

Westside Elementary  
Student and Parent Handbook  
2019-2020



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**Westside Elementary School**

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1700 5<sup>th</sup> Street  
Daytona Beach, FL 32117  
T: (386) 274-3400 F: (386) 506-5085

Dwayne Copeland, Principal

## **School Policies & Procedures**

### **Arrival**

The school day for students is 7:50 a.m. – 3:00 p.m. (early release Wednesdays 2:00p.m). For the safety of your child, students may arrive on campus beginning at 7:15 a.m. when supervision begins. All students arriving prior to 7:30 a.m. report to the cafeteria regardless of whether they plan to eat breakfast. Breakfast is served until 7:45 a.m. The first bell rings at 7:45 a.m. At 7:50 a.m. students are tardy. To ensure a smooth start for your child's day, please have your child(ren) here between 7:15 a.m. and 7:45 a.m. **Students arriving after the start of the school day (7:50 a.m.) must report to the office since the doors leading to classrooms will be closed. At 7:50 a.m. students will need a tardy pass before being admitted to his/her class.**

### **Attendance**

Anytime your child(ren) is absent from school, call the office at **(386) 274-3400** and select **option 2** from the automated answering system. You will be directed to leave your child's name, teacher's name, and a brief reason for the absence. You may also send a written note to the teacher to explain the absence. **After 15 excused and/or unexcused absences, a doctor's note is required.** If homework is requested, please allow 24 hours for the teacher to gather assignments. **If you know in advance your child will be absent, please request work prior to the absence.**

### **Car Riders' Safety**

Parents transporting children are to use the circular driveway off 5<sup>th</sup> Street. For safety reasons, stay in the far-right lane of the parent loop and remain in your car. Drive as far forward as possible in the line. Have your child enter or exit your vehicle on the sidewalk under the covered walkway and then pull into the driving lane. If you need to come in, **please park your car in a parking space.** This will help us keep traffic flowing and ensure that children are safely dropped off and picked up. Please do not park in the parent drop-off/pick-up lanes. The speed limit is **5 MPH.** Our students' safety is our number one priority. **Please be patient and limit cellphone usage.**

### **Change of Address or Telephone Number**

If a change in address, telephone number or emergency number occurs, notify the office immediately at **386-274-3400.** For the safety of your child, the office must always have up-to-date emergency contact information on file for each student.

### **Checks & Cash**

When paying by check (except lunch money and school pictures), make the check payable to Westside Elementary School. This includes money for field trips, supplies, etc. Checks for lunch money should be made payable to SCHOOL WAY CAFÉ. All checks must have a current address and phone number. Parents may now pre-pay by credit or debit card for student meals and ala'carte. Please visit: [www.myschoolbucks.com](http://www.myschoolbucks.com) to participate or call 1-855-832-5226.

## **Early Release from School**

Since it results in loss of academic instructional time for your child, keep early release requests to a minimum. If the need arises, report to the front office to sign out your child. As part of our school's security, you will need to show your driver's license or other photo ID to the receptionist to pick up your child. Parents may not go directly to the classroom; the office staff will call for the student. Teachers will not release a student during the school day unless this procedure is followed. Only parents and individuals listed on the emergency card may sign a student out of school (unless other arrangements are made by the parent). Students returning to school the same day must come to the office before returning to the classroom. If you know in advance that you will need to pick up your child early, send a note to the teacher.

***Important: We realize that emergencies arise during the day, but most early release requests can be arranged prior to the start of school and should be sent to us in writing. AFTER 2:00 p.m. (1:00 p.m. on early release Wednesdays), EARLY RELEASE OF STUDENTS MUST BE APPROVED BY AN ADMINISTRATOR. Please plan accordingly.***

## **Emergency Cards**

An emergency card will be sent home with each student at the beginning of the school year. Please complete and update the card with current information and return it to the school the next day. Notify the office immediately of any changes.

## **Lost and Found**

Please clearly label all items (coats, jackets, sweaters and lunchboxes) with the student's name. All articles found at the school should be turned in immediately to the office. The office will keep lost items for a short length of time. Students should check lost and found, located on the stage area of the School Way Café, as soon as they realize something is missing. At the end of each quarter, unclaimed items will be donated to local charitable organizations.

