



SUPERINTENDENT OF SCHOOLS

Mr. Adrian H. Cline

DESOTO DISTRICT SCHOOL BOARD

Mr. Ronny Allen
Mrs. Karen Chancey
Mr. Rodney Hollingsworth
Mrs. Debby Snyder
Mr. William Stanko

SCHOOL BOARD ATTORNEY

Mr. Bucky Waldron

FORWARD

The purpose of this handbook is to explain the policies, procedures, and rules of West Elementary School. It will be read aloud to all students and used by each student as a source of information throughout the school year.

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

WEST ELEMENTARY SCHOOL MISSION STATEMENT

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

WEST ELEMENTARY SCHOOL VISION STATEMENT

Approaching all challenges with our best efforts.

WEST ELEMENTARY SCHOOL STATEMENT OF BELIEFS

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

WEST ELEMENTARY SCHOOL CORE VALUES

The West Elementary School community will promote the following:

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

DESOTO COUNTY SCHOOLS

Mission Statement

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

Guiding Principles

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

Goals

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

Adopted by the School Board of DeSoto County on June 13, 2000

Updated on July 26, 2005

Updated July 17, 2007

West Elementary School

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

August 22, 2011

Dear Parents:

We are excited to begin the 2011-12 school year. The entire staff of West Elementary School is looking forward to getting to know your child and sharing in these critical years of learning with you. We share a commitment to provide each child both the knowledge and skills to become a lifelong learner and contributing participant in a constantly changing world. Our goal is to challenge all students to explore their abilities by developing skills in communication, critical thinking, problem solving, human relations and citizenship. The staff of West Elementary School strives on a daily basis to meet that challenge.

You are your child's first teacher! Your involvement as an active participant does not end when your child begins his or her formal education.

Current research indicates that the positive connection between a parent's involvement in school and the high academic performance of their child is a reality. West Elementary School offers many opportunities for parents to be involved. As a community volunteer, a Cowboy Booster member, or a School Advisory Council member, parents can provide valuable assistance in shaping the future of our students and school.

Please spend time reviewing this West Elementary School Student Handbook and Rights and Responsibilities: A Code of Student Conduct. Take time with your child(ren) to read this handbook together. After becoming familiar with the handbook, fill out the next page and have your child return that page to his or her teacher.

If you have any questions about how to get involved in your child's education, please call the school at your convenience.

Welcome to West Elementary School!

Sincerely,

Mr. Bob Shayman
Principal

**DETACH FROM HANDBOOK AND RETURN TO YOUR
CHILD'S TEACHER**

I have read the enclosed 2011-2012 Student/Parent handbook for West Elementary School and have made sure that _____ understands it.
(student's name)

(signature of parent/guardian)

Teacher's Name: _____

PARENTS: PLEASE SIGN AND RETURN TO SCHOOL!

WEST ELEMENTARY SCHOOL
Accredited: Southern Association of Colleges and Schools
A State of Florida A+ School:
2004 – 2005 – 2006 – 2007 – 2008 - 2009

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West Elementary School-Wide Behavioral Expectations

BEHAVIOR EXPECTATIONS

- Follow directions
- Be respectful
- Be prepared
- Do your best
- Stay on task

CONSEQUENCES

- Warning
- Loss of privileges and/or time-out (in class)
- Short form and/or phone call
- WASP for time-out
- Long form

SCHOOL STAFF

PRINCIPAL	Bob Shayman
ASSISTANT PRINCIPAL	Karen Pella
GUIDANCE COUNSELOR	Tammy Allshouse
ACADEMIC COACH	Brenda Stewart
OFFICE MANAGER	Gayle Gillenberg
PRINCIPAL'S SECRETARY	Gloria Montelongo
RECEPTIONIST	Stephanie Langford
RECORDS CLERK	Brenda Smith
ATTENDANCE CLERK	Janet Ridley

SCHOOL ADVISORY COUNCIL OFFICERS

PRESIDENT	James Rock
VICE – PRESIDENT	Mark Altman
SECRETARY	Kim Serio

COWBOY BOOSTERS

PRESIDENT	Angie Wilson
VICE – PRESIDENT	Jennie Muse
TREASURER	Jennifer Vallozzi
SECRETARY	Michele Hrdina

