

# WILDWOOD ELEMENTARY SCHOOL

*Winner Within Every Student*



## 2020-2021 STUDENT HANDBOOK

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August 10, 2020

On behalf of the Wildwood Elementary School family, welcome back to the 2020-2021 school year! We are extremely excited to kick start a new school year filled with endless opportunities for students to express their creativity, discover new ideas, and develop into responsible citizens. With dedicated staff, eager volunteers, and supportive parents, we are certain that students will reach many new milestones.

On the first day of school, every child receives a packet of essential school documents. It is crucial that you take time to review these papers, as it will inform you of school and district policies as well as ways to help your child be successful. The following documents are included for your information:

- WWES Title 1 Parent Involvement Plan
- 2020-2021 School Calendar
- Public Notice of Rights under “FERPA”
- School Dress Code
- Accelerated Reader Overview
- District Attendance Letter
- Code of Student Conduct
- Transportation Guidelines
- Student Safety Booklet
- Public Notice of Rights under “PPRA”
- Use of Social Security Numbers Notice
- WWES Annual School Financial Report

Also included are forms that need to be completed and returned to the school by **Wednesday, August 12<sup>th</sup> 2020:**

- Title 1 Learning Compact
- Acceptable Use Policy

Please review the following school policies. They were developed to address the safety concerns and academic needs of our students. We appreciate your cooperation and understanding. They are as follows:

## **BACKPACKS**

All students will need a backpack for transporting school materials to and from home. Backpacks with wheels are not permitted unless accompanied by a doctor’s note.

## **BADGES**

All students will be given a student badge. Students will have to scan their badge in the cafeteria, getting on and off the school bus, as well as to check out books from the library. Students will be

given one replacement badge if their badge is lost or destroyed. If your child needs another badge after this the cost will be \$3.00.

## **BEFORE AND AFTER SCHOOL SUPERVISION**

Please adhere to the school time lines 7:55 AM to 2:25 PM. Supervision for students will be provided for 30 minutes before and 30 minutes after school and for any school sponsored function for students. Parents are requested to drop students off at the lunchroom no earlier than 7:25 AM. Students who are not picked up by 3:00 PM, will be taken to the office and parents will be notified. Students arriving after 7:55 AM will be considered tardy.

## **BIRTHDAY PARTIES**

Birthday parties are not allowed on campus as they take away from valuable instructional time; however, if you plan to send treats for the class, it must be store bought and the teacher should be notified at least two days in advance. These treats will be distributed during lunchtime only. Please remember to also consider healthier options for special treats. Fresh fruit, oatmeal bars, individually wrapped yogurts, and baked chips are all great examples of healthier alternatives.

## **BULLYING/HARASSMENT**

Our Code of Student Conduct states that bullying, harassment and/or hazing will not be tolerated. All incidents of possible threats, signs or discussions of weapons, signs of gang activity, inappropriate use of technology, or the conditions that might invite or encourage violence MUST be reported to an adult. This may also include, but not be limited to, teasing, name calling, intimidation or spreading of rumors. Informational link on the district website is <http://www.stopbullying.gov/>.

## **BUS REGULATIONS**

Students must ride the bus as assigned. When a bus change is necessary, the student **must bring a note signed by a parent**, and it must be approved through the office. Notes for transportation changes must include the student's name, date, address of new bus stop, and duration of transportation change. Bus changes cannot be made over the phone. Please note that riding a school bus is a privilege, not a right. It is important that students be orderly on the bus for their own safety as well as the safety of others. Therefore, please encourage your child to follow bus rules and guidelines.

## **CARE OF BOOKS**

Students are responsible for all textbooks and library books issued to them during the school year. Students must pay for all lost or damaged books. If a lost book is found, money paid will be refunded.

## **CODE OF STUDENT CONDUCT**

The Sumter County School Board has adopted a Code of Student Conduct prescribing the rules and regulations for the control, discipline, suspension, and expulsion of students. These rules and regulations are intended to promote an atmosphere within the school, which is conducive to learning, as well as to ensure the protection of the rights of students. A copy of the Code of

Student Conduct is enclosed in this packet. Please discuss school rules with your child and the importance of and need for good behavior and a good attitude while on the bus and at school.

## **DINING WITH YOUR CHILD**

When eating lunch with your child, please plan to eat in the lunchroom. Due to limited space and safety, please do not bring children who aren't enrolled at WWES. We ask that the number of adults be limited to no more than two.

