



WWES 2011 ~2012 WELCOME LETTER & STUDENT HANDBOOK



August 10, 2011

Dear Parents,

We are off to a grand start at Wildwood Elementary School. We're proud to announce that Wildwood Elementary School received a rating of "A" based on the Florida A+ Plan, and met 85% of the federal No Child Left Behind (NCLB) Adequate Yearly Progress (AYP) targets for 2010-2011. We're excited about the new school year and can't wait to celebrate sustained success. We continue to treasure the positive atmosphere at our school, and are appreciative of our dedicated staff, eager students, and supportive parents.

Today, every child received a blue folder packed with essential school documents. The following documents were included for your information:

- WWES Title 1 Parent Involvement Plan
- 2011-12 School Calendar
- Public Notice of Rights under "FERPA"
- School Uniform Policy
- 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

We've also included several forms that need to be completed and returned to the school by Friday, August 12, 2011:

- Free and reduced meal application
- Emergency contact form
- School insurance form
- 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:

VISITORS

All visitors must report to the office when arriving on campus. All parents/guardians must sign in at the office before visiting a classroom. Students may only be walked to

class the first full week of school. All classroom visits must be scheduled with the teacher prior to the visit.

TRANSPORTATION CHANGES

No transportation changes will be accepted by phone. Changes will be accepted by note or fax only, and must include a parent signature and address of the new bus stop. The fax number is (352) 748-4788.

TARDIES & EARLY CHECKOUT

All tardies and early checkouts will be entered as either excused or unexcused. A note is required for each tardy. Upon the 10th 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.

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."

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 two.

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.

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 2:15 each day. 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.

EARLY RELEASE DAYS

Students are dismissed at 12:15 PM on all early release days.

MEDICATIONS

A doctor's written authorization is required for any prescriptive and/or over-the counter medication distributed at school. Also, a form must be filled out and signed by a parent/guardian and the medicine must be in the original container. Forms are available in the school clinic.

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 748-6663.

EMERGENCY DRILLS

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

STUDENT INFORMATION FORMS

The school must have telephone numbers where family members or other designated persons can be reached in case of an emergency. Please notify the office immediately if there is a change in your address, phone number, business phone, or persons to contact in an emergency.

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 (748-3353) to schedule a conference appointment. Teachers' schedules do not allow time for drop-in conferencing.

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 cherry colored paper. As many of you know, you can obtain school information from our family friendly website (www.sumter.k12.fl.us/wwes). Our website is currently under construction but will soon feature all faculty email addresses, highlights of exciting activities, and copies of the monthly menu and school newsletter.

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.

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 Mrs. Cehi immediately.

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 or legal monetary fines.

PERSONAL ITEMS

Coats and jackets should be 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, IPOD's, MP3 players, etc. are not allowed 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 will be collected for parent pick-up if rules are not followed.

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. Promotion criteria for each grade level can be found on our school website at www.sumter.k12.fl.us/wwes.

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 folder. 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. Poor behavior could result in a visit to our ISS room or a long conduct to the office.

SCHOOL MEALS

Student meals are available daily. A full priced lunch is \$1.75, while the reduced rate is \$.40. A full priced breakfast is \$.75, and the reduced rate is \$.30. We will begin serving breakfast on Wednesday, August 9th. Weekly payment of meals (breakfast and lunch) is encouraged to reduce daily time needed to collect monies. Please pay in cash or online only, checks are not accepted. We cannot charge meals. Monthly menus will be sent home with students. Our cafeteria number is 748-0226.

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. **Please note that only School Board approved volunteers may chaperone field trips.**

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 every year. If you're planning to chaperone a field trip for your child, please ensure you complete an application at least four weeks in advance. Our Volunteer Coordinator this year is Mr. Lorenzo Fields; you may contact him at 748-3353, or at Lorenzo.Fields@sumter.k12.fl.us.

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, the teacher should be notified at least two days in advance. These treats will be distributed during lunch time only.

BUS REGULATIONS

Students must ride the bus to which they are 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. 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.

BEFORE AND AFTER SCHOOL SUPERVISION

Please adhere to the school time lines - 8:00 AM to 2:30 PM. Supervision for students will be provided for 30 minutes before and fifteen minutes after school and for any school sponsored function for students. Parents are requested to drop students off at the lunchroom no earlier than 7:30 AM. Students who are not picked up by 2:45 PM will be taken to the office and parents will be notified. Students arriving after 8:00 AM will be considered tardy.

SUNSHINE STATE STANDARDS/FCAT/SAT 10

Sunshine State Standards identify what students should know and be able to do in the areas of language arts, mathematics, science, social studies, the arts, health and physical education, and foreign languages. Benchmarks and Grade Level Expectations have been identified. The Florida Comprehensive Assessment Test (FCAT) and the

Stanford Achievement Test (SAT 10) measures student performance on selected benchmarks as defined by the Sunshine State Standards. School districts are required to incorporate provisions for instruction of the Sunshine State Standards into their Student Progression Plan. This instruction ensures students will be prepared to take the FCAT and SAT 10 at designated grade levels beginning in Kindergarten.

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.

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 school year.

NCLB

Information specific to the No Child Left Behind School Public Accountability Report is available on the district website, and a copy of related information is on file at the school.

Lastly, our Title I Annual Meeting/Parent Orientation Night will be held on Thursday, August 18th, from 6:00-8:00 PM. After a brief meeting in the cafeteria concerning NCLB and Title I, parents will be dismissed to go to classrooms. Teachers plan to provide an overview of the upcoming school year concerning policies, procedures, and grade level expectations. We prefer that children do not attend.

If we can be of any assistance to you, please feel free to call the school. Once again, we look forward to an exhilarating school year.

Sincerely,
WWES Administration