



### School Hours

Our school hours are 9:00am to 3:30pm for all children. Our school office hours are 8:00am to 4:30pm. Children **may not** arrive on campus before 8:40am. Breakfast is an option at 8:40am. School age childcare is available for families needing childcare prior to 8:40am and after 3:30pm. Students dropped off before 8:40 will be taken to childcare and parents will incur a bill. Students not picked up by 3:50 (2:25 on early release days) will be taken to childcare and the parents will incur a bill.

**All late students will be escorted to their classroom after a parent checks them in at the front office and obtains a tardy slip.** A student must be in class when the bell rings or they are tardy.

On Early Release Days – Dismissal is 2:15PM.

### Morning and Afternoon Childcare

Regular Monday-Friday hours: 6:30am – 8:45am and 3:30pm – 6:00pm  
WMSS School Age Child Care is a place where your child receives exceptional care from a superior staff, and at the same time you will have the convenience of only one stop for all your education and child care needs. A weekly tuition fee will be in compliance with criteria identified in the Brevard Schools After-Care.

### Volunteer Hours Requirement

When parents are involved with their children's education, the likelihood of success is great. At WMSS parents agree to volunteer their service, to assist in a variety of ways, for a minimum of 20 hours per school year. Parents and grandparents are the only ones who can volunteer for a student. **A minimum of 10 hours is highly recommended to be completed and documented by the end of the first semester.** A computer will be available for parents to log in hours served on campus for tracking purposes. Logs will

list work done outside of school such as receipts, at home work, Garden Days, etc. Log sheets are due at the end of each month and will be returned so hours can continue to be recorded on the same sheet. Volunteers are responsible for maintaining their volunteer log sheets. **It is imperative that parents keep track of the number of hours they work as there is not enough manpower to give updated hour reports. Hour reports will be sent home twice a year.**

The purpose of volunteering is to provide a service to our school. When you are here as a volunteer, you are assigned a particular task. This time is not meant for you to conference with your child's teacher about student performance or to have lunch with your child. Please sign in as a visitor for these types of visits. When volunteering, siblings are not permitted on campus. To avoid interruptions of instruction the ringer on all **cell phones must be turned off** while you are volunteering. To volunteer on campus you **must** have one of the following, cleared volunteer accounts.

- **Level A volunteers** must be processed through the BPS Security system. They must remain under the supervision of a teacher or staff member at all times.
- **Level A Plus volunteers** are processed through the BPS Security system and are fingerprinted. This is required for all out-of-county and in-county study/field trips, to lead a club or walk unescorted on campus.

All Volunteers and Visitors must wear an I.D. badge generated by the computer in the front office while working or visiting anywhere on the school campus. All visitors or volunteers must sign in with their valid driver license.

*You Make a Difference at Our School!*

**Together Everyone Achieves More**

### Attendance

Our goal is for every student to be in school every day – all day long. The following is a summary of the District attendance policy for school year 2018-2019

1. *Kindergarten students must be in attendance for a minimum of 162 days as a criterion for progression to first grade.*
2. **A student, who is absent more than nine (9) days within a semester will not receive a passing grade for the semester.**
3. *Absences due to court dates, religious holidays or illness with medical documentation will not count within the nine days attendance policy.*

4. All students must be in attendance a minimum of four hours of instructional time to be considered present each day. (Check-outs before 1:30pm will be counted as an absence as well as check-ins after 11:30.)
5. Last check-out of the day is 2:45, early release days 1:30.