## **DRESS CODE**

**This policy will be strictly adhered to this school year.** Copies are available in the school office as well as in the student handbook. Throughout the school year, students will be given opportunities to earn "dress-down" days that are tied to behavior, academic and/or attendance criteria. This is meant to be an incentive for students as a means of encouraging positive behavior and work habits. If students earn dress-down, they are still expected to wear clothing that is appropriate to the school setting. If not, parents will be contacted to bring a change of clothes.

## **EARLY RELEASE DAYS**

Students are dismissed at 12:30 PM on all early release days. This is approximately 2 hours earlier than the regular school day.

## **EMERGENCY DRILLS**

During the school year, several emergency drills will be held to prepare students with the specific directions for reaching a point of safety in case of a fire or other emergency at school.

## **FIELD TRIPS**

Written permission must be given before a student can go on any field trip, whether it is a walking trip or one that requires bus transportation. For those trips that require transportation, all students must ride the bus to and from the fieldtrip location. As a means of motivating and encouraging students, grade levels may place academic, behavioral, or other criteria that students must meet in order to attend a field trip. Parents will be informed of these criteria at least 1 month prior to the field trip through a written letter. If a student is unable to meet these criteria, then arrangements will be made for him/her to resume their regular academic day in a different classroom. Final decision regarding field trip attendance will be left to the administrator's discretion. **Please note that only School Board approved volunteers may chaperone field trips. It is recommended that parents complete the volunteer application in the beginning of the school year, as it is a timely process.**

## **FORTIFYFL**



FortifyFL is a suspicious activity reporting tool that allows you to instantly relay information to appropriate law enforcement agencies and school officials.

FortifyFL app or <http://www.getfortifyfl.com/>

## **HEALTH**

A rested, well-fed child makes a better student. Make sure your child has a good breakfast and gets a good night's sleep. If your child has a health problem, please notify the teacher. If your child becomes ill or is hurt at school, we will contact you. If you cannot be reached, we will use the emergency contact information provided on the emergency contact form. Please periodically check your child's head for head lice. If lice are found, please contact the school so steps may be taken to prevent them from spreading. A child with lice will be sent home for treatment. When required procedures have been completed, the child must be rechecked in the school office before returning to class. The nurse's office number is 748-3353 ext. 62222.

## **MEDICATION: PRESCRIPTION AND OVER-THE COUNTER**

Students who require medication during the school day must provide the school with an order from a **licensed health care provider (PP-SR-125)** and deliver the medication to the school in the original unaltered pharmacy-labeled container. Over-the-counter medication shall be delivered in an unopened container. No medication will be administered without proper consent/permission from the parent/guardian (PP-SR-125). All medication is administered by the school health staff or other trained staff. **It is against school and district policy for students to have or transport medication (without proper authorization on file at the school) and may lead to disciplinary measures.**

## **PARENT-TEACHER CONFERENCES**

Communication is an essential part of our educational programs. It is important for parents to keep in close contact with their child's teacher concerning his/her progress. When needed, please call the school at (352) 748-3353 to schedule a conference appointment. Teachers' schedules do not allow time for drop-in conferencing. Therefore, an appointment must be made with the teachers at least 24 hours in advance prior to meeting.

## **PERSONAL ITEMS**

It is recommended that coats and jackets are labeled with the student's name. Students should refrain from bringing toys, gum, candy, make-up, bottles of cologne, perfume, nail polish, lotion or other substances from home. Electronic devices such as hand-held computer games, tablets, MP3 players, etc. are not permitted on campus. **Cell phones should remain out of sight at all times and must be powered off while a student is on the school campus or school bus.** Phones and other restricted items will be collected for parent pick-up if rules are not followed.

## **PICTURES**

Throughout the year our students are photographed during various events on and off campus. These photos are sometimes used for our yearbook, webpage, newspaper articles, etc. If you **do not** want your child to be photographed, please notify the principal **in writing** within the first ten days of the school year.

## **PLEDGE**

A student may be excused from instruction and/or reciting the pledge of allegiance, including standing and placing the right hand over his or her heart when his/her parent(s), as defined by Florida Statutes, files a written request with the school principal.

## **RELEASE OF STUDENTS**

Specific procedures must be followed to ensure the safety of all children released during the school day. If you must check your child out before dismissal time, please come to the office, and your child will be called. **Children may not be checked out after 2:05 pm each day (12:05 on early release days).** *A student cannot leave the campus unless accompanied by a parent/guardian or an adult designated by the parent/guardian on the child's emergency contact form.* Please be prepared to show photo identification to the clerk to verify your identity upon checking your child out.