## **Office Hours**

Office hours are Monday through Friday 7:30 a.m. – 4:00 p.m.

## **Spirit Day**

Students, faculty, staff, and volunteers are encouraged to wear school t-shirts each Friday. Monday through Thursday the school's uniform dress code policy applies.

## **Visitors**

All visitors must report to the front office where you will sign in and get a visitor's badge. Please wear the badge while on campus so that staff members can easily see it. When you have concluded your visit, we ask that you return to the front office to sign out and return the ID badge to the notebook on the front counter. Visitors are asked to dress appropriately while on campus. Unless there is a special event, visitors may not visit classrooms. If you are on campus more than 30 minutes, you are considered a volunteer, which requires advance approval by the school district. Stop by the main office for details on how to get volunteer clearance.

***Please turn off or silence your cell phones while on campus.***

## Withdrawals

When a student is withdrawing from school, parents should notify the office in advance. If a student is transferring to a private school, a school outside Volusia County, or an out of state school, then a withdrawal form needs to be signed.

## Student Rules & Expectations

### Bicycles/Skateboards/Roller Blades

Students who ride a bike to school must secure it with a lock to the bike rack located near the east end of the parent pick-up loop. All students must have a safety helmet and *walk* the bicycle while they are on school grounds. Skateboards and rollerblades are not permitted on campus.

### Bullying

Bullying is not allowed on our campus. Our school participates in a Bully Proofing program that teaches children skills for use in bullying situations. The definition of bullying - ***Bullying is unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose.***

**Encourage your child to report this type of behavior to the adult in charge.**

### Bus Conduct

Students who ride the school bus are expected to conduct themselves in a courteous, respectful manner and to follow the ***Code of Student Conduct*** expectations while waiting for and traveling on the bus. **Students may ride only their assigned bus to and from their designated stop.**

The expectations are as follows:

1. Obey the bus drivers and monitors.
2. Remain in your assigned seat with your seatbelt fastened.
3. Remain quiet and orderly.
4. Remain silent at the railroad crossing.
5. Keep hands, feet, and objects to yourself and out of the aisle.
6. Keep your head and arms inside the bus always.
7. Refrain from horseplay on the bus or at the bus stop.
8. Students are responsible for damage caused by their actions.

### Cafeteria Rules

Our goal for the cafeteria is for everyone to have a pleasant breakfast or lunch. For health reasons, sharing food is strongly discouraged. Carbonated drinks and glass containers are not permitted. While in the cafeteria students are expected to follow the **CHAMPS** Procedures for the cafeteria:

Conversation – Voice level 2

Help – Raise your hand for help

Activity – Eating lunch, using good manners: no sharing food, clean your area

Movement – Remain seated always.

Participation – Display good manners and clean your area.

Success – Following all procedures above you will be Successful!

## **Discipline**

Our goal is to help every child become a responsible person. The students at Westside are expected to behave in a safe and respectful manner always. Refer to the *Student Code of Conduct* for specific details of appropriate behaviors and possible consequences for misbehavior.

## **Uniform Dress Code**

The School Board of Volusia County has an adopted district-wide UNIFORM dress code policy. The UNIFORM dress code applies to every student in a Volusia County public school.

The uniform dress code establishes guidelines for the appearance and dress of students. Requirements follow; however, the complete guidelines can be found in Policy 217 (Revised July 22, 2019):

Elementary:

- Collared polos/oxford shirts in gray, white, black or two school approved colors.
- Gray, navy, blue, black, or khaki solid color bottoms
- Closed toe shoes

If you have any questions or concerns, please do not hesitate to contact the principal.

## **Personal Items**

Toys, electronic games, radios, Pokémon cards, etc. need to remain at home for safekeeping.

## **Rolling Backpacks**

To ensure the safety of all students, staff and visitors, rolling backpacks are not permitted on campus.

