Lost items are brought to the office by the finder. If you lose an article of clothing, lunchbox, notebook, eyeglasses, etc., please check in the office for the item. Students are encouraged to write their names on items brought to the school. This will help in the return of lost or misplaced items to the rightful owner. Due to the lack of storage space, items not claimed in a reasonable time will be given to a charitable organization.

SCHOOL HEALTH SERVICES

A school nurse is available for students who become sick or injured at school. It is essential that a current street addresses, as well as home and emergency phone numbers are provided to the school office. It is also important that you tell the nurse and your child's teacher if your child has any medical issues or needs. If your child is sick or injured, it is important that you keep him/her home from school. The school will provide help to the parents in certain areas.

Health Room Responsibilities:

- Treat minor cuts and bruises, administer first aid, and contact parents in case of sickness or accident
- Assist in administration of medication if medication is required during school hours
- Maintain health records on student
- Verify that required immunizations are current and up-to-date
- Supervise screening programs, (vision, hearing, scoliosis, growth and development)
- Verify that newly enrolled students, including those transferring from other states, have proper immunization and a complete physical exam before being admitted
- Write Individualized Health Care Plans for students with special health needs
- Provide health education and training opportunities for students, teachers, parents and other support staff

Medications

Medications will not be given without parental authorization. Most medications require a physician's permission and instruction. All medicines must be brought in by an adult, must be labeled with the student's name and in its original container. The health room does not keep any medications on hand.

Please DO NOT send in any medication with your child. If your child will need to take medication at any time during the school year, please see the school nurse so that the appropriate paperwork can be completed and signed. No medication is allowed to be given that is not approved by the FDA.

***The school is not allowed to keep over the counter medications (i.e. Tylenol/Advil) on hand. The school health room is stocked only with first aid ointments and supplies. If a student is to receive an over the counter medication during school hours, the parent/guardian must provide the medicine and written permission. ***

Parents will be contacted to come to school and pick up any expired medications, medication remaining at the end of the school year, and medication left at the school if a student transfers to another school during the school year. Medications that are not picked up by parents will be properly disposed of per local requirements.

Head Lice

School personnel will check for head lice when warranted. Head lice are spread from person to person by direct contact or by contact with an infected person's hats, combs, brushes, sweaters, etc. Children with head lice need treatment with lice shampoo and all nits (lice eggs) removed. Lice shampoos are available without a prescription. The child should return to school within 2 days after being sent home. If the student remains absent for more than 2 days truancy services will be notified.

Please contact the school office for this student handbook translated in Spanish.