STUDENT/PARENT HANDBOOK

2011 - 2012

GENERAL RULES

1. Students will use self-control and maintain order in all areas of the campus and during all school-related activities.
2. The following are subject to a discipline referral:
 - a. all types of tobacco, alcohol and drugs
 - b. firearms, explosives, matches, knives or other dangerous items
 - c. the use of foul/obscene language or gestures

The following are prohibited on campus:

- a. candy or chewing gum
 - b. running on walkways
 - c. riding bikes, scooters or skating on campus
 - d. tape players, radios, walkie-talkies, water guns, toys or other related types of personal items
 - e. the use and display of cellular phones during school hours (refer to p. 43)
3. Students will remain on campus during school hours. **Parents are required to sign students in and out of school at the main office when necessary during the school day.**
 4. Students will obey all traffic and safety rules when crossing the streets adjacent to the campus. This includes the wearing of helmets by bike riders according to the law.
 5. Students will obey all crossing guards.

EMERGENCY INFORMATION CARDS

At the start of the school year, your child's teacher will send an "Emergency Information Card" home to be completed and returned to school. The information on this card is extremely important and will be filed in the school office. Please fill out as much information as possible including the name and phone numbers of relatives, friends and neighbors who can be contacted in case of an emergency if you cannot be reached. Please let the individuals listed on your child's emergency information card know that they will be required to provide proper identification if they are checking your child out of school if we are unable to contact you by phone.

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

BUILDING AND CAMPUS CLEANLINESS

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

ATTENDANCE PROCEDURES

All students, according to law (1003.21 (1) (a) F.S.), are required to be in school from 7:45 a.m. – 2:10 p.m.

1. ABSENCES – If a student is absent, parents are requested to call the school attendance clerk at **494-3155 (Ext. 209)**. Upon your child's return to school, he/she must bring a valid written excuse to the attendance office. The excuse should contain the following:
 - a. Child's first and last name
 - b. Date of absence or absences covered by the excuse
 - c. Reason for absence
 - d. Signature of parent or guardian

- e. Phone number where the parent or guardian may be contacted.
Signature of parent or guardian
- f. Pre-approval is required by the administration for any extended absence which would include an extended illness or a death in the immediate family.

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

- 2. MAKE-UP WORK – A student, who has an excused absence as defined by school board policy, shall have five school days from the date of return to make-up assigned work and not receive academic penalty.
- 3. EXCESSIVE ABSENCES – A student who has accumulated an excessive number of absences may be required to bring a doctor’s statement for each absence. Students may jeopardize their promotional status by being absent excessively.
- 4. TRUANCY – Chronic truancy will result in an affidavit being filed with the proper office for the purpose of pursuing a legal remedy with the court.
- 5. TARDIES –School starts at 7:45 a.m. A child must be in class by the 7:40 a.m. tardy bell to be counted as present. A student who is tardy shall report, with a parent or guardian, to the attendance office to sign the student in for admittance into class.

This excuse should contain the following:

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

The classroom teacher and the Attendance Clerk will keep a record of student tardies. If the teacher cannot correct an excessive tardiness problem with a student, the student will be referred to the Attendance Committee. **The child will not be admitted to class without a parent or guardian escort.**

VISITORS

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

1. Students and employees
2. Visitors (including parents) with permission (a visitor's badge must be worn). This is for your child's safety and identification will be requested such as a current driver's license.
3. Community volunteers (board approved application must be on file at the school site)
4. Teachers use every minute up to 2:10 p.m. to emphasize the instructional focus, special educational activities, enrichment, remediation, and to assign homework. Unless there is an emergency, do not pick up your child until dismissal. This will keep classroom disruptions to a minimum and all children accurately supervised. Parents will be required to submit proper documentation (doctor's note, court appointment, etc.) for the reason their child is to leave school early. If no documentation is provided, the time that is missed will be considered as an unexcused absence.
5. Parents who must pick up their child/children during the school day need to report to the office first and the child will be called to the office for pick up. Do not go directly to the classroom.
6. This is a drug free school. Smoking is prohibited on school grounds, including all parking areas and parent pick-up.

BUS RULES

- Classroom conduct is to be observed on the bus at all times.
- Each student is to enter the bus quietly, take a seat, and remain seated.
- Students will show respect to the bus driver and school property (bus).
- Students are to keep hands, feet and objects to themselves.
- Keep arms, hands and head inside windows.
- Language must be positive and school appropriate. Abusive or profane language is not acceptable.
- All talking should be kept at a low tone
- **NO TALKING** at railroad crossings.

