

Willis Elementary School Family Handbook

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School Information

School Address:

5075 Floyd Highway South,

Willis, VA 24380

Phone: 540-745-9430

Fax: 540-745-9493

School Day: 7:35-2:30

Office Hours: 7:30-3:00

Website: https://www.floyd.k12.va.us/Domain/12

Facebook: https://www.facebook.com/WESBeagles

School Mascot: Beagle

School Colors: Red and White

Mission Statement: We Encourage Success



Faculty and Staff

Principal Amber Gallimore Rhonda Smythers Administrative Assistant Office Assistant Amy Mello Amanda Dulaney Nurse SRO Isaac Buckner Pre-K Terri Burnette Lynn Bryant Kindergarten Lisa Bolt 1st Grade Crystal Weaver 2nd Grade Monica Costine 3rd Grade Amy Bussey 4th/5th Grade Reading and History Laura Serr 4th/5th Grade Math and Science 6th/7th Grade Math and Science Alison Lynch 6th/7th Grade Reading and History Danielle Perry Alicia Smith Title I Reading Specialist Joseph Hammel Special Education **Bethany Cockram** Speech Carol Cox Counselor Amy Baldwin Library Art Josh Davis PΕ Jana Bush Chelsea Gibbs Music Jessica Bishop Learning Lab Layla Martin Literacy Tutor Melissa Dalton Cafeteria Manager Connie Dunaway Cafeteria Staff Cafeteria Staff Candice Duncan Custodian Randall Weeks Shannon Midkiff Custodian

Jackie Italiano

Monica Grubb

Sheila Weeks

Adriana Webb

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General Information

FCPS Policies and Regulations

Floyd County Public Schools have established policies and regulations to ensure the safety of students and staff. The FCPS Policy Manual is available on our division website: http://www.floyd.k12.va.us

Visitors/Checking In

All visitors are required to check in at the office upon arrival and check out at the office upon departure. Floyd County Schools uses a check-in computer system for student safety. All visitors must present a valid driver's license or state issued photo ID. in the office before being admitted to any other part of the school.

Blackboard Connect

Floyd County Public Schools has implemented a system called Blackboard Messenger as a tool for notification and communication from school to home. Within minutes, school officials can use Messenger to deliver a message to the student's family by telephone, cell phone, and/or email. Messenger can also be used as a notification of school closings. Contact information for Blackboard Connect can be updated through the Parent Portal. If assistance is needed, please contact the school.

Remind Communication System

All floyd county public schools are moving towards using the same ways to communicate with families. If a teacher chooses to use to use an app to connect with families they will be using remind.

Inclement Weather Closings & Delays

Listen to the local radio and TV stations for notification of school closings and delays. You may also call the school closing information number at 540-745-9495. A call through Blackboard Connect will be sent to notify parents that school is closed, delayed, or dismissing early. In the event that school closes early, students will be sent to their normal afternoon drop-off location unless the Main Office is notified of a change.

Emergency Drills

Willis Elementary will periodically practice a variety of emergency drills. Drills include fire drills, lockdown drills, earthquake, and tornado drills. Emergency procedures have been established and outlined in our school crisis plan located in each classroom. Drills can occur anytime during the school day. The Code of Virginia requires us to notify families at least 24 hours prior to a lockdown drill. Preschool and Kindergarten students will be exempt from lockdown drills for the first 60 days of school. We will hold at least one lockdown drill after the first 60 days of school being in session.

Field Trips

Teachers will send home field trip forms that include a permission slip. The permission slip is required to be returned to school for the students to participate. Please turn in a permission slip so that the student will be able to participate. Fees may be charged to cover transportation costs and the activity.

Posting Materials in Public Areas

Willis Elementary School is not an open forum for the public. Any material posted in public areas must conform to specific guidelines. Copies of these guidelines are available from the district.

Lockers

Lockers are provided for students. Students are to use ONLY the locker assigned to them and ensure that the locker is kept in a neat condition. Student lockers are school property and remain at all times under the control of the school. Students are expected to assume full responsibility for the security of their lockers. School authorities for any reason, however, may conduct periodic general inspections of lockers at any time without notice, without student consent, and without a search warrant. (FCPS Policy JFG)

Attendance

Attendance is extremely important and there is a direct correlation between student success and attendance. Below you will find guidelines that will be used to determine if absences are excused or unexcused.

- When the student is absent, please notify the school.
- Please provide doctor's notes for all appointments when students are absent, tardy, or leave early.
- Any vacation/trip forms must be completed at least 2 school days prior to the trip and must be approved by the principal for the absence to be excused.
- After 3 consecutive absences, days missed will be unexcused unless a doctor's note is provided.
- Excessive absences may be reviewed at the discretion of the school administration.

