

**STUDENT/PARENT
INFORMATION 2018- 2019**



***Westwood Elementary &
Bales Intermediate***
**Friendswood Independent
School District**

Westwood
506 W. Edgewood Dr.
Friendswood, Tx 77546
281-482-3341

Bales
211 Stadium Ln.
Friendswood, Tx 77546
281-482-8255

WELCOME

Dear Parents:

Welcome to another exciting school year! We are so pleased to be your school and we anticipate another successful year! The information contained in the pages that follow are policies and procedures that will help provide clarity as we navigate the 2018-19 school year. Read the material carefully and review with your child the sections relevant to his or her school success. It will be a fabulous year!

These people are here to serve you:

Westwood

Principal - Ms. Kristin Moffitt
Assistant Principal - Mr. Lee Whitlock
Counselor - Ms. Heather Elmore
School Secretary - Ms. Lori Kreiter
Nurse - Ms. Laura Migl
Registrar - Ms. Chris Hergert

Bales

Mr. J.T. Patton
Ms. Wendy McAshlan
Ms. Kelly Parker
Ms. Marilyn Harkness
Ms. Randi Pipes
Ms. Cyndi Slaton

SCHOOL TIMES

Our school hours are 7:55 am until 3:03 pm. Students arriving after 7:55 will be counted tardy and will need to report to the office to receive a tardy slip.

ADMISSION & RELEASE

Release during the school day

Students will be allowed to leave school during the school day only with the permission of an administrator or front office staff. Parents may not go directly to their children's classroom and take the child away from school during the day. Teachers do not have the authority to let children leave their classroom with anyone. If you need to take your child from school before the end of the school day, such as for a medical appointment or a family emergency, you must sign the child out through the main office. The teacher will send the child to the front office, and she or he will be released at that time. Please note the following: The emergency contacts on the school records have the ability to pick up a child without a written statement from the parent(s).

At the time children are enrolled, the parent or other adult completing the enrollment forms should list those people who are authorized to pick up children during the school day. Please inform the office of any legal custody situation procedures for a child. **Unless the principal has a current court order signed by a judge, showing an official file stamp with the court, and indicating that a parent's right of access to and possession of his or her children has been limited in some way, the principal will release children to either parent.**

Students will not ordinarily be released during the school day to participate in private lessons or other instruction. If you believe you have a special situation that would warrant an exception to this rule, please contact the campus principal to schedule a conference about your situation and obtain notice of approval.

IDENTIFICATION WILL BE CHECKED ON ANYONE PICKING UP A STUDENT.

ATTENDANCE, TRUANCY, AND TARDY POLICIES

Attendance is one of the major indicators of student success. In addition, children who arrive promptly show respect to their teachers and classmates and it sets a good forming habit for punctuality. Official attendance is taken each day and affects state funding for our schools. Please schedule medical appointments (when possible) so that your student is in school. Students must bring a note after each absence. A note from the parent or guardian must be presented to the attendance office within three days of the student's return to school. Absences in excess of 3 consecutive days require a doctor's excuse. Please be aware that state law requires students to be in attendance 90% of the school year to be promoted. All students absent from school more that 18 days will have to apply for credit from the School Attendance Committee. At the attendance meeting a "truancy prevention plan" may be developed. If the truancy absences continue to mount, the school may file a complaint with the truancy court. Even enrolled Pre-K and Kindergarten students are subject to compulsory attendance laws. Make attendance a priority.

Part of Day Attendance Procedures

These procedures refer to absences that constitute parts of the day. Part of the day on Fisd Elementary and Intermediate campuses will be defined as arriving at school anytime after the first 20 minutes of the beginning of the school day and/or leaving anytime before the last 20 minutes of the end of the school day.

A student may not be eligible to receive a perfect attendance award if the student has any unexcused part of day absences.

Fisd Perfect Attendance awards will be based on students being in attendance at school; however, the Texas Education Code Section 25.087(b) has allowed for certain excused absences to count in perfect attendance. These absences are (1) observing religious holy days; (2) attending a required court appearance; (3) appearing at a governmental office to complete paperwork in connection with the student's application for U.S. Citizenship, or taking part in a naturalization oath ceremony; and (4) a temporary absence resulting from health care professionals if that student commences classes or returns to school the same day of the appointment. Notes must be presented to verify the excused absences above.

Part of day absences are to be documented by a note containing the reason for the absence, time of day arriving or leaving, and the date of the absence. Parents are expected to bring a note when they bring a student late or pick him/her up early. If a note is not presented, a form requiring a documented reason for absence will be required at the campus. If an unaccompanied student arrives without a note, a note must be presented within 3 days or it will not be accepted as excused unless allowed by the principal.

Signing a student out for lunch is discouraged and will be marked as an unexcused, part of day absence.

