

Willis Elementary School Family Handbook



Table of Contents:

School Information:	1
Faculty and Staff:	2
General Information:	5
Attendance:	6
Food Services:	7
Nursing Services:	9
Instruction:	10
Technology/Chromebooks:	11
Student Expectations	12
Behavior Matrix	14
Transportation/Bus Expectations:	16
Family Handbook Signature Page:	18
Forms to Return to the School:	18

School Information:



Willis Elementary School

5075 Floyd Highway South

Willis, VA 24380

540.745.9430

At Willis Elementary, "We Encourage Success."

School Day: 7:30-2:35

Doors Open: 7:30

Tardy Bell: 7:45

Dismissal: 2:35

Office Hours: 7:30-3:00

Website: <https://wes.floyd.k12.va.us/>

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

Faculty and Staff:

Office Staff		
Amber Gallimore	Principal	gallimoream@floyd.k12.va.us
Rhonda Smythers	Office Assistant /Bookkeeper	smythersr@floyd.k12.va.us
Amy Mello	Office Assistant	melloa@floyd.k12.va.us
Isaac Buckner	SRO	
Amanda Dulaney	Nurse	dulaneya@floyd.k12.va.us

Classroom Teachers		
Terri Burnette	Pre-K Teacher	burnettet@floyd.k12.va.us
Kearsten Grubb	Kindergarten Teacher	grubbk@floyd.k12.va.us
Lisa Bolt	1st Grade Teacher	boltl@floyd.k12.va.us
Crystal Weaver	2nd Grade Teacher	weaverc@floyd.k12.va.us
Monica Costine	3rd Grade Teacher	costinem@floyd.k12.va.us
Amy Bussey	4th/5th Grade Teacher	bussey@floyd.k12.va.us
Laura Serr	4th/5th Grade Teacher	serrl@floyd.k12.va.us
Hannah Swigger	6th/7th Grade Teacher	swigerh@floyd.k12.va.us
Danielle Perry	6th/7th Grade Teacher	perryd@floyd.k12.va.us

Specials Teachers		
Amy Baldwin	Library Media Specialist	baldwina@floyd.k12.va.us
Chelsea Gibbs	Music/Band Director	gibbsc@floyd.k12.va.us
Jana Bush	PE Teacher	bushj@floyd.k12.va.us
Josh Davis	Art Teacher	davisj@floyd.k12.va.us
Jessica Bishop	Learning Lab Leader	bishopj@floyd.k12.va.us

Student Services		
Carol Cox	Counselor	coxc@floyd.k12.va.us
Alicia Smith	Reading Specialist	smitha@floyd.k12.va.us
Joey Hammel	Special Education Teacher	hammelj@floyd.k12.va.us
	Speech Therapist	
Cara Good	EL Support	goodc@floyd.k12.va.us
Cristina Dunfee	Gifted Specialist	dunfeec@floyd.k12.va.us

Teacher's Assistants	
Monica Grubb	Teacher's Assistant
Jackie Italiano	Pre-K Teacher's Assistant
Sheila Weeks	Teacher's Assistant
Adriana Webb	Teacher's Assistant
Layla Martin	Literacy Tutor
Tabitha Charles	All-in Tutor
Amy Mello	All-in Tutor

Custodial Staff	
Randall Weeks	Custodian
Shannon Midkiff	Custodian

Cafeteria Staff	
Melissa Dalton	Cafeteria Manager
Candice Duncan	Cafeteria
Tammy Harbour	Cafeteria Monitor

General Information:

FCPS Policies and Regulations

Floyd County Public Schools has 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. WES 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.

Willis Elementary School



Visitor Expectations



for the Safety of All Students and Staff

- 1** All visitors must enter through the main office.
- 2** Present valid photo ID to check in.
- 3** Sign in and wear a visible visitor badge at all times.
- 4** Stay only in approved areas of the building. ex: main office, cafeteria, etc.
- 5** Scheduled visits are strongly preferred.
- 6** Item drop-offs are handled at the front office.
- 7** Return badge and sign out before leaving.

**These procedures follow state safety guidelines to protect our learning environment.
Thank you for your cooperation!**

Parent Communication

Parents are provided communication through various platforms, including an automated phone call, email, and text messages for school-wide updates. FCPS teachers have the option to use the Remind App to text with families if they choose.

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.

The Code of Virginia requires us to notify families at least 24 hours before a lockdown drill. Pre-Kindergarten 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.

Lockers

Lockers are provided for students. Students are to use ONLY the locker assigned to them. Student lockers are school property and remain 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:

There is a direct correlation between student attendance and student achievement. 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 a week prior to the trip and must be approved by the principal for the absence to be excused, for the teachers to gather work.
- 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. Failure to comply with attendance protocol will result in an individual attendance plan, grade level retention and/or court action.

- Please note that, if approved, up to 5 days of absence for trips may be excused each year. To qualify for these excused days, it is important to complete all necessary documentation and obtain approval before the trip.
- Pending confirmation for excused absences, students are required to make up any assignments within three days of returning.
- 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:

Water Bottles

- Students are allowed to bring water from home. No soda, energy drinks, or candy is permitted without prior approval from the teacher.