Students with Unexcused Absences

- Students who have five unexcused absences will be placed on an attendance plan
- Families of students who have ten unexcused absences will be required to attend an attendance conference.
- Students who have more than 10 days of unexcused absences are subject to a court referral.

Prior Trip Approval Form

In accordance with Floyd County Schools policy (File: JED-R) parents/guardians are required to obtain approval from school administration prior to family trips taking place during the school year. Pending confirmation for excused absences, students are required to make up any assignments within three days of returning. Failure to comply with attendance protocol will result in an individual attendance plan, grade level retention and/or court action.

- Please be advised that if approval is granted, up to 5 days of absence will be excused for the trip. It is important to ensure that all necessary documentation and approval processes are completed prior to the trip to qualify for these excused days.
- Please be advised that Prior Approval Trip requests may be denied based on a review of the student's attendance record from previous years. Consistent attendance is essential for academic success, and patterns of excessive absences in prior years may affect the approval of future trip requests.

Food Services

Snacks

- Students are allowed to bring snacks and water from home. Please no soda, energy drinks, or candy.
- Snacks should be individualized sized portions.
- Students are not permitted to share snacks.
- Snacks will be sold in the cafeteria during lunches each day for grades 3-7.

Cafeteria Services

During this school year, all students are eligible to receive one breakfast and one lunch each day free of charge.

- A complete breakfast meal consists of an entrée, fruit or 100% fruit juice or vegetable, and milk.
- A complete lunch consists of an entrée, vegetables, fruit, and milk. A student must choose 3 of the components that make up the meal to qualify as a free meal, and one must be a fruit or vegetable.
- Any purchases of items that do not make up a meal or additional purchases are available a la carte.

You can add money for extra food to your child's account through My School Bucks, www.myschoolbucks.com.

Menus: https://floydva.nutrislice.com/menu

Microwave Use:

There is a microwave in the cafeteria that students are permitted to use to heat up their lunch. Microwave use is only to heat up lunch and should not be used to heat up snacks or popcorn. A student can lose the privilege of microwave use if they do not use it responsibly. If the microwave breaks it may not be replaced.

Sharing Food

Please remind your child that we do not share food at school because there are many students at school with food allergies and medical conditions.

Ice Cream

Ice cream will be sold to students one day a week for \$1.00.

Lunch Schedule:

10:50-11:20	Pre-K
11:00-11:30	1
11:15-11:45	K
11:30-12:00	2
11:45-12:15	3
12:15-12:45	6/7
12:40-1:10	4/5

Health Services

General Information

Students must be fever free without medication and have not vomited for 24 hours before returning to school.

Medication

All medications must be delivered to the school nurse or the main office by a parent or guardian. **Students are not permitted to bring or transport medicine to and from school.** All medications should remain at school. The Authorization for Medication Administration form also needs to be completed to allow permission for administering medications. This form is found on the FCPS website under "For Parents" and in the main office. This MUST be turned in directly to the main office or school nurse (policy FCSD).

Illnesses and Injuries

If a student is injured or ill, it is to be reported immediately to his/her teacher, nurse, or the office. If an injury occurs, an accident report will be completed and a copy will be sent home. For either illness or injury, the parent/guardian will be notified of the situation.

Please make sure that the school has your most current home, work, and/or cell phone numbers, and up-to-date emergency contact information. If information changes, please inform the office.

Instruction

Overview

Willis Elementary strives to provide a rich learning environment for our students. We focus on building strong relationships with our students and on developing the whole child. We believe that providing students with a strong foundation in literacy is fundamental to students' future success. Differentiated reading instruction is stressed at all grade levels. Further, it is our goal that students be engaged in their own learning. Students will participate in project-based learning which will focus on the 5C's (critical thinking, creative thinking, communication, collaboration, and citizenship) in order to prepare them to meet the profile of a Virginia graduate.

Instructional Time

The school day is from 7:35 a.m. - 2:30 p.m. Instructional time must be protected to provide an environment conducive to learning. Daily routine announcements are made at 7:55 a.m. and prior to the afternoon bell. Students should remain respectfully quiet during all announcements. Other interruptions are kept to a minimum.

Attendance and prompt arrival are important. Valuable instructional time can be lost by tardiness, leaving early, or absenteeism.

Standards of Learning

Willis Elementary School follows the Standards of Learning set by the Virginia Department of Education. A complete list of the standards can be found on the VDOE website, http://www.doe.virginia.gov/.

