

West Foundation Student Handbook 2018-2019

SCHOOL THEME:



OFFICE STAFF:

Kim Smith, Principal
Jared Jacobs, Assistant Principal
Kristi Barnard, Secretary
Tina Davis, Attendance Clerk
Karen Gordon, Nurse
Alice Rogers, Counselor

Cafeteria



Lunch Schedule

LEAP	10:30 – 11:00
1 st	11:00 – 11:30
2 nd	11:15 – 11:45
3 rd	11:30 – 12:00
Kinder	11:45 – 12:15
4 th	12:00 – 12:30
5 th	12:15 – 12:45

Daily Schedule

7:45 AM **** Front doors open
7:45 AM **** Breakfast begins in the cafeteria
8:10 AM **** Breakfast ends
8:15 AM **** Tardy, Classes begin
3:35 PM **** Dismissal

Cafeteria Meal Prices

Breakfast

All Students - Free
Adults - \$2.60

Lunch

Students Paid - \$2.75
Students Reduced - \$0.40
Adults - \$3.80

The Cafeteria provides free breakfast to all students from 7:45-8:10 am. Lunch is served from 10:40 AM to 12:38 PM.

We encourage you to eat lunch with your child. After signing in at the office, you may wait outside the cafeteria for your child's class. Please do not go to the classroom if you are early. Due to lack of space for student seating, we have provided guest tables for your use in the hallways. After lunch, students will need to line up and return to their room with the class. No food from the cafeteria may be taken back to the classroom or out of the building (unless you are lunching outside at the picnic tables).

Cafeteria Guidelines for students:

All food remains in the cafeteria.

A student will not be able to return through the lunch line a second time.

If a student forgets to take milk, silverware, a napkin, or condiments, a staff member will bring it to the student.

Sugar packets on the condiment table are for adults' coffee or tea.

Students are not allowed to share food.

Students who bring lunch from home, who need to purchase a drink or dessert, will go to the front of the lunch line.

Violations of cafeteria guidelines: student will be given time-out for up to five days.

ATTENDANCE

- Wichita Falls ISD Policy is that students must be in attendance 90% of the school year in order to be promoted to the next grade
- Parent will be notified at the 8th, 12th, and 15th absence of the child
- If a child is absent due to illness, a medical appointment, or emergency, the parent must notify the school in writing or with a doctor's note so a record can be made for the absence
- If a student accumulates more than 15 absences in a year, the parent will need to meet with the West Foundation Attendance Committee
- Parents are responsible for providing documentation of illness
- If a student is going to be absent, the parent should call the school that morning at (940) 235-1192 before 10:00 AM
- Upon returning from an absence, all students must have a note explaining the absence, even if the parent has called the school. The note should be given directly to the attendance clerk within 72 hours
- The building is open at 7:45 am each morning. Homeroom time is 7:45 -8:15 am and will be quality time for students. However, children are marked tardy after 8:15 am
- Parents will be notified if a student is tardy more than three times in a 9 week grading period
- All grades are dismissed at 3:35.
- We do not provide child care before school, but the YMCA has an after school program on our campus. Contact the YMCA if you are interested in this program.



TARDIES

Tardies are disruptive to the classroom and also have an adverse effect on your child's educational progress. Students with repeated tardies will be asked to make up any missed work and the time. Any student arriving at school after 8:15 am should report to the office before going to the classroom.



Visitor Policy

For the safety and protections of our students all visitors must SIGN IN AND SIGN OUT IN THE OFFICE.

A name badge is required to be worn at all times during visits.

A driver's license or state ID must be scanned in the front office prior to visit.

Visitors are: Wichita Falls ISD employees other than West Staff

Parents, guardians, extended family members, and friends

Volunteers

All others not employed at West Foundation Elementary

Visiting the classroom or with your child's teacher: Please email the teacher or call for an appointment. Parents are not allowed to go to the classrooms after 8:15 AM during the school day.

