

West Navarre Primary School 2018-19 Student/Parent Handbook

MISSION STATEMENT

West Navarre Primary School seeks to be an inclusive and student-centered school that focuses on achievement for all students through a stimulating and innovative curriculum in a caring, safe, and orderly environment where the teachers, staff, and school are constantly growing.

Attendance & Tardiness

WE ENCOURAGE GOOD ATTENDANCE in school. Excused absences will be granted in accordance with the Student Code of Conduct. Any student who has been absent from school shall bring a note within three days from a parent or guardian stating the reason for the absence. Prearranged absences requests MUST be made at least five days prior to the date of the absence, and all missed work will be due on the day the student returns to school. No prearranged absences will be approved during fall and spring FTE weeks. If students arrive after the tardy bell rings, parents must park and come inside to sign the student in at the front office. Students are considered tardy at 8:25 a.m., however teachers begin to take them into class at 8:15 a.m. Three (3) accumulated "late to school Check-Ins" or "early Check-Outs" will equate to the student receiving one (1) unexcused absence. Childhood diseases, viral infections, and lice are easily transmitted from an infected child to a healthy child. Once illness is suspected at school, parents are contacted promptly and asked to pick up their child. Students who have been found to have lice in their hair must be cleared by the school clinic technician before returning to class. Students who have been out of school due to fever, diarrhea, or vomiting should be clear of these symptoms for a 24-hour period without medication before returning to school.

Breakfast and Lunch Program

We offer a pre-pay meals program, where children may pre-pay their breakfasts or lunches for a week, a month, or even a year. When the pre-payment is loaded into the computer, an account is created for your child. When a meal is received, the computer automatically deducts the purchase from your child's account. If your child does not eat, the money remains in the account until he/she uses it. Checks for **meals only** are to be made out to Santa Rosa County Food Services (SRCFS). Please send separate checks for each child. When a student has accumulated three unpaid meals, the parent shall be sent a notice that is signed by the principal explaining the district policy and the status of the child's account. When the student has accumulated five unpaid meals, administration will contact the parent for a conference. Myschoolbucks.com allows you to pay online. Santa Rosa School Board Policy 7.21 states that when a student has accumulated three unpaid meals, the parent shall be sent a notice. Failure to respond may require a visit from the school social work department. This policy will be strictly enforced. **We do not have funds available to loan money for breakfast or lunch.** Sack lunches are available from the cafeteria for free, reduced-price, and full-price for field trips. Snacks, yogurt, and other a la carte items are sold separately. Fast food meals are not permitted. Nutritious lunches and snacks are encouraged. Chewing gum and

carbonated sodas are not permitted. Red liquid drinks are not permitted in school as they leave stains when spilled on carpets and furniture. The school microwave oven is for teacher use only.

Child Abuse

Florida law requires all school staff members to report any cases of suspected child abuse and/or neglect to the proper authorities. We will comply with this law.

Conferences or Classroom Visits

While we welcome parent volunteers, parents should refrain from just dropping by the classroom to discuss their children's progress. Parents are encouraged to contact teachers to schedule conferences to discuss any matter of concern. Conferences should not be scheduled when teachers are responsible for their classes.

CUSTODY OF CHILDREN

School personnel are bound by law to release children to either of their natural parents unless we have on file a copy of a court order which prohibits access or release of the child to the parent(s). We must have a copy of any legal papers dealing with custody or restraining orders.

Discipline

The authority for administering discipline is stated in the Code of Student Conduct. We believe that a well-disciplined school is one where children feel safe, secure, and have ample opportunities for success. Order rather than chaos is the formula for a safe, successful school. Parents are expected to cooperate with the school in matters of the child's behavior. Discipline plans are developed by the classroom teacher with the support of administration. These plans are developed to provide a classroom environment where maximum learning can be accomplished efficiently. When a teacher has exhausted his/her disciplinary resources, the student may be referred to administration.