Reporting on School Progress

We will maintain communication with parents to inform them of their child's progress through report cards, progress reports, parent/teacher conferences, and Parent Portal.

The grading system is used to evaluate students' performance in meeting instructional goals set forth by state and local standards. (FCPS Policy IKAB)

Teachers may include a variety of assessments such as tests, quizzes, class work, homework, projects, etc. to determine students' progress. Grades will not be a measure of a student's disruptive behavior or disciplinary problems. Students will be evaluated using the following scales.

Kindergarten - 2nd Grade (Skill based scale)

- 4 Exceeds the Standard (Student demonstrates knowledge and skills 94-100% of the time.)
- 3 Meets the Standard (Student demonstrates knowledge and skills 80-93% of the time.)
- 2 Partially Meets the Standard (Student demonstrates knowledge and skills 70-79% of the time.)
- 1- Inadequate or No Understanding of the Standard (Student demonstrates knowledge and skills less than 70% of the time.)

Blank - Not covered or assessed at this time

3rd - 7th Grade

A - Excellent 90 -100

B - Above Average 80 - 89

C - Average 70 - 79

D - Below Average 60 - 69

F - Failing 0 - 59

Grades K-7: Citizenship/Work Habits

S - Satisfactory

N - Needs Improvement

Specialty -6th and 7th Grade

Students in grades 6 and 7 will be evaluated on their citizenship and work habits in band, art, music, physical education, library, and learning lab using the following scale:

S - Satisfactory

N - Needs Improvement

Homework Policy

Homework assignments will take into consideration the ability of students, the availability of time, the age and maturity of students, as well as the resources needed by students to complete assignments.

Textbooks

Textbooks are provided for the students at no charge. However, the student is responsible for the care of the books. The school reserves the right to levy fines for damaged or lost books.

Advanced Tiers Recommendation

At Floyd County Public Schools, we are committed to ensuring that every student receives the support they need to succeed academically and behaviorally. We understand that you, as parents and guardians, play a crucial role in your child's education and well-being. If you are concerned with your child's progress this school year please contact your child's teacher to get a copy of the advanced tiers recommendation form and return it to the school. Once the school receives your request it will be taken to the advanced tiers team for review. Once the team has reviewed the request parents will be contacted. The advanced tiers team meets monthly to review parent and staff requests.

Technology Use

Chromebook Insurance

Chromebooks are used by students for instructional purposes. Insurance is available each year for families to purchase. The insurance costs \$10 per student, per year. There is a \$25 deductible for an incident.

- Families are responsible for the full cost of repairs or replacement if they decline the insurance.
- Newly enrolled students will have 2 weeks after their start date to sign up for insurance.
- Power cords are not covered by insurance. The cost to replace a power cord is \$15.

Families are responsible for the replacement of a Chromebook, with or without insurance, if the Chromebook has been damaged beyond repair.

Acceptable Computer Use

Students are expected to be good digital citizens. Using technology is a privilege that can be lost if a student uses his device in an inappropriate manner.

Cell phones/Communication Devices

Cell phones, smartwatches, and any other communication devices may not be used while at school. Student cell phones must be turned off and remain in the student's locker the entire school day. Making phone calls, texting, and videoing are not permitted at any time during the school day. Failure to follow these guidelines could result in the confiscation of the device. On field trips, students may only take pictures (when permitted) and may not take pictures of other people without their permission. Pictures should not be posted on social media without consent from all persons in the picture. Cell phones or other electronic devices are not permitted to be used on field trips to make phone calls, texts, or any form of social media.

1st Offense: Warning and device taken till the end of the day.

2nd Offense: Phone has to be picked up by the parent or guardian.

Use of AirPods and Internet-Connected Headphones

To ensure a focused and safe learning environment, we do not permit the use of AirPods or any headphones that can connect to the internet within the school premises. This policy helps to minimize distractions and maintains the integrity of our educational setting.

Student Expectations

Code of Conduct

Both the state of Virginia and Floyd County Schools have adopted the model code of conduct. Families should refer to the code of conduct found on the district website for specific information. The code of conduct is a tiered support system designed to offer support to students while teaching appropriate behaviors.

Willis Elementary School is a safe productive place to learn. Our faculty and staff will use positive instructional approaches to discipline to ensure that students are able to do their best daily. All faculty and staff contribute to Indian Valley's friendly, inviting environment. Students will be taught through lessons and modeling school-wide expectations. School-wide expectations for students are clear and easy to remember.