Picking your child up between the hours of 8:15 a.m. and 3:35 p.m. Please come to the office and we will assist you. Please sign in.

We encourage you to visit West Foundation and be a vital part of your child's education.

Teacher Conference Schedule

Of the regular classroom teachers have their conferences scheduled each day during their PE/Music/Art/Library times. We encourage all of our parents to contact your child's teacher if a concern arises. Our teachers are professional educators and are very willing and capable of solving your educational problems. If you visit your child's teacher and still feel a need to discuss the specific situation, please feel free to give the office a call. Our primary concern is making sure that your child has a positive learning experience and feels good about themselves and our school.

Please communicate with your child's teacher!

Educators and parents share one common goal...to help each student in our school be successful!

PURPOSE of HOMEWORK

1. To help students improve achievement through the reinforcement of skills learned in schools.
2. To nurture the development of good study habits.
3. To familiarize parents with their child's work and give them a chance for involvement.
4. To assist students in the development of responsibility.

WHAT GUIDELINES DO TEACHERS FOLLOW IN ASSIGNING HOMEWORK?

1. Students should have prior instruction.
2. Homework should be promptly evaluated and returned to the student.
3. Homework should be directly related to classroom instruction.
4. Teachers should consider the availability of resources before assigning homework.
5. Assignment should not be too long to be completed within a reasonable amount of study time.
6. Deadlines for major projects should be set prior to major holiday periods.
7. Homework assigned over weekends and holidays should be assigned carefully and with consideration.



WEST FOUNDATION – CAMPUS HOMEWORK GUIDELINES

1. No homework will be assigned in grades 3-5 the nights before or days of STAAR testing.
2. All assignments (except major projects) will be graded and returned to students promptly.
3. All homework assignments, including all subjects should take the average student no longer than 20 minutes per night for Kindergarten-3rd grades and no longer than 40 minutes per night for 4th-5th grades.
4. If your student needs more than one hour to finish his/her homework, please contact the teacher immediately.

WHAT TEACHERS EXPECT ON HOMEWORK FROM STUDENTS:

1. An effort to understand the assignment.
2. To do their best on their homework, including neatness.
3. Responsibility for turning in assignments
4. Consistent, independent effort in completing assignments
5. Comprehension of the purpose of the homework task and the consequences for incomplete or non- completion of homework.
6. Promptly informing parents of the homework assignments.
7. A scheduled time to complete homework assignments.

School Discipline

In order for any school, any organization, to function properly a set of established rules and procedures are necessary. This section of our handbook contains the most relevant parts of the Board approved Student Code of Conduct for elementary school students. It is important that you and your child review this information so that you will clearly understand the rules of acceptable behavior and the consequences for violation of established rules.

Students violating the district's rules of conduct shall be subject to the disciplinary consequences of their behavior. In general, discipline shall be progressively administered. West Foundation will typically utilize the following forms of discipline management:

1. Verbal warnings
2. Verbal reprimand
3. Conduct Cuts/Withdrawal of privileges
4. Parent Contacts
5. Office Referral

If the student's misbehavior persists or if the student exhibits "severe" misbehavior, the student will be sent to the principal's office and the following disciplinary consequences will be administered:

1. Conference with the principal
2. Office Detention
3. Lunch Detention
4. In-school suspension
5. Assignment to an alternative educational program
6. Suspension
7. Other reasonable alternatives
8. A phone call and/or a written notice will be provided to the parent if a child goes to the principal's office.

These are the rules we use with our discipline program:

1. Listen to each other. Follow directions immediately, with a good attitude.
2. Hands are for helping. Keep hands, feet, body, and other objects to yourself.
3. Use "I Care" language. No swearing, cruel teasing, or rude gestures.
4. Care about the feelings of other people. No disrespectful language or actions.
5. Come to class prepared and with all needed materials.
6. Be responsible for what you do.