For the safety and security of students, Brevard County has an automated calling system that automatically calls each home of students who are absent. The purpose of this call is to communicate with each family that their child is not at school. A written notice from parents/guardians directly following absences from school, stating the date and reason for the absence is required, but does not excuse the absences. In addition, you can help us by calling the school office by 9:30 A.M. when your child is ill or needs to be out of school. **When a child accumulates five unexcused absences or five unexcused tardies in a semester, a letter may be sent home to parents/guardians. Students with excessive absences or tardies may be asked to withdraw from West Melbourne Elementary School for Science.**

### Tardiness

Please do everything possible to ensure your child arrives to school on time. **If a child is tardy, the parent/guardian must check the child in at the office to receive a permission slip to enter class. They may not be dropped off alone.** Tardiness will be excused ONLY for court appearances or medical appointments when a written note is provided by the court or medical facility. Excessive tardiness (five in a semester) will be brought to the attention of the principal. The principal may notify the parents of the issue by letter. If the problem cannot be resolved, the student may be asked to withdraw from West Melbourne Elementary School for Science. Please remember that in order for your child not to be tardy in the morning, your child needs to be in their classroom when the 9:00 a.m. bell rings. If the 9:00 a.m. bell is about to ring as you are pulling up to the school, please pull around to the front office. Use one of the 15 minute parking spaces and walk your child in to the office. Do not park your vehicle in front of the building; this is a fire lane.

### Student Check Out

To ensure your child's safety, the following procedures have been established for any change(s) in your child's dismissal from school:

- Students will not be allowed to leave school prior to the normal dismissal unless the parent/guardian comes to the school and checks out the student through the front office. Parent/Guardian will be asked by the office staff to show photo identification when signing students out of school **each time.**

- **Parents/Guardians may NOT call the office to change a student's normal departure routine. Please make these changes in person or send a note in with your child. Any changes in dismissal MUST be in writing (e-mail is not acceptable). The note must be signed, and if faxed please send a copy of the parent/guardian's photo I.D. For an emergency, a faxed letter with a copy of the parent/guardian's photo I.D. is required.**
- For the safety of the students during preparation for dismissal, **no students will be checked out after 2:45 p.m. each school day, 1:30 p.m. on early release days.**
- Students will not be called out of class prior to Parent/Guardian signing them out in the front office. Please plan ahead.
- According to School Board Policy students are released to the parent/guardian or designated person(s) on the registration form ONLY.
- If anyone else is authorized to pick up your child, you must have previously added them to your registration/pick-up list in the front office. **You cannot call in to add someone;** you must visit the front office with your identification and complete a new form in person.
- Dismissal: Please remember the following guidelines:
  - A) A teacher has to be notified in writing of any changes in transportation.
  - B) A written note with clearly stated directions must be given to the child's teacher or to the front office staff.
  - C) Phone calls **will not** be accepted for requesting changes to transportation.

### Parent/Guardian Guidelines to Promote Child Safety

- Parents/Guardians should be sure student(s) know their full name, address, and the telephone number to call in order to reach a parent/guardian or responsible adult.
- All parents/guardians and student(s) should know the route used to and from school. Student(s) who walk or ride bikes should travel under the buddy system- NEVER ALONE.
- WMSS prohibits our teachers from distributing invitations to parties. (i.e. birthday, sleepovers, etc.)

### Car Loops

- Follow the WMSS traffic plan for loading and unloading cars and vans. The only designated loading and unloading areas are located in the car loops A and B on the west side of the building and in front of the cafeteria. For safety purposes there are absolutely **no left turns allowed** into the loop from

Meadowlane Ave. on the west side of the building or into the Veteran's Center lot from Minton Ave.

- Pull all the way forward to unload children. Do not stop near their classroom.
- Students get in and out of the cars at curbside only.
- **DO NOT USE YOUR CELLPHONE TO TEXT OR TALK AT ANYTIME WHILE DROPPING OFF OR PICKING UP YOUR CHILD.**
- Children may not cross the parking lot or car loop area unescorted.
- Please honor the one-way flow of traffic.
- Students eating breakfast may be unloaded at the **cafeteria after 8:40a.m.**
- School zones have a **speed limit of 5 mph** on School Board property.
- Parents/Guardians are expected to follow the transportation policies set forth by the school. Failure to do so could affect your child's enrollment.