## **School-wide Expectations**

Students are expected to conduct themselves in an orderly, polite manner at school and while being transported on the bus.

1. Respect school property and the personal property of staff and students.
2. Walk quietly on campus sidewalks.
3. Treat others respectfully-no fighting, put downs, or abusive language. Keep hands, feet and other objects to self. Bullying behavior will not be tolerated.
4. Toys, playing cards, trading cards (Yugi-oh, etc.), hand-held games and other recreational games and electronic devices must remain at home unless prior arrangements are made with the teacher.
5. No knives, guns, drugs, alcohol, tobacco products or laser lights are permitted at school or on the bus, including look-alike items.
6. Adhere to school and district dress code.
7. Gum is not allowed on campus.
8. **Cell phones should be in the off position and left in backpacks while your child is on campus.**

## **Safety Patrol**

The Safety Patrol is made up of students trained to help with student safety. Our Patrols are trained to treat students with courtesy and respect. Students are expected to follow safety instructions given by the Safety Patrol.

## **Parent Information**

### **Homework**

Homework is an integral part of the learning process and should be done primarily for practice that reinforces lessons presented in school. Homework provides and encourages parental involvement in your child's education - one of the most important keys to success in school.

### **Interim Reports/ Report Cards**

Interim reports will go to parents/guardians of all students at the mid-point of each nine weeks grading period. The teacher or parent may request a conference to discuss ways to help the student meet academic success. Report cards will be sent home to the parents/guardians every nine weeks. Report cards also are available on FOCUS.

### **Celebrations**

**Birthday parties are not permitted during school hours. Birthday parties will only be celebrated on the first Friday of the month. Minimize the interruption of instructional time.** The School Health Advisory Committee recommended that elementary level birthday party celebrations be limited to once a month in each classroom. This means that all students with birthdays in a specific month would be celebrated at the same time during one party. The intent was to limit the intake of sweets and extra calories for students towards the fight against childhood obesity. **Encourage clear or light-colored drinks. Colored drinks (red, grape) may not be served to students in the classroom area.**

### **School Messenger**

Volusia County Schools uses the School Messenger phone messaging system. This system is used to communicate important information to our families. Please be sure that we have your correct phone number on file, so you don't miss out on valuable information.

### **Parent/Teacher Association (PTA)**

PTA meetings are held throughout the school year. We urge families to become active members of our PTA and to participate in PTA meetings and events. If you would like to be involved in planning or volunteering for one of the many PTA activities, there are various committees that require only a short-term commitment as well as committees that are on-going throughout the entire school year. Names and phone numbers for the current PTA Executive Board can be found in the front office. Your support will help to ensure a better school. Please become a member even if you are unable to volunteer. Teamwork makes the Dream work at Westside!

### **Parent-Teacher Conferences**

Scheduled parent-teacher conferences are encouraged. The teacher will be happy to reserve a time to meet with you. Send a note to the teacher or call the office. **Teachers are not available for phone calls or conferences during instructional hours; however, messages can be taken and put in the teacher's mailbox, so your call may be returned as soon as possible.**

### **School Way Café (Cafeteria)**

Breakfast is served from 7:15 a.m. to 7:45 a.m. and nutritionally balanced lunches are prepared daily by the lunchroom staff. It is the responsibility of the student to be sure breakfast and/or lunch has been paid for each day. Meals and/or ala carte items should be paid for before school starts each day. Parents are encouraged to pay for the whole week each Monday. Prepaying for lunches avoids the unnecessary bother of keeping up with lunch money each day.

Monthly Menus are available in the main office or you can view them on the Volusia County Schools web site at <http://myvolusiaschools.org>. Just click on the **Parents & Students** tab and then scroll down to **My Student**. If you have questions, call (386) 274-3400, option #4 or ext. 52596.

Prices:	<b>Breakfast</b>	Student--\$1.00	Reduced--\$0.30	Adult--\$1.50
	<b>Lunch</b>	Student--\$2.00	Reduced--\$0.40	Adult--\$3.25
	<b>Milk/Water</b>	\$0.50 each	Soymilk - \$0.75	

***Checks should be made payable to School Way Café for breakfast or lunch meals.***

Parents may now pre-pay by credit or debit card for student meals and ala'carte. Please visit: [www.myschoolbucks.com](http://www.myschoolbucks.com) to participate or call 1-855-832-5226.