Bullying

Bullying is defined as any aggressive and unwanted behavior that is intended to harm, intimidate, or humiliate the victim. It involves a real or perceived power imbalance between the aggressor and victim. It is repeated over time and causes severe emotional trauma. Bullying does not include ordinary teasing, horseplay, arguments, or peer conflict. The Floyd County School Code of Student Conduct outlines the consequences for bullying.

Dress Code

A student's dress and appearance shall not be such that it causes disruption, distracts others from the educational process, or creates health or safety problems. (FCPS Policy JFC-R)

Students in violation of the dress code will be required to change into proper and more appropriate clothing. If necessary, parents will be contacted to provide appropriate attire. Repeat offenders of the dress code will be subject to disciplinary action.

Students must remove hats and hoods when entering the building. Hats may be worn on special designated occasions.

Acceptable Computer Use

Students are expected to be good digital citizens. Using technology is a privilege that can be lost if a student uses his device in an inappropriate manner.

Toys

Students are prohibited from bringing toys or entertainment devices to school. This rule has been established because such devices may cause disruption in the classroom and interfere with the learning process. Some classes have show and tell. On show and tell days, students may bring a toy to show but it must be kept in their book bags until show and tell time and then return to the bookbag after show and tell.

9 Week Rewards

Each 9 week all grade levels will be doing a reward for showing behaviors that follow our classroom and school expectations. Students who do not follow the school and classroom expectations are subject to lose the reward.

WES Behavior Matrix

			Willis Eleme	entary Behavio	r Matrix			
	All Settings	Classrooms	Hallways	Playground/ Gym	Cafeteria	Bus	Bathroom	Chromebook/ Internet
Be Respectful- Act with Kindness	Listen to directions Be kind Use manners Keep hands, feet, and objects to yourself	Take turns speaking	Use quiet voices Walk on the right side of the hallway	Take turns on the equipment Help pick up trash	Use inside voices Talk with your neighbors at your table Only eat food on your tray or in your lunchbox	Use inside voices Talk to your neighbors in the seat beside you Keep hands, feet, and bottom in your seat	Use quiet voices	Use kind words online
Be Responsible- Take Care of Yourself and Belongings	Follow directions quickly Take care of your materials Clean up after yourself	Listen and follow adult directions Use appropriate amount of supplies Turn in assignments on time	Go straight to your destination Allow younger students to pass	Use equipment the way it is intended Collect all your belongings	Stay in your seat Clean up your area Dispose of all trash	Stay in your seat Give your bus note to the driver Collect all your belongings when exiting the bus	Soap goes on your hands Paper towels go in the trash can Use appropriate amount of supplies	Only be on sites adults give you permission to be on Only use your device for school assignments
Be Resilient- Just Keep Going	Try your best Participate in activities Communicate your needs Keep trying	Ask for help when needed Give your best effort	Walk in the hallway	Include others Participate in activities Keep trying	Invite others who are alone to sit with you	Let the driver know if someone is saying or doing unkind things	Only 2 students in the restroom at a time Let your teacher know of any concerns in the restroom	Let your teacher know about technical or computer concerns Let your teacher know if someone is saying unkind things online

Classroom Managed

Signal/nonverbal clue Recognize positive behavior

Scaffold and support

encouraging and building relationships Think why (function) Provide time for

student to reset Provide choice option

Conference w/

Documentation Examples include but not limited to:

Tally Chart Notebook Spreadsheet Kickboard

Enlist support of principal

Parent contact needs
to be made 1st and

Class Dojo

Loss of privilege Parent conference Caring School

Community resources

Continue teaching,

Interventions
Examples include but not

limited to:

Proximity

Willis Elementary Behavior Flow Chart

All non office managed behaviors such as but not limited to the following:

Not following directions

Classroom Managed

- Not paying attention
- Disregarding classroom norms (wandering, other activities when should be listening)
- Phone/electronics on in class
- Using inappropriate language
- Talking out
- Interrupting Learning
- Wearing hats, hoodies
- Chewing gum
- Note-writing
- Cheating
- Dress code
 - Minor Infractions ???'s contact
 - administrator

Interventions

Office Managed

Step 1:

Teacher contacts office via radio, phone call, or text

Step 2:

Student is escorted to the office.

Step 3:

Consequences

Step 4:

Communication is made by the administrator to families

Step 5:

Communication is made to staff involved

Office Managed

With Intent to Harm

- Threatening-verbal and physical
- Assault Throwing Objects
- Abusive Language
- Spitting
- Biting

Self-inflicted wounds or threats of wounding

Racial, ethnic, religious, or gender taunting

Sexual harassment-Student Code of

Destruction of School Property

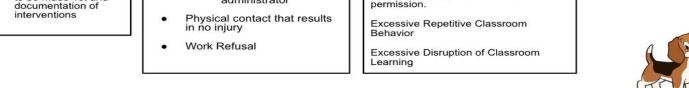
Possession of drugs, alcohol, tobacco

Possession of weapon or look-alike weapon.