### Car Pick-Up

Please be sure to place the designated school sign, issued at registration, with your child's name on it in the windshield area of your car. This will greatly speed up dismissal and provide an extra safety measure to this process. Pull all the way forward, your child will be sent to you. Do not stop in the middle of the car loop.

- Do NOT use your cell phone at any time in the car loop.
- Failure to abide by car loop procedures could result in not being able to utilize the car loop.

### Safety is our 1<sup>st</sup> Priority!

### Travel and Safety

The safety policy for pick up and drop off of students will be strictly enforced in order to ensure the safety of all students at WMSS. The cooperation of all drivers is expected and appreciated.

### Walkers

- If you have signed the Walker Release to allow students to walk out of the back gate you have released WMSS of responsibility/liability. No staff member will supervise students past the gate.
- If you have told your walker not to leave the gate if you are NOT there- your child will be taken directly to the car loop and you will need to go through the car loop.

- If your child is a walker, be sure all parent/teacher/students are aware of a Rainy Day Plan (i.e.-note stating- on rainy days child will report to the car loop).

### Bicycle Riders

Bike riders must utilize the crosswalk and not go between cars during arrival and dismissal.

**WE DO NOT HAVE CROSSING GUARDS.** Please use caution around the campus.

### Bus Transportation

- If your child needs to ride the bus, we offer corridor busing.
- If there are discipline issues, your child will be given a warning first and then the bus driver will provide written referrals. Understand that bus transportation is a privilege that can be removed if the rules are not respected appropriately.
- Kindergarten students will not be dropped off if a parent is not present. They will be returned to the school and the conclusion of the route and parents will need to pick them up there.
- More transportation information will be shared when it becomes available.

### Parking

Please do not park at the Veteran's Memorial Complex. The row closest to the school is reserved for WMSS employees. The other parking spaces are needed for the Veteran's Memorial Complex customers. **Parent parking is located at the southeast corner of the school. Please do not park your vehicle on the east side of the cafeteria.** This area is for School Board personnel only and is clearly marked. **Please do not park or leave your vehicle unattended in front of the office at anytime, this is a fire lane. When leaving, follow the flow of traffic at all times and abide by the speed limit. There is no parking allowed in the car/bus loop area! Students must be escorted by an adult to a parked car. The cross walk must be used if you are crossing the street. DO NOT park in the grass areas except for behind the tennis courts.** Wesley Church (North of the WMSS campus) allows us to park on their grassy area for student drop off and if need be, field trips and volunteer opportunities. We thank our neighbor for this privilege. The other churches are private property and no one is authorized to park there. Cars will be towed.

### Incident Weather

- All Brevard Public Schools have a Critical Incident Manual. This manual lists procedures to follow under emergency weather conditions. West Melbourne Elementary School for Science will follow the Critical Incident procedures in the adopted emergency plan.
- In times of severe weather, children may be held in the classroom by their teacher to avoid dangerous conditions. Please watch for the Red Lightning Alert Signs in the car loops and an email sent through Edline. Parents need to be patient while waiting for dismissal. Teachers will dismiss children when conditions improve.
- If you need to pick up your child before an “all clear” is announced, you must go to the cafeteria with your driver license to obtain a badge and sign your child out with their teacher at the classroom door.
- Only contacts on your pick up list will be able to check a student out.

### Clinic

Children who are ill or injured will be brought to the clinic and made comfortable. Children will be returned to the class after they are treated or have rested in the clinic for no more than 5 minutes. Parents will be contacted and asked to pick up children with elevated temperatures, vomitus and/or injuries not treatable with Band-Aids or ice. Only contacts on your pick up list will be able to check a student out. **Please keep telephone numbers current.**

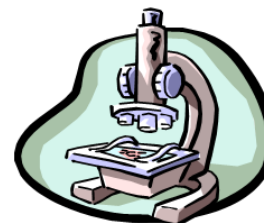
### Medication

Prescription medication will only be administered as approved by a physician. The parent must give written permission to the school nurse, including an explanation of the necessity for medication during the school day and/or for the student who may be away from school property on official school business. Please use the “Parent Request for Administration of Medication by School Personnel” form available in the school office/clinic.

