Student Code of Conduct:

I will be honest in my words and actions. I will be a responsible student. I will treat others 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: 9:00 AM to 3:30 PM (Early Release: 2:15 PM)
Office Hours: 7:30 AM to 4:15 PM
Breakfast is available from 8:35 AM to 9:00 AM.
Children **may not** arrive on campus before 8:35 AM unless they are part of a supervised event.

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

Brevard After School (BAS) Program

Before School Hours: 6:30 AM to 8:40 AM
After School Hours: 3:30 PM to 6:00 PM
The West Melbourne Elementary School for Science's BAS program provides exceptional childcare with a superior staff and offers the convenience of a one-stop solution for all your education and childcare needs. A weekly tuition fee will be established based on criteria identified by BAS.

Attendance

Our goal is for every student to be in school every day, all day long. The following is a summary of the Brevard Public Schools' attendance policy for the school year 2024-2025:

1. Kindergarten students must attend a minimum of 162 days to meet the criteria for progression to first grade.

2. A student who is absent more than nine (9) days in a semester will not receive a passing grade for that semester.

3. Absences due to court dates, religious holidays, or illness (with medical documentation) will not count toward the nine-day attendance policy.

4. To be considered present, a student must be in attendance for a minimum of four (4) hours of instructional time. (Check-outs before 1:00 PM and check-ins after 11:30 AM will be counted as absences.)

5. The last check-out of the day is at 2:45 PM (1:30 PM on early release days).

For the safety and security of students, Brevard Public Schools has an automated notification system that automatically calls the homes of students who are absent. The purpose of this call is to inform families that their child is not at school. A written notice from parents/guardians is required but does not excuse an absence. You can also help us by calling the school office by 9:30 AM if your child is ill or needs to be out of school. **When a child accumulates five (5) unexcused absences or five (5) unexcused tardies in a semester, an auto-generated district letter will be sent home to parents/guardians. Students with excessive absences or tardies may be asked to withdraw from the West Melbourne Elementary School for Science.**

Tardiness

Parents should do everything possible to ensure their child arrives at school on time. **If a child is tardy, the parent/guardian must check the child in at the office, where they will receive a permission slip to enter class. Students may not be dropped off alone.** Students are expected to be in their classroom by the time the 9:00 AM 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 principal's attention. The principal may notify the parents of the concern. If the problem cannot be resolved, the student may be asked to withdraw from the West Melbourne Elementary School for Science.

Student Check Out

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

- Students will not be allowed to leave school prior to the normal dismissal time unless the parent/guardian comes to the school and checks out the student through the front office. The office staff will ask to see 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 with your child. Any changes in dismissal MUST be in writing (email is not acceptable). The note must be signed. Faxed notes should include a copy of the parent/guardian's photo ID. In emergencies, a faxed letter with a copy of the parent/guardian's photo ID is required.**
- For the safety of students during dismissal preparations, **no students will be checked out after 2:45 PM each school day (1:30 PM on early release days).**
- Students will not be called out of class prior to the parent/guardian signing them out in the front office. Please plan accordingly.
- According to School Board Policy, **students are released ONLY to the parent/guardian or designated person(s) on their registration form**.
- 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 in person with your ID and complete a new form.
- **Dismissal:**

  Please remember the following guidelines:
  - A teacher **must** 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 ensure that 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 students should know their route 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 in their children's education, the likelihood of success increases significantly. At the West Melbourne Elementary School for Science, parents agree to volunteer their service in various ways for a minimum of 20 hours per school year. Only parents and grandparents may 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 logbook will be available for parents to track their hours served on and off campus. 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 will be assigned a particular task. This time is not meant for you to conference with your child's teacher about student performance. Siblings are not permitted on campus while volunteering. To avoid interruptions of instruction, **please turn off your cell phone ringer 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 to walk unescorted on campus.

All volunteers and visitors must sign in with their valid driver's license and wear an ID badge generated by the computer in the front office.

West Melbourne Elementary School
Shooting Stars

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: the back drop-off loop and the front office loop (only for Day Care Vans and BAS students). For safety purposes, **no left turns** are allowed into the loop from Meadowlane Ave. on the west side of the building.
- Pull all the way forward to unload children. Do not stop near their classroom.
- Students should get in and out of cars at curbside only.
- **DO NOT USE YOUR CELLPHONE TO TEXT OR TALK AT ANY TIME 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.
- School zones have a **speed limit of 5 mph** on any 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 for 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 a consultation with our School Resource Officer.