### **Free/Reduced Lunch Program**

Applications for the free/reduced lunch program are available in the school office (and in this folder.) A parent letter accompanies the application with simple instructions for completing it. **A new form must be completed each year for each family participating in the program.**

### **Lunchtime Reminders for Parents and Visitors**

We welcome you to join us for breakfast or lunch. **We work hard to keep our school a safe and secure place for all so before coming to the School Way Café, please stop by the office and sign in.** Your cooperation is appreciated!

1. Be sure to register at the office and to wear your visitor's badge.
2. Before you leave campus, return your visitor's badge to the front office and sign out.
3. There is a special table in the cafeteria for parents to eat with their child.
4. Please silence cell phones and limit their use while on campus.

### **Volunteers**

Anyone wishing to volunteer at Westside **must** fill out a volunteer application.

Please note: ***If you plan on attending a field trip with your child, a "cleared" application must be on file. Once an application has been completed, it can take up to 4 weeks to process.***

Cleared applications are good for five years.

After the application has been cleared by Professional Standards and the Sheriff's Department, we welcome you to come and volunteer your time. When you arrive on campus, sign in at the front office for a volunteer badge. Your volunteer hours will be logged by the computer. It is very important that we keep records of the total hours you so generously donate to our children and we must submit them to the county office each month. Our school's volunteer hours are also required to receive the State of Florida's prestigious *5-Star Award*. Please wear your badge always while on campus. After volunteering, return to the office to sign out and return your badge.

## **Health Information**

### **Medication**

At the request of a parent/guardian and doctor, prescription medication may be given to a student at school. The "Authorization to Administer Prescription Medication to Students by School Personnel" form must be completed by the parent and doctor prior to administering any medication. The container must be labeled with the child's name, name of the drug, directions concerning dosage and time to be given, doctor's name and date of prescription. *The medication must be delivered to the school by the parent.* Students are not allowed to transport any medication at any time. To expedite this process please let your doctor know that medication permission forms may be faxed to Westside office at (386) 506-5085.

### **Physical Education**

Physical education is a regular part of the school program and students are expected to participate. If a student must be excused from physical education for longer than one week, a doctor's note must be given to the physical education teacher listing the limitations of activities and the length of time the student should be excused. Students needing exemption for less than a week just need a note from their parents.

### **School Insurance**

School insurance is available to all students. A packet of information is included in this orientation folder. Purchase of the insurance is optional.

### **School Nurse**

We have a school nurse on duty most days between 8 a.m. and 3:00 p.m. Please contact the clinic if your child has any health conditions or concerns.

### **Wellness Plan**

As a part of our Wellness Plan we would like to encourage children, families, and staff to exercise and make healthy food choices. Please remember to provide healthy options when bringing snacks and treats to school. Limit items with high sugar and fat content. A healthy brain needs water. Students can bring refillable water bottles to school as long as they are used appropriately and labeled with the student's name.



**Arrival/Dismissal**

First Bell – 7:45 a.m.

Class Begins – 7:50 a.m.

Dismissal – 3:00 p.m.

Early Release Day Dismissal – 2:00 p.m.

**School Contacts**

**School Phone Number: (386) 274-3400**

**School Fax Number: (386) 506 – 5085**

**Administration** Press 1

**Attendance** Press 2

**Clinic** Press 3

**Cafeteria** Press 4

**Media Center** Press 5

**Guidance** Press 6

**Registrar** 52455

**WNA** Press 7

**General Info.** Press 9

**Receptionist** Press 0



Westside Elementary School

Westside Eagles “SOAR”!

Safety first  
Only kindness  
Aim high  
Respect ourselves and others

Please sign and return the bottom portion to your child’s teacher.

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My parent/guardian and I have read and discussed the Westside Student and Parent Handbook.

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Teacher

\_\_\_\_\_  
Grade