The principal will designate person(s) to be responsible for accepting and administering the medication. The designated person(s) will complete a medication log for each student when medication is administered. Medication will be stored properly in the ORIGINAL CONTAINER UNDER LOCK AND KEY. Medication may be left at the school overnight in cases where the physician and parent/guardian request frequent and prolonged dosage requirements. At the end of the school year parents/guardians must pick up prescription(s) in person. Non-prescription, over the counter medication, **in its**

**original, unopened, and unexpired container**, will be administered in the school clinic under the following guidelines:

- Dosage cannot exceed manufacturer’s recommendations.
- A doctor’s prescription will be required if medication is to be administered for any period exceeding ten days in a school year.
- In-service programs directed by the school principal, designee, and Brevard County Health Nurse will be conducted for those authorized to administer medication.
- Medication shall NOT be carried on a student’s person while at school; this is to include all non-prescription medication (i.e. aspirin, cough drops) unless approved by the principal.
- Proper disposal of unused medication shall be the responsibility of the health technician.
- A student may not drop off medication in the clinic. A parent/guardian must sign it in.



### School Telephone System

West Melbourne Elementary School for Science has an automated attendant/voice mail telephone system. All telephone calls may be recorded for safety. When you call the school you will hear a brief message and directions on how to speak to the office. Leave a message in voice mailboxes, or listen to a menu of school information. The system will work 24 hours per day, every day. Direct access to teachers will not be available during the instructional day; the phone will automatically be transferred to their voice mailboxes. **All urgent telephone messages from parents to students regarding family emergencies should be given directly to the front office personnel.**

### Cell Phone Usage

Parents **MUST** refrain from cell phone use while driving in our car loop at **ALL** times. As per BPS policy, students must have a Student/Parent cell Phone or Wireless Device contract on file.

- **Should a student be observed using a cellphone/Wireless Communication device (WCD), or a cellphone/WCD rings during the school day, discipline action may include but is not limited to an office discipline referral and confiscation of the phone.**
- Use of cellphones/WCDs, except those approved by a teacher or administrator is prohibited and must be either powered completely off (or placed into vibrate or silent mode) and stored out of sight.
- Students shall have no exception of confidentiality with respect to their use of cellphones/WCDs on school property.
- Possession of cellphones/WCDs by a student at school during school hours and/or during extra-curricular activities is a privilege that may be forfeited by any student who fails to abide by the terms of this policy, or abuses this privilege.
- Fire drills, assemblies, or other school evacuations are considered cellphone/WCD blackouts. During such contingencies, cell phone/WCD usage is prohibited.

### Cafeteria

WMSS breakfast will be offered free of charge each morning from 8:40-9:00 a.m. Students are offered a variety of items each day within the federally required breakfast program. There is no charge for this program for any student.

Students in kindergarten through sixth grade may purchase a hot lunch for **\$1.80** a day (\$.40 for reduced lunch). Money may be brought daily or lunches may be paid for in advance. Collection for advance payments is done daily between 8:45 and 9:00 A.M. in the cafeteria. We encourage pre-payment to avoid lost lunch money.

**Food Service is offering MyPaymentsPlus.com system. You may pay for lunches or check your child's available balance on line. Visa or MasterCard are required as well as your child's 7 digit student I.D. number and school number, 2042.** Student ID numbers can be obtained in the front office. For security reasons it cannot be given over the phone.

Should your child forget to bring his/her lunch money, the cafeteria will extend credit for the purchase of up to 2 lunches. It is necessary for the parent or guardian to reimburse the cafeteria.

General accounts are available for students who wish to purchase al-a-carte items. A-la-carte policy is that students may purchase school baked and packaged items.