Walkers

- If you have signed the Walker Release to allow students to walk out of the back gate, you have released WMSS from responsibility/liability once off campus.
- If your child is a walker, be sure all parents, teachers, and students are aware of an inclement weather plan (i.e., a note stating that on rainy days the child will report to the car loop).

Bicycle Riders

Bike riders must utilize the crosswalk. Bikers will follow all school employees directing traffic.

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 Veteran's Memorial Complex customers. **Visitor parking is located in the front loop and in the back parking lot 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 at any time in the front car loop, as this is a fire lane.** When leaving, always follow the flow of traffic 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 crosswalk MUST be used if you are crossing the street.** Wesley Church (north of the WMSS campus) allows us to park on their grassy area for student drop-off and, if needed, for field trips and volunteer opportunities. We thank our neighbor for this privilege. The other churches are private property, and parking there is unauthorized. Cars will be towed, unfortunately.

Inclement Weather

- All Brevard Public Schools have a Critical Incident Manual. The 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 or text will be sent out. All students, including walkers and bike riders, will be picked up in the car loop. In the event that lightning is present, there will be no school staff to direct traffic. Please be kind and patient with fellow parents and use everyday car loop procedures.
- **Make certain your child's contact list is up to date. Only contacts on your pick-up list will be able to pick up a student.**



Clinic

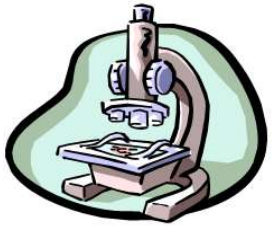
Children who are ill or injured will be brought to the clinic and made comfortable. They will be returned to class after being treated or after resting in the clinic for no more than 5 minutes. Parents will be contacted and asked to pick up children with elevated temperatures, vomiting, and/or injuries that cannot be treated 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 provide 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) 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 the 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 includes 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

The 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 teacher 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 cell phone/wireless communication device (WCD), or if a cell phone/WCD rings during the school day, disciplinary action may include, but is not limited to, an office discipline referral and confiscation of the phone.**
- Use of cell phones/WCDs, except those approved by a teacher or administrator, is prohibited and must be powered completely off and stored in a backpack, **out of sight.**
- Students shall have no expectation of confidentiality with respect to their use of cell phones/WCDs on school property.
- Possession of cell phones/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 cell phone/WCD blackouts. During such events, 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 ($0.40 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, they cannot be given over the phone.

Should your child forget to bring 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 à la carte items. The à la carte policy states that students may purchase school-baked and packaged items. However, to purchase à la carte items, a student must first purchase a school lunch or bring a bag lunch from home.

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:

- A 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 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 the school logo (spirit shirt may be worn on designated days).
- Only hooded sweatshirts, fleece jackets, or lined jackets with the WMSS logo should be worn on cool days.
- White or black 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 must 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 students appropriately, be cleaned regularly, 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. Hats may not be worn in classrooms.
- 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 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 choices among our students. Each student attending WMSS is expected to honor the school-wide expectations, adhere to the Code of Conduct, and follow the guidelines outlined in the Parent-Student Agreement distributed during the first week of school.

Code of Conduct:

"I will be honest in my words and actions. I will be a responsible student. I will treat others 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 while maintaining good communication between home and school.

WMSS Parent/Teacher Communication: The WMSS Administration, teachers, staff, and parents commit to positive communication between home and school to ensure every student's educational success.

Discipline Referrals: Please refer to the Brevard Public Schools 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 the number of chaperones and drivers accompanying study trips shall be at the discretion of the teacher, with approval from administration. A minimum of one chaperone per ten students is required (all chaperones must be registered [fingerprinted] volunteers).
- When traveling by bus to a field trip, parents 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 scheduled in writing, or by calling or emailing the teacher at school.
- WMSS must have a telephone number and the 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 occur in your personal lives.
- Parents will be contacted to participate in their children's successes, resolve potential difficulties, and co-counsel their children in crisis situations.
- A weekend report is posted on our website to keep you updated.
- Please check the school marquee for information.
- Our WMSS website is https://westmelbourne.brevardschools.org/. WMSS also utilizes your family FOCUS account to keep you informed of upcoming events, activities, fundraisers, etc. Parents need to ensure their accounts are set up and receiving emails.
- Face-to-face conferences with your child's teacher are suggested each semester. Parent/Teacher/Student conferences are critical components of the overall academic program at WMSS. The classroom teacher will schedule a conference with you as necessary.
- WMSS prohibits teachers from distributing invitations to parties (e.g., 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 will 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 that 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.

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.