Vandalism/Damage

Students shall not vandalize or otherwise damage or deface any property including furniture and other equipment belonging to or used by the district. Parents or guardians of students guilty of damaging school property shall be liable for damages in accordance with law. Students shall be responsible for the care and return of state-owned textbooks and may be charged for replacement of lost or damaged textbooks.



Fire & Tornado Drills

Fire drills are required by law and are held monthly. Exit routes are posted in each classroom. When the signal is given everyone promptly and quietly exits by the assigned route. When the “all-clear” is sounded, everyone promptly returns to their assigned classroom.

Tornado drills will be practiced monthly. When the tornado alarm sounds students are to promptly and quietly move to their assigned safety area within the building. Students are to “duck & cover” within these assigned areas.

Lock Down Drills

Lock Down drills will be practiced once per semester. Students will promptly and quietly move to their assigned areas.

SPECIAL PROGRAMS

The district provides special programs for gifted and talented students, bilingual students, dyslexic students, and for those with disabilities. A student or a parent with questions about these programs should contact the principal, Ms. Smith, or the assistant principal, Mr. Jacobs.

Gifted and Talented (Advanced Academic Learners) WFISD serves gifted/talented students in grades K-12. Parents, teachers, professional school staff, and students may refer those who exhibit gifted characteristics. Information regarding testing will be sent home during the school year. If a student does not meet the necessary criteria for admission to the G/T program, they may be re-screened the next year.



DRESS CODE

The district's dress code is established to teach grooming and hygiene, instill discipline, prevent disruption, avoid safety hazards and teach respect for self and authority. Students shall be dressed and groomed in a manner that is clean and neat and that will not be a health or safety hazard to themselves or to others. The district prohibits any clothing that in the principal's judgment may be reasonably expected to cause disruption or interference with normal school operations. Clothing shall be properly fitted and properly worn.

- Bare midriffs and halter tops, see through tops and miniskirts may not be worn.
- Sleeveless shirts/dresses are permitted, spaghetti straps may not be worn, unless another shirt is worn underneath.
- Students may wear shorts but not short shorts.
- Jogging suits, sweat suits and warm ups may be worn.
- Sagging pants are not permitted.
- Appropriate undergarments shall be worn. They may not be seen.
- Sunglasses, combs, hats, bandanas and shall not be worn in the building.
- Hair is to be neat, clean, well-groomed, and styled so that vision will not be obstructed. Hair styles and colors that create a distraction will not be allowed. No mohawks of any kind are permitted.
- Students can wear flip-flops; however, if worn a pair of tennis shoes is recommended to change in to for PE. Shoes are to be worn at all times.
- Students may not wear clothing that has designs, symbols or lettering that would be interpreted as inappropriate, suggestive or vulgar.



School Bus Rules

To be eligible to ride the bus, a student must live at least two miles from school. Buses can pick up students only in their transportation zone. Parents must provide transportation if not residing in a transportation zone. Students are allowed to ride ONLY their assigned bus. Bus students will always be sent home on the bus unless the school has written notification from the parent of a change.

WICHITA FALLS ISD BUS POLICY

1. The bus driver is in charge of students on the bus. Students shall follow the driver's directions at all times.
2. Only authorized personnel and eligible bus students assigned to a specific bus are permitted to ride a bus.
3. Buses will halt at established stops only. Students cannot leave the bus until it arrives at an established bus stop or at the appropriate school. Students shall load and unload at the designated stop only.
4. Students shall wait for a bus by remaining on the sidewalk. If there is no sidewalk, students will wait next to the curb (but not in) the street. Students must wait until the bus comes to a complete stop before boarding or leaving the bus.
5. Students will remain properly seated at all times and not block the center aisle. Any or all students may be assigned seats.
6. Students must keep their hands, head, feet, and personal objects inside the bus at all times.
7. Scuffling, shoving, or fighting is prohibited on the bus and at the stops.
8. Littering or throwing items inside or from the bus is prohibited.
9. Students are not allowed to consume food or drink on the bus. The use of all tobacco products is prohibited.
10. Students shall not deface or vandalize the bus or related equipment.
11. Students are not to engage in loud talking, yelling, the use of profanity, or inappropriate language or gestures on the bus.
12. Students are not allowed to bring animals or harmful objects (i.e. weapons, drugs, alcohol, fireworks, etc.) on the bus.