- A student, who must cross the road, should walk up to the front of the bus and wait for the driver to instruct them to cross.
- Each student is required to stay seated and face the front of the bus.
- If you are a passenger in a bus equipped with seat belts, you must wear the seat belt at all times.
- A new student or any student with a bus change must get a bus pass from the school office.
- For safety reasons the following are not allowed on the bus: alcohol, tobacco products, drugs, knives, guns, weapons, animals (dead or alive), glass, sharp objects, bats, batons, basketballs, balloons, large flags, food or drinks.

ARRIVAL BEFORE SCHOOL

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

1. The time the student is being transported to and from school at public expense
2. The time the student is attending school
3. The time the student is on the school premises participating with authorization in a school sponsored activity
4. No student is allowed on campus prior to 7:00 a.m. or after 2:45 p.m. unless they are in attendance at an authorized school-sponsored activity.

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

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

At 7:35 a.m., all students will report to their designated pick-up areas.

CAFETERIA RULES (Breakfast and Lunch Programs)

1. Students will line up single file upon entering and exiting the lunchroom and stay in a line position.
2. The students will go directly to their assigned seat after receiving their lunch.

3. Students will keep hands, feet, and food off other children.
4. Students will use a 6" voice in the cafeteria. Excessive talking could result in limited talking privileges during lunch.
5. Students will sit with their feet under the table.
6. Students will stay in their seats. If assistance is needed, students will raise their hand to receive help.
7. Students will clean their eating area before leaving the table. All trash should be placed in containers provided.
8. Students will eat their own lunch without sharing or handling other students' food.

Students are not permitted to charge lunches. When the student does not have money, West Elementary School will provide a Class B lunch option consisting of a peanut butter sandwich and a serving of milk.

Parents and guardians, who bring in non-cafeteria food, must eat it in the patio area. **Parents and guardians are permitted to eat, on the patio, with their child only. No other child will be permitted to leave the cafeteria.**

CLASSROOM RULES

School - wide rules will be followed in all rooms (see p. 1). Teachers have the right to add additional rules as they deem necessary. A copy of these rules will be on file in the office.

BATHROOM RULES

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

CONDUCT AT ASSEMBLIES

1. Upon entering the assembly area, students will refrain from talking and will give due respect to the speaker or performer(s).
2. Talking and horseplay will not be allowed during the program. Students who choose not to follow this rule will be removed from the assembly area and will be excluded from any remaining assembly programs during the school year.

MEDIA CENTER RULES AND PROCEDURES

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

1. Books and magazines should be replaced in the proper place on the shelf when browsing.
2. Students will be charged for books that are lost or damaged.
3. It is the responsibility of the student to return books on the date due. The fine for overdue books is five cents per day.
4. Students will not participate in field day or field trips in the month of May if he or she has overdue books or unpaid fines.
5. Kindergarten students may not take library books home. They will remain in the classroom.

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

CHECK OUT PROCEDURES:

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

3. Bring paper and pencils to the media center for class instruction.

PLAYGROUND RULES

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

PHYSICAL EDUCATION

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

DEPARTURE FROM SCHOOL

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

1. Bus students will go directly to their bus unless they have WRITTEN PARENTAL PERMISSION not to ride the bus. Students will not be allowed to ride the bus unless they have been given WRITTEN PARENTAL PERMISSION by the parent that has been signed and dated by the office. Students who miss the bus will have to contact their parents for transportation home.
2. Walking students will go directly home unless the parent has granted prior WRITTEN PERMISSION.
3. Parents who need to pick up their child before dismissal must report to the office and the child will be called to the office. Do not go directly to the classroom. Please help us keep classroom disruptions to a minimum, and every child accurately supervised. For security reasons, I.D. may be requested.
4. Academic Remediation class is scheduled each day from 1:30 p.m. to 2:10 p.m. Students are not allowed to be checked out during this time.
5. If there is a change in transportation (for any period of time) please inform your child's teacher and the office in writing. If notifying by phone, please do so before 12:00 p.m.
6. Notify the school of any child custody issues and/or changes or court orders dealing with parental rights as soon as possible. For security reasons, identification such as a current driver's license may be requested.

FIELD TRIPS

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

DRESS CODE

Students are required to wear appropriate clothing to school in order to maintain student safety and for all of our students to develop a sense of pride in both their school and themselves. In order for our students to become prepared for the middle school, the high school and for their adult lives, Memorial Elementary School, Nocatee Elementary School and West Elementary School are in agreement in developing this dress code policy for all of the elementary school students in the DeSoto County School District for the 2011 – 2012 school year.