Free Breakfast and Lunch

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

- Any purchases of items that do not make up a meal or additional purchases are available à la carte.

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

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

Microwave Use

Students are not permitted to use the microwave.

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 is sold 1 day each week to students for \$1. Pre-K does not participate in ice cream.

Lunch Schedule:

Grade	Time
Pre-K	10:45-11:15
Kindergarten	11:00-11:30
1st Grade	11:15-11:45
2nd Grade	11:30-12:00
3rd Grade	11:45-12:15
4th/5th Grade	11:55-12:25
6th/7th Grade	12:25-12:55

Nursing Services:

General Information

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

Medication

All medications are required to be delivered to the school nurse 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 is required to allow permission for designated school staff to give medication.

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:

Instructional Time

The school day is from 7:30 a.m. to 2:35 p.m. Instructional time must be protected to provide an environment conducive to learning. Daily routine announcements are made at 7:40 a.m. 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 the 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.

Homework Policy

Homework is given to students at the discretion of the teacher.

Textbooks/Library Books

Textbooks and library books 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 Nomination

Teachers, students, and families are encouraged to submit a nomination to our Advanced Tiers Team if they feel a student is not making adequate progress academically, behaviorally, or socially during the school year. Nominations can be made using the following link:

https://docs.google.com/forms/d/e/1FAIpQLSdiW2CkmmQr_tJ1eENVtnN545zR5xoziwg0r0o2tbEzPypAbw/viewform

Technology/Chromebooks:

Chromebook Insurance

Insurance is available each year for families to purchase. Please see the attached Chromebook insurance form for more details on the cost and information regarding Chromebook insurance.

Acceptable Computer Use

Students are expected to be good digital citizens. Using technology is a privilege that can be lost if a student inappropriately uses their device.

Cell phones/Communication Devices

To foster a focused learning environment and support the well-being of students, Floyd County Public Schools adheres to a cell phone-free policy during instructional hours, in alignment with Virginia's Executive Order 33 on cell phone-free education. The following policy applies to all student-owned communication devices, including cell phones, smartphones, tablets, smartwatches, earbuds, and other personal electronic communication devices. The full policy and consequences for policy violations can be found at the following link: [Cell Phone Policy](#)

Wireless Headphones/Smartwatches

In alignment with the cell phone-free policy, wireless headphones and smartwatches are not permitted, as they can connect to cell phones.

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 support students while teaching appropriate behaviors.

Gum

Students are not allowed to have or chew gum on school grounds or buses. This policy helps maintain a clean campus and supports a respectful learning environment for all

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 the 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.

If you witness or experience any behavior that may be bullying, report it to the teacher or staff member you are with immediately. Do not wait to tell your classroom teacher later. The quicker it is reported the quicker it can be resolved.

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, hoods, and sunglasses when entering the building. Hats may be worn on special, designated occasions.

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.

9 Week Rewards

Every 9 weeks, all grade levels will participate in 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 losing the reward.

VTSS Behavior Matrix

At Willis Elementary, we follow a school-wide behavior matrix grounded in three key pillars that guide student conduct across all settings:

- **Be Respectful**
- **Be Responsible**
- **Be Resilient**

These core values help create a positive, supportive environment where all students can thrive academically, socially, and emotionally.

Middle School Sports Participation

Students in grades 6 and 7 have the exciting opportunity to try out for middle school sports teams hosted at Floyd County High School. In order to participate, all students must have a current physical on file that is valid for the 2025–2026 school year.

Participation also requires adherence to all guidelines set forth by Floyd County High School (FCHS), Floyd County Public Schools (FCPS), and the Virginia High School League (VHSL). This includes meeting attendance requirements and consistently demonstrating appropriate conduct in accordance with school expectations.

Behavior Matrix

Willis Elementary Behavior Matrix					
	All Settings	Classrooms	Hallways/ Transitions	Cafeteria	Bathroom
Be Respectful- Act with Kindness	<p>Listen to Directions</p> <p>Be Kind to Others</p> <p>Use Good Manners</p> <p>Keep your hands, feet, and objects to yourself</p>	<p>Take Turns Speaking</p>	<p>Use Quiet Voices</p> <p>Walk on the Right Side of the Hallway</p>	<p>Use Inside Voices</p> <p>Talk Quietly with Neighbors at Your Table</p> <p>Eat Only from Your Tray or Lunchbox</p>	<p>Use Quiet Voices</p>
Be Responsible- Take Care of Yourself and Your Belongings	<p>Follow Directions Quickly</p> <p>Take Care of Your Belongings</p> <p>Clean Up After Yourself</p>	<p>Listen and Follow Directions</p> <p>Use Supplies Wisely</p> <p>Turn in Assignments on Time</p>	<p>Go Directly to Your Destination</p> <p>Let Younger Students Pass</p>	<p>Stay in Your Seat</p> <p>Clean Up Your Area</p> <p>Dispose of All Trash</p>	<p>Put Soap on Your Hands</p> <p>Throw Paper Towels in the Trash</p> <p>Use the Right Amount of Supplies</p>
Be Resilient- Just Keep Going	<p>Always Do Your Best</p> <p>Engage in Activities</p> <p>Speak Up When You Need Help</p> <p>Keep Trying Your Best</p>	<p>Ask for Help When Needed</p> <p>Always Give Your Best Effort</p>	<p>Walk Calmly in the Hallway</p>	<p>Invite Others to Join You if They're Alone</p>	<p>Only 2 Students in the Restroom at a Time</p> <p>Tell Your Teacher if You Have Any Concerns</p>