## **SCHOOL ADVISORY COUNCIL**

The School Advisory Council is composed of the principal, instructional and non-instructional staff members, parents, and citizens who are representative of the ethnic, racial, and economic community served by our school. Members are elected by their peers. The council assists in the preparation and evaluation of the School Improvement Plan and serves in an advisory capacity to the principal. If you're interested in serving on the SAC, please notify the office immediately.

## **SCHOOL EXPENDITURES**

Per full time Equivalent Student Direct School Expense 2020-2021: \$10,029

## **SCHOOL GRADES**

Every year the Department of Education assigns each school a grade. This is determined by the scores on the annual Florida Standards Assessment. Based on the 2018-2019 data, Wildwood Elementary is classified as a "C" school. If you would like more detailed information regarding school grades, please visit <http://schoolgrades.fldoe.org>.

## **SCHOOL MEALS**

Student meals are available daily. ALL students will receive FREE breakfast and FREE lunch this school year. Monthly menus will be sent home with students via the school newsletter. Our cafeteria number is 748-3353 ext. 62221. Students are **NOT** allowed to bring sodas or large bags of chips/candy/snacks to school for lunch as these cause a disturbance in the lunchroom.

## **SCHOOL/PARENT COMMUNICATION**

In order to keep parents informed of school events, a newsletter is sent home with students at the beginning of each month. From time to time other important school notices will be sent home and will be printed on colored paper. As many of you know, you can obtain school information from our family friendly website ([www.sumter.k12.fl.us](http://www.sumter.k12.fl.us)).

## **SCHOOL VOLUNTEERS**

If you are willing to donate time to help our students, please contact the school office. Your interest and involvement is always appreciated. Please remember, a new volunteer application needs to be completed before you are able to volunteer in the classrooms. If you're planning to chaperone a field trip for your child, please ensure you complete an application at least four weeks in advance. You may contact the school volunteer coordinator at (352) 748-3353.

## **STUDENT INFORMATION USING SKYWARD ACCESS**

**The Skyward Family Access form will replace all Emergency Contact Forms.** Each student's login information will be printed on this form with detailed directions that gives every parent and/or guardian online access to update/change personal information related to home address, phone number, business phone or persons to contact in case of an emergency. The Skyward Family Access Forms were distributed during the "Meet the Teacher" event on August 9th. For any parents in need of log-in information, he/she will need to present an identification card to the front office clerks in order to obtain log-in information for Skyward Family Access. The web address for Skyward Family Access is as follows:

<https://student.sumter.k12.fl.us/scripts/wsisa.dll/WService=wsEAplus/fwemnu01.w>

It is imperative that Skyward reflects updated and accurate telephone numbers for family members or other designated persons in case of an emergency. **It is the responsibility of parents and/or guardians to ensure that all contact information is updated in Skyward throughout the year as changes in address or phone numbers occur.** Parents may log-in at any point throughout the year and make changes as they arise.

## **STUDENT PROGRESSION**

The Sumter County School Board has adopted a program for student progression based upon how well the student masters minimum performance standards and reflects careful consideration of the needs and interests of all students in the school system. A copy of this plan is available in the principal's office and on the county website at [www.sumter.k12.fl.us](http://www.sumter.k12.fl.us). Promotion criteria for each grade level can be found on our school website at [www.sumter.k12.fl.us](http://www.sumter.k12.fl.us).

## **STUDENT TRANSFER PROCESS**

Thirty (30) days prior to the beginning of each semester, the district will post a list of the out-of-field teachers on the district web-site. A parent whose student is assigned an out-of-field teacher may request that his or her child be transferred to an in-field classroom within the school and grade in which the student is currently enrolled. Any parent may request his or her child to be transferred to another classroom teacher once during a school year. The request must be made in writing and given to the school principal. The parent does not have the right to select the specific classroom teacher. These requests may not put a classroom over the state mandated class size. The principal must approve or deny the transfer within two weeks after receiving the request. If the request is denied, the principal must notify the parent and specify the reasons for denial.

## **SUMTER VIRTUAL SCHOOL**

Virtual courses are available to students.

## **TARDIES & EARLY CHECKOUTS**

A tardy is defined as any student who arrives after the tardy bell. An early checkout is defined as any student who leaves before the dismissal bell. All tardies and early checkouts will be entered as either excused or unexcused. Throughout the year, **each fifth unexcused tardy or fifth unexcused early checkout, will accumulate into an unexcused absence.**

A note is required for each tardy and early checkout. Upon the 10<sup>th</sup> tardy or early checkout, a doctor's note is required for excusal. Work missed because of an unexcused tardy or unexcused checkout will be entered at 50% of the grade earned. Please remember: arriving at school late or being checked out early causes a loss of instructional time, which can many times lead to lower grades and decreased achievement.