Dress

In the interest of comfort and safety, we ask that parents dress their children appropriately for school. Halter tops, spaghetti straps, tube tops, or other types of clothing that leave the body too bare are not appropriate for school. Tennis shoes are required for the physical education program. Flip flops, cleats, and high heels are inappropriate, and children are not allowed to attend school barefoot. **Hats or other head coverings may not be worn in the building or on the bus.** See Section 8 of the Santa Rosa County Student Code of Conduct for more specifics regarding dress code. Parents should label all jackets, coats, hats, and sweaters with your child's name. Heely's are not allowed. **All visitors are required to follow the dress code.**

Educational Records, Rights, & Privacy

In accordance with the Family Rights & Privacy Act of 1974 and Florida Statute 228.093, educational records including files, documents, and any other materials directly related to each child are kept and maintained on each child. Parents and students over the age of eighteen have the right to review, inspect, and challenge the individual student's record. However, without the consent of the parent, only the parent, school personnel, and persons specified in school board policies will have access to a student's record. Directory information includes the student's name, address, date and place of birth, dates of attendance, participation in officially recognized sports and activities, weights and heights of athletic team members, awards received names of parents, and the name of the current school attended. The written request not to publish any or all of the above information must be on file at the student's school within two weeks of students' initial date of entry. When a student transfers from one school to another, the educational records of that student are automatically forwarded to the new school upon request from that school.

Emergencies

It is each parent's responsibility to keep the school informed of any change of address, home and/or work telephone numbers, and a telephone number of a person that can be reached in case of an emergency.

Guidance services

A guidance counselor is available for our students. The counselor will provide small group and individual counseling as needed. Parents may call the office to arrange a conference with the counselor.

Homework

Homework is a means to extend the school and learning process into the home. Young children need to begin good work habits early in their school career. Homework is an integral part of a child's education and should be taken seriously. Teachers give appropriate homework assignments which are reviewed or checked and considered a part of the child's grades and evaluations.

Media center

The media center's schedule is intended to encourage students to become independent readers and users of its resources. In order to maintain our book collection, students are asked to pay for lost or damaged books.

Medication

Regulations do not permit teachers to administer any medication, including aspirin, to any student. If medications MUST be given at school, PARENTS MUST BRING MEDICATION TO SCHOOL IN THE ORIGINAL PRESCRIPTION CONTAINER PROPERLY LABELED. The school health technician or nurse will administer all medication. No student is allowed to have medication, prescription or non-prescription, in his/her possession on school grounds, school bus, or at a school function.

PTO

The PTO, an organization of parents and staff members, is an organization that helps raise funds and support activities that contribute to the enhancement of the educational program at West Navarre Primary School. Parents are encouraged to join and to support this worthwhile organization.

PARENT PICK-UP

Parents are requested to enter the school from the Lowe Road entrance and follow the procedures indicated during orientation. Additional information is available in the front office. **ASSIGNED CAR-RIDER NUMBERS/HANGERS NEED TO BE HUNG FROM THE INSIDE REARVIEW MIRROR OR DISPLAYED ON THE DASHBOARD OF EACH PICK-UP VEHICLE. Anyone without a car rider number hanger will need to park and come into the front office and show a photo ID to pick up a child.** Parents picking from latchkey will not be able to access the bus ramp until all buses have been dismissed.

Parties

Birthdays party or other invitations are permitted for distribution at school only if all students in a classroom are included. Cupcakes and other treats cannot be given out during lunch. Balloons are discouraged as they are not permitted to go home with students on the bus or in the car rider line.

Parent resource center

Many studies show that strong parental involvement is a significant indicator of academic success. Additional resources for parents can be found in the front office or on our school's web site at www.santarosa.k12.fl.us/wnp. These include: parent notification of CHOICE options; notices regarding parental involvement policy; copy of parental involvement policy; notices regarding school improvement; corrective action or restructuring; invitations to parent meetings; copy of each meeting's agenda for parent involvement; copies of notices, surveys, or other documentation soliciting parental input on use of funds reserved for parental involvement; copies of other documents demonstrating efforts to involve parents; Parent-School Compact; Right to Know Requirement; link to District resource for parent involvement (on home page); description of any parenting resources at the school site and how to access those resources; copies of parent newsletters; information on how to "register" for E-mail notification (front page of the District web site); Volunteer Form, Field Trip Form; and a link to the Florida web site: <http://www.fldoe.org/flbpos/pl.asp>.

Reporting to Parents

Report cards are sent home four times a year and tell how students are progressing each nine-week period. Grades are based on the students' performance in learning and using the skills taught. Parents with questions about a child's report card should schedule a conference with the child's teacher. Parents should sign and return report cards promptly. Kindergarten's first nine week report card will require a parent conference.

Right to Know

The ESSA Act states that parents have the right to request information on the professional qualifications of teachers and paraprofessionals at our school. To request information, contact the school administration office at 936-6000. Upon this

request, you will receive a detailed explanation of the certification, education, and experience of each of our teachers. You will also receive information regarding the names and qualifications of the paraprofessionals at our school.