VIOLATION OF ANY OF THESE POLICIES WILL REQUIRE THE BUS DRIVER TO TURN IN A WRITTEN REFERRAL. PARENTS WILL BE NOTIFIED. THE BUS COMPANY HANDLES ALL BUS REFERRALS. (K-5th grade)

Consequences

First Offense: The student will receive a written warning

Second Offense: Three day bus suspension will be issued to the student

Third Offense: Five day bus suspension will be issued to the student

Fourth Offense: Ten day bus suspension will be issued to the student

Fifth Offense: Fifteen day bus suspension will be issued to the student

Sixth Offense: Thirty day suspension will be issued to the student **SEVERE CLAUSE:** If a student's conduct seriously jeopardizes the safety of other students or the driver, an immediate suspension may be placed into effect which could include suspension for the rest of the year. (See WFISD Student Handbook for examples of SEVERE OFFENSES.)

Telephone/Address Changes

Please notify the school if there is a change in your address, telephone number, email, or person to contact in case of emergency. In the event of an emergency with your child, it is important to have up-to-date information that we may use to contact you.



Clubs and Organizations

Clubs and organizations that promote student learning or academic success are supported and encouraged by West Foundation. All student club/organizations meetings will be held outside of the normal school day as an extracurricular activity. Student clubs or organizations may establish rules of conduct and consequences for misbehavior that are stricter than those for students in general. If a violation is made and it is also a violation of school rules, the consequences specified by the school shall apply in addition to any consequences specified by the organization. If stricter standards are established for any club or organization, students and parents must sign an acknowledgement of stricter standards of behavior.

Credit by Exam

A student in any grade (1-12) may use examinations in lieu of coursework for acceleration to advance one grade level or to earn credit in an academic subject.

A student who has had sufficient prior formal instruction as determined by the District on the basis of a review of the student's educational records (and who has failed a course with a grade of no less than 60) may gain credit for the course by passing a proficiency examination on the essential elements of the course. However, a student may not use this examination to regain eligibility to participate in extracurricular activities. The attendance committee may allow a student with excessive absences to receive credit for a course by passing an examination.

Medicine at School

Prescription medications may be given only if a WFISD Medication/Treatment Request Form is completed and signed by the physician and parent/guardian. Prescription medication must be brought to school in a pharmacy-labeled bottle that contains the child's name, name of the medication, physician's name and instructions on how and when the medication is to be given.

Over-the-counter medications may be given only after a completed WFISD Non-Prescription Medication Authorization Form is signed by the parent/guardian. Over-the-counter medications must be received in the original, unopened container and will be administered according to the printed package instructions. A parent/guardian or designee, over the age of 18, not including the student is to bring all medications (prescription and over-the-counter) to the Health Clinic.

The school nurse, Karen Gordon, will give the medicine at the proper times.



Release of Students from School

Because class time is important, doctor's appointments should be scheduled, if possible, at times when the student will not miss instructional time.

A student who will need to leave school during the day must bring a note from his or her parent that morning and follow the campus sign-out procedures before leaving the campus. Otherwise, a student will not be released from school at times other than at the end of the school day. Unless the principal or assistant principal has granted approval because of extenuating circumstances, a student will not regularly be released before the end of the instructional day.

If a student becomes ill during the school day, the student should receive permission from the teacher before reporting to the school nurse. The nurse will decide whether or not the student should be sent home and will notify the student's parent.

PARENTS SHOULD NOT GO DIRECTLY TO THE STUDENT'S ROOM TO PICK THEM UP. PLEASE GO TO THE OFFICE TO SIGN THEM OUT.

Crisis/Evacuation Sites:

Evangel Temple

Horizon Bay Retirement Center

Please listen to the radio and/or watch the news if possible.