However, to purchase a-la-carte items, a student must first purchase a school lunch or bring a bag lunch from home. Parents are welcome to join their child for lunch. Parents must check into the front office for a visitor badge and sit outside on the pavilion with your child ONLY. Parents are also welcome to purchase a non-student lunch for \$3.10 or non-student breakfast for \$1.60.

Only individuals on the student contact list are permitted to bring in or drop off a meal for their child only. If you choose to eat with your child, you may do so in the pavilion. Meals dropped off will be held in the front office to safeguard instructional time.

### WMSS Uniform Policy

Students are required to wear the official school uniform except for designated special no uniform trouser days. NUT=No Uniform Trousers Day is a fun student fundraiser where they pay \$10.00 per year (or \$1.00 per time) to wear denim bottoms (jeans, jean shorts, jean skirts/skorts- of appropriate length), a school uniform shirt, spirit t-shirt or club t-shirt- on designated days (see calendar or newsletters). On NUT days, students may wear their spirit shirt with their uniform bottoms at no cost.

### Uniform Components

It is required that uniforms will be purchased from the designated vendor through the school. The school uniform core components consist of:

- Boy Bottom- khaki shorts or pants
- Girl Bottom- khaki shorts, pants, skirts, skorts, or jumpers
- Boy & Girl Top- short or long sleeve polo shirt in hunter green, blue, or white with school emblem. (Spirit shirt may be worn on designated days.)
- Only hooded sweatshirts, fleece jackets or lined jackets with WMSS logo should be worn on cool days.
- White long sleeved shirts may be worn under the uniform for warmth.
- A solid dark brown belt must be worn each day. Solid brown braided belts are acceptable.
- Shoes and Socks- Sneakers that are mostly solid dark brown, mostly solid black, gray, solid white, or white with **minimal** colored accents may be worn. Shoelaces must be the same color as the shoes and be tied at all times. (i.e. white laces for white shoes, black laces for black shoes, etc.) No characters, lighted shoes, or heely roller shoes are permitted. Dress shoes that are solid brown or black are permitted. Boots and open back or open toes are **not** allowed. This includes the short ankle boots. Socks are required and must be solid white and visible from the top of the shoe.

- Other Accessories- Solid white, khaki or black tights may be worn. Hair accessories are to be in solid khaki, solid white, or match shirt (headbands, scrunchies, hair bows, barrettes, clips, or ponytail holders). Jewelry must be minimal and necklaces must be very small and tucked inside the shirt.

### **Adherence to Uniform Policy**

When a student is out of uniform and in violation of the Parent-Student-School Agreement the following will occur:

- Parent may be contacted to bring in appropriate clothing.
- A written notice may be sent to the parent.
- Additional violations may result in an office referral.
- Parents may be asked to come in for a conference.

### **General Appearance**

School uniforms are expected to fit the student appropriately, be cleaned on a regular basis, and cannot deviate from the color choice, style or fabric.

- Tops need to be tucked neatly into bottoms.
- In cold or rainy weather, a student may wear any appropriate outer garment to campus. Once in class, the garment will be removed and the student will be in uniform compliance.
- To maintain the integrity of the school uniform, jewelry should be modest and appropriate. Adornments to the uniform are not permitted.
- Hats may not be worn to school except on days when there is inclement weather. The hats may not be worn in the classroom.
- The school may designate special non-uniform days. Dress requirements for these days will be sent to parents in advance. Scouts may wear their uniforms on the days they have a meeting immediately after school.
- All students must remain in uniform until such time that they are no longer on campus.

### **School Wide Discipline Policy**

The WMSS staff takes a positive approach to promote good decision-making and good choices by our students. Each student attending WMSS is expected to honor the school wide expectations, the Code of Conduct and to adhere to the guidelines in the Parent-Student Agreement signed during registration.

**School Wide Expectations:** Be Responsible, Be Safe, and Be Respectful

**Code of Conduct:** I will be honest in my words and actions. I will be a responsible student. I will treat others and myself with respect and kindness. I will keep my hands, feet, and other objects to myself. I will do my personal best every day.