SHIRTS

- Any solid color shirt with a collar such as a polo shirt, oxford shirt or dress shirt.
- T-shirts and shirts with no collar are not permissible.
- Logos are allowed on shirts just as long as they are no larger than a fist.
- School spirit shirts and school club shirts will be allowed to be worn on Fridays.
- The size of the shirt must be appropriate to the student's body size and not oversized or undersized.
- Shirts must be tucked into the waistband of a student's pants or skirt.
- All shirts must have sleeves which forbid tank tops.

PANTS

- Pants, slacks, walking shorts, skirts, skorts and jumpers are permissible.

- The colors are limited to solid blue, black or khaki.
- Athletic shorts including spandex-style bicycle shorts, basketball-style shorts, cut-off jeans, frayed jeans, cut-off sweat pants short-shorts and running shorts are not permitted.
- Pants and shorts shall be worn so that the waistband is not below the waist.
- Shorts can be no shorter than mid-thigh.
- The hem of a girl's skirt or dress must also be no shorter than mid-thigh.

SHOES

- All students shall wear shoes and athletic shoes are encouraged to be worn.
- Platform shoes and shoes with wheels are not permissible.
- Flip-flops are not allowed; sandals are acceptable if they have a strap on the back.

UNACCEPTABLE ATTIRE

The following items are prohibited from being worn on campus:

- Clothing associated with gangs.
- Clothing encouraging the use of tobacco, drugs alcohol or violence.
- Clothing associated with discrimination on the basis of age, color, handicap, national origin, sexual orientation, marital status, race, religion or sex.
- Clothing exposing the torso or upper thighs such as see-through garments, mini-skirts or mini-dresses, halters, backless dresses, tube tops, tank tops, spaghetti straps, bare midriff outfits or shirts tied at the midriff.
- Clothing not properly fastened or with tears or holes.
- Clothing traditionally designed as undergarments such as boxer shorts, bloomers, tights, hosiery and sleepwear should not be worn as an outer garment.
- Hats, caps, headgear or any head covering.
- Sunglasses.
- Armbands, wristbands, gloves, wallet chains or any other item with heavy metal projections.
- Students may not display inappropriate markings such as signs, graffiti, symbols or writings on themselves or any items they have at school.
- Gang paraphernalia, jewelry, tattoos or insignias which provoke and/or promote violence or disruptions.

OTHER UNACCEPTABLE DRESS CODE POLICIES

- Visible body piercing other than earrings.
- Extremely garish hair colors such as neon green, orange or other unnatural colors.
- Mohawk-style, extremely spiked or other hairstyles which would be distracting.
- Excessive make-up which exceeds the acceptable standards of the school and community.

Any violation of the school dress code policy will be treated as rebellious behavior under the Code of Student Conduct. When it is determined that a student's clothing

does not comply with the school dress code, a parent/guardian may be asked to bring an appropriate change of clothes to school. The student may be sent home in order to change clothes if a parent or guardian signs the student out to transport them home.

SCHOOL ADMINISTRATORS HAVE THE FINAL AUTHORITY TO DECIDE IF THERE IS A VIOLATION OF THE SCHOOL DRESS CODE POLICY.

No student will be denied attendance at school or be penalized for failing to wear approved clothing due to a financial hardship. The school administration in cooperation with the school advisory council will offer assistance to those students in need. Parents are requested to apply for this assistance through their school's guidance department.

THEFT

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

1. Never bring large amounts of money or extremely valuable objects to school.
2. Be sure to take your purse, valuables, etc. with you when you leave the room.
3. Never leave your purse or other property unattended.
4. Never loan your bicycle to others. Always keep your bicycle locked.
5. Selling and/or trading items to others is not permitted.
6. Report any thefts that you may witness personally or any information you might have concerning a theft. You will prevent loss of property and, in the long run, will be doing the thief a favor, too!

STUDENT CONDUCT

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

West Elementary school adopted the *Positive Behavioral Support* program in 2004. The *Positive Behavioral Support* program is the school-wide discipline plan that we utilize to make our school a wonderful place for our students to learn and grow. The *Positive Behavioral Support* program uses proactive measures and school-wide expectations to enable our students to achieve both academic and social success in school. These expectations along with our support system is developed, implemented and monitored by our entire school staff. Implementing these expectations school-wide can reduce the frequency and the number of students who engage in problem behaviors.

