



Student 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 objects to myself. I will do my personal best every day.

School Hours

School Hours: 9:00am to 3:30pm (Early Release 2:15)

Office hours: 7:30am to 4:15pm.

Breakfast is available from 8:35am – 9:00am.

Children **may not** arrive on campus before 8:35am.

-Students dropped off before 8:35 or not picked up by 3:45 (2:30 on early release days) will be taken to childcare. Parents will incur a bill from the BAS program.

Brevard After School (BAS) Program

Before School Hours: 6:30am – 8:40am

After School Hours: 3:30pm – 6:00pm

WMSS Brevard After School Program 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 childcare needs. A weekly tuition fee will be in compliance with criteria identified in the Brevard Schools After-Care.

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 2022-2023:

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 1:00pm 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 is required but does not excuse an absence. 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 at 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.** Your student is expected to be in their classroom by the time the 9am bell rings. 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.

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 teacher has to be notified in writing of any changes in transportation.
 - 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 their route used to and from school. Student(s) who walk or ride bikes should travel under the buddy system- NEVER ALONE.

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 log book will be available for parents to log in hours served on and off campus for tracking purposes. Volunteers are responsible for keeping track of their volunteer hours.

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. 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 a cleared volunteer account.

- **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 sign in with their valid driver license and wear an I.D. badge generated by the computer in the front office.

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 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 8:35a.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.

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.
- If your child is a walker, be sure all parent/teacher/students are aware of an Inclement Weather 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.

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.

Inclement 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 will be held in classrooms to avoid dangerous conditions. An email/text will be sent out. All students, including walkers and bike riders, will be picked up in the car loop. There will be no school staff to direct traffic. Please be patient and use every day car loop procedures and lines to pick your student up.
- Only contacts on your pick up list will be able to pick up a student.

Clinic

Children who are ill or injured will be brought to the clinic and made comfortable.

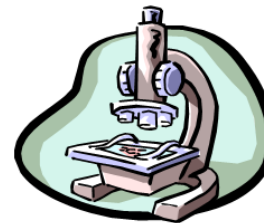
Children will be returned to the class after they are treated or have rested in the clinic for no more than 5 minutes. Parents will be contacted and asked to pick up children with elevated temperatures, vomitus and/or injuries not treatable with Band-Aids or ice. Only contacts on your pick up list will 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 8:35-9:00 a.m. Students are offered a variety of items each day within the federally required breakfast program.

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 online.

MyPaymentsPlus.com

Set up an account online to pay for lunches or check your child's available balance. 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 a-la-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.

WMSS Uniform Policy

Students are required to wear the official school uniform.

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.

Uniform Components

It is required that uniforms will be purchased at <http://www.bartmanenterprises.com/>. The school uniform core components consist of:

- Bottom- khaki bottoms
- Top- short or long sleeve polo shirt in hunter green, black, 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 belt must be worn each day.
- 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. Open back or open toed shoes are **not** allowed. Socks are required and must be solid white or black. Boots may be worn on Non-PE days.
- Other Accessories- Solid white, khaki or black tights may be worn. Jewelry must be minimal and necklaces must be very small and tucked inside the shirt.

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.
- All students must remain in uniform until such time that they are no longer on campus.

School Wide Expectations

Be Responsible, Be Safe, and Be Respectful

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.

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 objects to myself. I will do my personal best every day.

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.

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.

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

Field Trips

- Teachers will notify parents/guardians in writing prior to each field trip.
- 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 (Fingerprinted) volunteer.)**
- When traveling by bus to a field 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.
- ALL students must ride the school-designated mode of transportation both to and from the study trip destination.
- Parents who are official chaperones may NOT bring siblings on the trip.
- The principal and/or area superintendent must approve ALL study/field trips.

Communication

- Conferences may be made in writing, or by calling or emailing the teacher at school.
- 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.
- Parents will be contacted to participate in students' successes, resolve potential difficulties and co-counsel their children in crisis situation(s).
- A weekend report is posted on our website to keep you updated.
- Please check the school marquee for information.
- Our WMSS website is <https://www.brevardschools.org/WestMelbourneES>. WMSS utilizes your family FOCUS 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.
- 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.
- WMSS prohibits our teachers from distributing invitations to parties. (i.e. birthday, sleepovers, etc.)

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.

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!