Willis Elementary Behavior Matrix				
	Playground/ Gym	Bus	Nurse	Chromebook/ Internet
Be Respectful- Act with Kindness	<p>Take Turns Using Equipment</p> <p>Help Pick Up Trash</p>	<p>Use Inside Voices</p> <p>Talk Quietly to Your Neighbor Near Your Seat</p> <p>Keep Hands and Feet to Yourself and Bottom in Your Seat</p>	<p>Use kind and polite language with the nurse and others.</p> <p>Wait patiently for your turn.</p> <p>Follow directions from the nurse and staff.</p>	<p>Hold Your Chromebook Close to Your Heart When Carrying It</p> <p>Only Use Your Assigned Chromebook.</p>
Be Responsible- Take Care of Yourself and Your Belongings	<p>Use Equipment Properly</p> <p>Collect All Your Belongings</p>	<p>Stay in Your Seat</p> <p>Give Your Bus Note to the Driver</p> <p>Collect All Your Belongings Before Exiting the Bus</p>	<p>Go directly to and from the nurse's office with A Nurse's Pass</p> <p>Only visit the nurse when needed (not to avoid class).</p>	<p>Follow all guidelines in the Chromebook Security Agreement</p>
Be Resilient- Just Keep Going	<p>Include Others in Activities</p> <p>Participate in Activities</p> <p>Keep Trying Your Best</p> <p>Don't Give Up</p>	<p>Let the Driver Know if Someone is Being Unkind</p>	<p>Try to manage small discomforts before asking to go.</p> <p>Stay calm if you're feeling unwell or hurt.</p> <p>Be honest about how you feel.</p>	<p>Try Simple Fixes Before Asking for Help</p> <p>Report Chromebook Damage Immediately</p> <p>Treat Loaner Devices as If They Are Your Own</p>

Transportation/Bus Expectations:

Students are expected to follow all bus rules to remain safe:

Be Respectful

- Use Inside Voices
- Talk Quietly to Your Neighbor Near Your Seat
- Keep Hands and Feet to Yourself and Bottom in Your Seat

Be Responsible

- Stay in Your Seat
- Do Not Stand Up Unless You Are Exiting the Bus
- Give Your Bus Note to the Driver
- Collect All Your Belongings Before Exiting the Bus

Be Resilient

- Let the Driver Know if Someone is Being Unkind

Bus Suspensions

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, ride the activity bus for a designated activity, or ride a different bus. Students are not permitted to call home to make transportation changes. Without parental permission, the student will follow their normal dismissal procedure. Please let the office know before 2:00 pm of any transportation changes. If a student is going home with another student, written or verbal permission is required from both students' parents or guardians.

Car Rider Drop Off and Dismissal

Car rider drop off begins at 7:30 a.m. We kindly ask that you not line up prior to 7:25 am to help keep the traffic from backing up into the main road. If your child needs to eat breakfast, they need to be dropped off as close to 7:30 as possible to ensure enough time to pick up their breakfast and arrive at class on time.

Car rider dismissal begins at 2:35 p.m. We kindly ask that families do not begin lining up before 2:20 p.m.

Bus Dismissal

Students will be dismissed to buses at 2:35 p.m

Family Handbook Signature Page:

By signing below, you acknowledge that you have received, read, and understand the contents of the handbook. If you have any questions, please don't hesitate to contact us.

Student Name: _____

Grade: _____

- I have received and reviewed the Willis Elementary Family Handbook.
- I understand the policies and procedures outlined within the handbook.
- I have discussed the contents of the handbook with my child.

Parent/Guardian Name (Printed): _____

Parent Signature:

Date:

Student Signature:

Date:

Visitor Expectations:

We care deeply about the safety of our students and staff. To support secure and welcoming learning spaces, we have clear expectations for all visitors:

Visitor Expectations:

- Check in at the main office only.
- Bring a photo ID for check-in.
- Wear a visitor badge while inside.
- Stay only in areas you're approved to visit.
- Schedule visits ahead of time whenever possible.
- Drop off student items at the front office.

Following these simple steps ensures our schools remain a safe place for every child. Thank you for your support and partnership! Please sign and return the form below to acknowledge that you have read and understand our visitor guidelines:

Parent/Guardian Name (Printed): _____

Signature:

Date:

Student Name:

Teacher:

Forms to Return to the School:

- Handbook Signature Page
- Visitor Expectations
- Locker Agreement
- Chromebook Agreement/Insurance Form