The *Positive Behavioral Support* program is in place both at the school-wide level and in the classroom. The program is based on three basic components:

Component One:

There must be a set of clearly described expectations for student behavior. In the classroom there is a set of behavioral expectations that set the parameters for student behavior in both academic and social areas. Throughout the school, behavioral expectations for student behavior include rules for all of our common areas including the cafeteria, walkways, restrooms, gymnasium, playgrounds, bus loop and the parent drop-off / pick-up area.

Component Two:

The expectations must be taught to mastery. This is accomplished by explaining the school rules and policies in addition to giving positive and negative examples of each. Students will also be guided through independent practice of each rule.

Component Three:

A system of cues and prompts will be given to students while they are learning these expectations that will facilitate each student's success.

Continuous monitoring of the frequency with which students demonstrate these appropriate and desired behaviors gives the school staff necessary feedback. Review and

re-teaching are a critical piece of an effective system of positive behavioral supports. Taking the time at periodic intervals to bring students back to mastery on a specific behavioral expectation will enable the classroom and school to function as a safe and orderly learning environment.

Students are expected to:

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

CLASSROOM DISCIPLINE – The classroom teacher will maintain a positive learning environment and keep a record of offenses they feel are serious. A teacher may use any one or a combination of the following in keeping order in their room:

1. Adjust curriculum or the style of delivery
2. Review instructional level
3. Change a student's seat
4. Hold an individual conference with the student
5. Consult the counselor about the student's behavior
6. Oral reprimand
7. Detain the student after school with parent permission
8. Assign to a "study buddy"
9. Telephone or contact the parents.

10. "Time-out" in another classroom
11. Withhold rewards, recess, etc.

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

- | | |
|---|-------------------------------------|
| 1. Shows emotional self-control | 10. Interacts acceptably with peers |
| 2. Shows physical self-control | 11. Organization |
| 3. Interacts appropriately with adults | 12. Motivation |
| 4. Uses appropriate language | 13. Cooperation |
| 5. Uses leisure time appropriately | 14. Independent work habits |
| 6. Displays courtesy in voice and action | 15. Accepts Responsibility |
| 7. Acceptably orients self to the environment | 16. Stays on task |
| 8. Cares for school property | 17. Follows classroom rules |
| 9. Respects property belonging to others | 18. Follows cafeteria rules |
| | 19. Positive self-esteem |
| | 20. Takes turns |

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

When the student's behavior becomes a repeated problem, he/she will be sent to the office to be dealt with by the principal, assistant principal, or guidance counselor. In addition, a student with more than one long and/or three short discipline referrals per semester, will not be allowed to attend any field trips.

ALTERNATIVE CONSEQUENCES:

1. WARNING – A student will be warned that his/her behavior must improve or he/she will be returned to the office for more serious action.
2. COUNSELING – Making sure the student realizes when he/she has broken a rule and tries to correct this problem.
3. DETENTION – A student may be placed on detention by the administration during or after school. Parent permission is required prior to after school detention.
4. WEST ACADEMIC SUPPORT PROGRAM – The administration may place a student in WASP for up to five days. The WASP room is isolated from other students or activities. Academic assignments are completed in relative silence.
5. EXTERNAL SCHOOL SUSPENSION – The administration may suspend a student from school (up to ten school days) for willful disobedience, open defiance of authority, use of profane or obscene language, or other misconduct when other means of correction have failed.
6. EXPULSION - A student may be expelled from school only upon a resolution adopted by the board.
7. SUSPENSION FROM BUS – The administration may suspend (up to ten school days) any student transported to or from school at public expense from the privilege of riding on a school bus.

CLINIC POLICY

MEDICATION:

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

HEAD LICE:

When head lice is found among the students, parents are notified by the school to pick up their child(ren). Children must be picked up within one hour of notification. Students may return to school as soon as they are treated, all nits are removed, and are cleared by the School Nurse. In order to get clearance, the

parent or guardian must bring student in to the clinic to see the School Nurse. If head lice is discovered at home, please notify the School Nurse so that spot head checks can be made.