Major misuse of technology

Stealing of significant value

Leaving school grounds without permission.





Transportation

Bus Behavior

Students are expected to be respectful and follow all bus rules to remain safe

Bus Expectations

- 1. Quiet voices
- 2. Stay seated the entire time
- 3. Keep hands and feet to yourself

The principal may suspend or revoke the riding privileges of students and/or take other disciplinary actions for students who have disciplinary problems on the bus. Parents/guardians of children whose behavior and misconduct on school buses violates the Student Code of Conduct or otherwise endangers the health, safety and welfare of other riders shall be notified that their child faces the loss of school bus riding privileges and/or other disciplinary actions. (FCPS Policy JFCC-R)

Transportation Change / After-School Activity

A student needs permission from a parent to stay after school or to ride a different bus. Without parent's permission, the student will be put on their regular bus. If the student plans to stay after school or ride another bus on a regular basis, this should be indicated by a written note turned into the office.

Parents may also call the office to request their child be allowed to ride a different bus or get off at a different stop. However, *please do not call the school after 2:00 p.m.* to make changes in bus plans unless it is an emergency. We need sufficient time to make your child aware of the new transportation arrangements.

Students Going Home with Another Student

If a student plans to go home with another student, a permission note from **both the** parent/guardian of the child who is visiting and the parent/guardian of the child who is being visited must be presented.

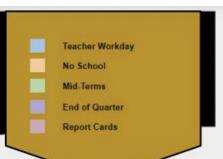
We can not take the words of students regarding transportation changes.

School Calendar



2024-2025

School Calendar



July											
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July 4 Holiday - Independence Day
August 1-5 Flex Workdays for Teachers*
August 6-12 Teacher Workdays/PD
August 8 Open House

Elementary 3-6 p.m. High School 4-7 p.m. First Day of School Holiday - Labor Day Mid-Term Reports

October 10 End of First Quarter, Early Release

October 11 Fall Break
October 18 Report Cards

August 13

September 2

September 13

November 5 Election Day - Virtual Workday/PD

November 8 Mid-Term Reports November 27-29 Thanksgiving Break

December 20 End of Second Quarter, Early Release

December 23-31 Winter Break

Approved by the Floyd County School Board on 3/11/24.

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January 1-3	Winter Break		
January 6,7	Teacher Workdays		
January 8	Students Return		
January 10	Report Cards		
January 20	Holiday - MLK, Jr. Day		
February 7	Mid-Term Reports		
February 10	Teacher Workday/PD		

March 6 End of Third Quarter, Early Release

March 7 Teacher Workday
March 14 Report Cards
April 11 Mid-Term Reports
April 18-21 Spring Break

May 22 End of Fourth Quarter, Early Release

May 23 Teacher Workday

May 24-29 Flex Workdays for Teachers*
May 26 Holiday - Memorial Day
June 19 Holiday - Juneteenth

^{*}Teachers work a total of two Flex Days during the year.

Contact Information



Contact **Information**

Locations					
Check Elementary	(540) 745-9410	6810 Floyd Hwy North, Copper Hill, VA 24079			
Floyd County High	(540) 745-9450	721 Baker Street, Floyd, VA 24091			
Floyd Elementary	(540) 745-9440	531 Oak Hill Drive, Floyd, VA 24091			
Indian Valley Elementary	(540) 745-9420	4130 Indian Valley Rd NW, Radford, VA 24141			
School Board Office	(540) 745-9400	140 Harris Hart Rd NE, Floyd, VA 24091			
Technology Department	(540) 745-9439	527 Oak Hill Drive, Floyd, VA 24091			
Transportation Department	(540) 745-9427	536 Oak Hill Drive, Floyd, VA 24091			
Willis Elementary	(540) 745-9430	5075 Floyd Highway South, Willis, VA 24380			

Floyd County School Board				
Kirsten Vest	District A (Locust Grove)	vestkir@floyd.k12.va.us		
James Ingram (Chairperson)	District B (Little River)	ingramj@floyd.k12.va.us		
Deborah Snellings	District C (Court House)	snellingsdeb@floyd.k12.va.us		
Laura H. Leroy (Vice-Chairperson)	District D (Burks Fork)	leroyl@floyd.k12.va.us		
C. Gene Bishop	District E (Indian Valley)	bishopg@floyd.k12.va.us		