## **TOBACCO USE**

No student, regardless of age, will be allowed to use tobacco or tobacco products (such as, but not limited to, cigarettes, chew, and dip) while on campus. Bringing or using tobacco products at school will result in disciplinary action and/or legal monetary fines.

## **TRANSPORTATION CHANGES**

**No transportation changes will be accepted by phone.** Changes will be accepted by note or in person and must include the student's names, date, address of new bus stop, and duration of the change. Transportation changes cannot be made after 1:30pm.

## **UNEXCUSED ABSENCES**

Assignments missed during an unexcused absence, unexcused tardy, unexcused early check-out, or an out-of-school-suspension will be entered at 50% of the grade earned during the absence(s). Assignments awarded a grade of S, N, or U will receive one grade lower than the earned grade. All missed course work will be provided for completion; however, unreturned work will be entered as a "0." Please remember that school district policy requires a note be turned into the school **within three days** of a student being absent to excuse the absence. On the tenth (10<sup>th</sup>) absence and thereafter in a semester, a doctor's note will be required.

## **VISITORS**

All visitors must report to the office when arriving on campus. All classroom visits must be scheduled with the teacher prior to the visit.

## **WITHDRAWAL OF STUDENTS**

If you are withdrawing your child from school, please notify the school a few days prior to the withdrawal date. This will give time to complete the necessary paperwork. Also, make sure all school/library books are returned to your child's teacher.



# WILDWOOD ELEMENTARY SCHOOL

## UNIFORM POLICY 2020-2021

**Uniform Policy is as follows:** We reserve the right to review other items as inappropriate for school which may not be listed in this flyer. If you have a question about a piece of clothing, please don't hesitate to call the school for clarification. We're happy to discuss any concerns you may have.

**Girls:** The basic uniform for girls shall consist of a long or short sleeved blouse, polo shirt, oxford shirt or turtleneck paired with a skirt, walking shorts, skorts, capris, pants or jumper in a cotton twill or similar fabric. Fabrics with spandex or see-through are not permitted at any time. All shirts and/or blouses must have a collar.

**Boys:** The basic uniform for boys shall consist of a long or short sleeved polo, turtleneck, oxford or dress shirt paired with walking shorts or pants in a cotton twill or similar fabric. All shirts must have a collar.

**School t-shirts:** In addition to the shirts and blouses described above, a school sponsored t-shirt may be worn unless otherwise directed by your teacher.

### **Colors:**

- **Tops including sweaters:** solid color.
- **Bottoms:** solid color in navy, black or khaki/tan
- **Jackets:** Any solid colors, prints, or patterns may be worn throughout the year.

### **Clothing/Shoes:**

- No overalls, see-through tops, spandex or stretch pants of any kind (Pants May Not Be Tight Fitting)
- **Denim jeans may be worn after Thanksgiving break until Spring Break.**
- No sweat pants
- No t-shirts (except school spirit shirts on Fridays)
- No hats (except AR), bandanas and other headgear are to be worn.
- If clothing has belt loops, a belt with a standard buckle must be worn at all times. Belts that tie are not permissible.
- Shorts, skirts, skorts and jumpers must be at or below fingertip length.
- Skate shoes (with hidden wheels) are not permitted.
- Shoes must have a **back** and be **closed-toe**. Slippers, sandals, flip-flops, thongs, mules, slides, wedges and heels are not permitted.
- Pants and shorts must be worn at the waist and underclothes must not be showing.
- Shirts and/or blouses must be tucked in at all times.

- Shirts and or leggings worn under clothing for weather purposes must adhere to the color requirements above, designed leggings/tights or shirts will not be permitted.

### **Kindergarten Recommendations:**

- Elastic waist bottoms, as younger students have trouble getting belts undone in time for restroom emergencies.
- For safety purposes, Velcro shoes are recommended if your child doesn't know how to tie their laces.

### **Uniform Free Days**

- No hats (except AR), bandanas and other headgear are to be worn.
- Shorts, skirts, skorts and jumpers must be at or below fingertip length.
- Skate shoes (with hidden wheels) are not permitted.
- Shoes must have a **back** and be **closed-toe**. Slippers, sandals, flip-flops, thongs, mules, slides, wedges and heels are not permitted
- Pants and shorts must be worn at the waist and underclothes must not be showing or belts may be required.

***If a student comes to school more than three days dressed down when not earned...The student could lose their privilege to participate in dress down days.***