**WMSS Communication Tool:** The WMSS Communication Tool is a communication tool between home and school. Please discuss inappropriate behavior with your student so future infractions do not result in a Discipline Referral.

Classroom teachers will implement and monitor the Code of Conduct. Each teacher is expected to follow the classroom consequences for non-compliance of the Code of Conduct using the WMSS Communication Tool.

**Discipline Referrals:** Please refer to the Brevard county discipline plan section for more information regarding Discipline Referrals.

### **Study Trips/Field Trips**

- 1.) Teachers will notify parents/guardians in writing prior to each study trip; and if parents/guardians do not want a student to attend, they will notify the teacher(s) in writing.
- 2.) Selection and number of chaperones and drivers accompanying study trips shall be at the discretion of the teacher with approval of administration. A minimum of one chaperone per ten students is required. **(All chaperones must be a registered Level A Plus (fingerprinted) volunteer.)**
- 3.) Only vehicles meeting county safety guidelines may be used to transport students. Check with the front office for a list of approved vehicles. Driver's license, current registration and proof of insurance should be shown and approved by the front office BEFORE the day of the scheduled study trip.
- 4.) When traveling by bus to a field/study trip, parents who are designated as chaperones MUST ride the bus with students to and from the destination. Parents and/or siblings are not allowed to meet at the field trip location and join the group.
- 5.) ALL students must ride the school-designated mode of transportation both to and from the study trip destination.
- 6.) Parents who are not official chaperones may NOT go on the field/study trip or pick up children before the trip ends at the school.
- 7.) Parents who are official chaperones may NOT bring siblings on the trip.
- 8.) The principal and/or area superintendent must approve ALL study/field trips.

### **Communication**

- 1.) Conferences may be made in writing, or by calling or emailing the teacher at school.
- 2.) WMSS must have a telephone number and name of the person to call in the event that the parent/guardian cannot be reached in an emergency. Please keep this information updated, as changes take place in your personal lives.
- 3.) Parents will be contacted to participate in students' successes, resolve potential difficulties and co-counsel their children in crisis situation(s).
- 4.) The WMSS newsletter is posted every month on our website to keep you updated on school events, activities, and menus. Classroom school newsletters are also published during the school year on a regular basis. Check with your child's teacher to see when to expect your newsletter.
- 5.) A Monday report is posted every Monday on our website to keep you updated.
- 6.) Please check the school marquee for information.
- 7.) Please check WMSS website [www.edline.net/pages/WMelbourne\\_Science/](http://www.edline.net/pages/WMelbourne_Science/) information. WMSS utilizes your family Edline account as well to keep you up to date and informed of upcoming events, activities, fundraisers, etc. Parents need to ensure their account is set up and is receiving emails.
- 8.) Face-to-face conferences with your child's teacher are suggested each semester. Parent/Teacher/Student conferences are critical components in the overall academic program at WMSS. The classroom teacher will schedule a conference with you as necessary.

**Club Participation:** Please be aware of the teacher supervising. Parents need to contact this person with questions relating to club meetings, times, events, etc.---**not the front office.**

### **Withdrawal Policies and Procedures**

Upon violation of the WMSS Parent-Student-School Agreement and upon recommendation of WMSS administrative staff, a student's parent/guardian will be advised that the student's enrollment at WMSS is in jeopardy.

A process for resolution will be followed and include:

- Documentation of student/parent violations.
- Documentation of attempts to resolve violations.
- Scheduled conference(s) with the student, parent/guardian, and appropriate school personnel.

- In the event the resolution process is not effective and upon recommendation of the WMSS administrative staff, the parent/guardian will be asked to withdraw their child from WMSS.
- WMSS will make every effort to help the student remain enrolled at the school site.



## **We look forward to a wonderful 2019-2020 school year!**

Disclaimer: The information in this handbook is not all-inclusive and is not static. Some information may change based on school board policies and/or school needs.

Thank you!