Safety

Every precaution is taken to provide for the safety of your child. Children are under constant supervision, and all school board personnel wear uniforms or name tags to make them easily identifiable. As an added measure of safety, all volunteers and visitors are required to report to the front office, sign in, and WEAR the badge provided; making sure it is visible on the upper body. We conduct routine fire drills, a severe weather drill and lockdown drill.

School Advisory Council

West Navarre Primary School will have a School Advisory Council as set forth by school board policies to develop and oversee the School Improvement Plan. The council will be made up of administrators, teachers, parents, and community representatives. All interested parents are invited to attend the meetings.

School Day & Afternoon Arrangements

School hours are from 8:25 a.m.-2:31 p.m. Students should NOT arrive earlier than 7:55 a.m. unless they are participating in a supervised activity. School doors will not open until 7:55 a.m. each day and supervision is **NOT** provided before 7:55 a.m. Childcare before and after school is provided through the Community School Latchkey program. For information regarding this program, please call the south Santa Rosa Community School at **934-4095**. Please do not check your student out after 2:00. This is an extremely busy time for the students and teachers as this is when homework is being assigned and students are busy packing their book bags and belongings. If there is to be a change in a child's routine (i.e., "Don't ride the bus," "Ride the bus to grandmother's house," "Go to daycare"), parent requests **must be in writing**. The student may bring the **required note** for this change or it may be FAXED to the school by 11:00 a.m. For the safety of our students, no verbal requests will be accepted over the phone. In cases of legal separation or divorce of parents, it is the responsibility of the parent or guardian with legal custody to file a certified copy of the custody agreement with the school office. **A parent/guardian or contact person listed with the school must present a picture I.D. in order to check students out of school.**

Textbooks

Textbooks are furnished to the students by the state of Florida at no cost to the parents; however, students are responsible for the care of the books. A reasonable amount is assessed for damaged and torn books. Students are required to pay for any lost textbooks.

Title I

Title I is a program funded by the federal government to improve students' academic achievement. Money is given to school districts to help children meet the Florida's Standards. The amount of money given to each school depends on the number of low-income families enrolled in the school. Title I

money must be used to expand and supplement the services children already receive in the regular classroom. Students receive instruction in reading, language arts, mathematics, or science. Administrators, teachers, and parents decide how the federal money should be spent. Title I schools use their funds for a variety of items, including the following: instructional personnel, professional development, family/parental involvement activities, extension of school day/year, extended learning opportunities, classroom interventions, reduction of class size, and/or supplemental tutoring.

Toys

In order to maintain an appropriate learning environment, the following are prohibited: trading cards, make-up, MP3 players, electronic games, animals, or toys of any kind.

Transportation

Riding the school bus is a privilege. Improper conduct on the bus may result in that privilege being denied. Loud talking, changing seats, running, arms or heads out the windows, fighting, and similar behavior are not permissible. Bus rules will be clearly posted on all buses, and students will be expected to abide by those rules. **Directions for parent drop-off and pickup** of students are included in the orientation packet. Parents should be prompt in picking up their children. Students not picked up by 2:40 p.m. will wait in the front office.

Volunteer Program

Volunteerism is a vital part of WNP. Volunteer applications are accepted during the first nine weeks of school. Orientation will be held during the classroom orientation conferences at the beginning of each school year. Each volunteer is asked to complete an application, which will be presented to the School Board for approval. Volunteers must have driver's license scanned at front desk before the volunteer application process is completed. **Volunteers working at school or accompanying a class on a field trip should make child care arrangements for their preschool children.** For more information about the school volunteer program, please call the front office at 936-6000. All visitors must have driver's license scanned at the front desk before coming in contact with students for the first time. Once a visitor's driver's license has been scanned initially, it is not necessary to have the license scanned for future visits.

Withdrawals from School

If it becomes necessary to withdraw a student from school, the parent is requested to contact the school either by phone or in person as soon as possible to make proper withdrawal. A transfer form stating quality of work and clearance of all financial obligations is then given to the student. Withdrawals during the last weeks of school are highly discouraged.

Parents often ask how they can help with their child's academic development at home. The best way to help is to read aloud to your child each day, no matter the age of the child. **"The single most important activity for building the knowledge required for eventual success in reading is reading aloud to children."**

From: Becoming a Nation of Readers