SCHOOL INSURANCE

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

STUDENT WITHDRAWAL PROCEDURES

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

STUDENT, TEACHER, PARENT CONTRACTS/COMPACTS

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

It is recommended by the administrative and teaching staffs that:

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

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

TIPS TO PARENTS

Your child will probably be in a classroom containing approximately twenty children. No teacher can do everything for that many students. As an interested parent, you can do much to help. The suggestions listed below are some helpful things you can do.

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

PARENT CONFERENCES

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

SAFETY PATROL

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

STUDENT SOCIAL SECURITY NUMBER

The Florida Legislature recommends all students enrolled in public school have a social security number. The social security number will be an integral part of his/her student record. Please choose one of the following steps to secure a social security number for your child:

1. Applications are available upon request from this school. Completed applications with the necessary documents may be taken to the Social Security Administration personnel who come to the DeSoto County Courthouse on the first and third Tuesday of each month.

-OR-

2. Mail the completed application form (available at this school) with the necessary documents to the:

Department of Health and Human Services
Social Security Administration
Post Office Box 969
Murdock, FL 33938-0969

There is no charge for this service.

HUMAN SEXUALITY

House Bill 1739 which became law on June 30, 1990, mandates Comprehensive Health Education for grades K-12 by the beginning of the 1991-1992 School Year. The law mandates a curriculum to reduce destructive behavior in children including: early sexual involvement, substance abuse, suicide, activities which result in sexually transmitted diseases and early teenage pregnancy, using materials appropriate to the grade level and values consistent with those of the community. Instruction in human sexuality will take into account the whole person, present ethical and moral dimensions shall not be an expression of any one sectarian or secular philosophy, and shall respect the conscience and rights of students and parents. All instructional materials, including teachers' manuals, films, tapes, and other supplementary instructional material are available for inspection by parents or guardians of our schools' students. Any parent or guardian wishing to inspect instructional materials is encouraged to contact the school principal and make appropriate arrangements to do so. Any student whose parents make written request to the school principal shall be exempt from reproductive health or AIDS instructional activities, as requested, with no curricular penalties.

EVACUATION PROCEDURES

In order to protect the safety of our children, at times it is necessary to evacuate the campus. The school, along with local law enforcement officials, has designed a School Site Safety Plan that provides for police escorts, emergency communication systems, ample supervision for our students, and shelter at nearby locations. To ensure the safety of every child, parents are asked to report to the safety location designated by school officials, sign out their child on the Parent Pick-Up Sheet, and make sure the teacher knows the child is leaving. In case of early release due to an evacuation, bus students will be transported home. Please make pre-arrangements with your bus driver to bring your child back to the school to be parent pick-up if no one will be at home in these situations. We appreciate your assistance regarding these safety procedures.

GRADING SYSTEM

During the 2011-2012 school year, parents may conveniently access grades at any time through the Parent Internet Viewer. This is a program which requires teachers to record grades, test scores, and assessment data. Through the district website (www.desotoschools.com), parents may enter the student I.D. # (six digit lunch number- ex., 123456) and the student's birth date (month, day, year- ex. Oct. 28, 1998 would be 102898). Parents are then able to access current grades, attendance, and discipline records.

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

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

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

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

PRINCIPAL'S LIST:

The criteria for the Principal's List is as follows:

1. Student must have "A's" for the grading period
2. Student must receive all positive comments in behavior
3. Student must be on grade level in all major subjects (Reading, Spelling, Writing, English, Math, Science, and Social Studies)

HONOR ROLL:

The criteria for the Honor Roll are as follows:

1. Student must have "A's" and "B's" for the grading period
2. Student must receive all positive comments in behavior
3. Student must be on grade level in all major subjects (Reading, Spelling, Writing, English, Math, Science, and Social Studies)

REPORT CARDS:

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

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

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

REPORT CARD DISTRIBUTION DATES

Quarter I	October 27, 2011
Quarter II	January 26, 2012
Quarter III	April 11, 2012
Quarter IV	June 13, 2012

PROMOTION AND RETENTION

It is our goal that all students feel successful and master the grade level expectations. After completing a full year of instruction, those students who have demonstrated mastery of the Grade Level Expectations (GLE's) for that grade level and have met the District's set of achievement levels on FCAT Writes! (4th Grade), and the FCAT tests for reading and math (Grades 3-5) shall be promoted to the next grade level.

Promotions and retentions are based on a variety of data including, but not limited to, homework, observations, checklists, class work, participation, report card grades, mastery of GLE's, district assessments, computerized assessments, and standardized tests (such as the FCAT).

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

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