Tardy Policy

Friendswood ISD regards punctuality as essential to the successful operation of a learning program. Excused tardies may be for personal illness, physician, or dental appointment, or hazardous road or weather conditions. Persistent tardiness to school causes distractions and interruptions to the learning process, which are detrimental to the student involved and to his/her classmates. Disciplinary action (lunch detention) will be incurred on the fourth(4th) unexcused tardy and every unexcused tardy thereafter until the end of each nine week period.

BACKPACKS

Due to the lack of storage space, backpacks must be a standard size. Due to tripping hazards, rolling backpacks are discouraged.

BEHAVIOR EXPECTATIONS / BULLYING

Common behavior expectations are as follows:

1. Follow all directions given.
2. Walk at all times in school.
3. Use appropriate voice level. (as directed)
4. Keep hands, feet, and objects to self.
5. Keep school grounds clean.

Also, inappropriate display of affection is not permitted.

Bullying and physical and verbal abuse will not be tolerated. Students who believe they have been harassed by fellow students or district employees are encouraged to promptly report such incidents to the campus administration. If the campus principal is the subject of a complaint, the student shall report the complaint directly to the superintendent.

The district does not tolerate bullying, and any student or parent of a student who believes a student has engaged in bullying is highly encouraged to immediately report the incident. Retaliation against anyone involved in the complaint process is a violation of district policy and is prohibited. Reports of an alleged bullying incident may be submitted orally or in writing, to a teacher, counselor, principal or other district employee. Reports may also be submitted electronically, either anonymously or non-anonymously through the district website – Bullying – report it at www.myfisd.com under Parents and Students.

BICYCLES

Student bike riders, K-2, must be accompanied by an adult. A bicycle rack is located on campus. Students must lock and secure their bikes at all times. For safety reasons, wearing a helmet is recommended, and bikes **must** be walked on campus. Students are not permitted to cut through the parking lot. Skateboards are not allowed on campus during the school day.

BUS TRANSPORTATION

Bus rules have been formulated to provide the safest and most efficient transportation of students to and from school and/or related activities. A student must ride only his or her assigned bus. For additional information contact the FISD Transportation Department. **Bussing is strongly encouraged for all students.**

CAFETERIA

Breakfast

Breakfast is served daily in the cafeteria for all students from 7:25 - 7:55 am (K-2 at WW, and 3-5 at Bales).

Lunch

A monthly menu will be provided by food service. Our school participates in the federal Child Nutrition Programs which provide free and reduced price lunch programs to students based on family income levels. We maintain strict confidentiality as to whether students participate in the program. If your family would like more information about the program or if you have questions concerning your child's lunch, please contact the Director of Food Services. Parents may create an online account with the food service program by accessing the parent link under food service.

CARE OF SCHOOL PROPERTY

Students are responsible for the proper care of all books, supplies, technology devices and furniture supplied by the school. Students who disfigure property, break windows, or do other damage to school property or equipment will be required to pay for the damage or replace the item.

CLINIC PROCEDURES - See Student Illnesses / Clinic Procedures

COMMUNICATION

There are a variety of methods of communicating from school to home that your teacher might use. The office will choose to send messages through Skyward, called "Skymessage". These Skymessage notices will be sent to all parents via email reminding of upcoming events or notices. "Skylert" messages will also be sent through Skyward but these will be for emergency situations and one must be signed up to receive these emergency notices (ex: school closures, evacuations, delayed start, etc.).

To receive Skylert messages:

1. Go into Family Access through Skyward for your student.
2. Click on Skylert in the box on the left under Home.
3. When the Contact Box comes up, go to the area Text Message Numbers. If you wish to receive text messages, input (or update) your cell number there. Then click Save.

Teachers may also use CANVAS to communicate with parents. CANVAS houses the teacher websites. You can access CANVAS through the school website.

CONDUCT AND DISCIPLINE

The District Code of Conduct contains the school district's requirements for student conduct and behavior while at school or under the school's jurisdiction. The Code of Conduct also explains the types of disciplinary action school officials can take in response to violations of the rules.

DELIVERIES TO SCHOOL

Please refrain from having flowers, balloons, cookies, etc. delivered to the school. Lunches and lunch money may be left at the front desk and will be delivered to the child.

FIELD TRIPS

All students attending school-sponsored field trips are required to ride the bus to and from the field trip site. In the case of an emergency situation, please contact the principal to discuss options.

LIBRARY/ MAKERSPACE/ MEDIA CENTER

The mission of the school library program is to ensure that students and staff are effective users of ideas and information enabling them to be literate, creative, lifelong learners. Print and electronic resources are available for student use and pleasure. The library also offers a unique space where creativity meets innovation in a lab environment. All ages will be inspired as they learn, share and collaborate with others through the use of maker spaces, Lego wall, and a media center equipped with a green screen. Imagination will lead learning!

LOST, DAMAGED, OR STOLEN PERSONAL ITEMS

We discourage your child from wearing or bringing to school expensive or irreplaceable jewelry, watches, sunglasses, or personal clothing that may be removed during the day. Students are responsible for all their personal possessions while at school or any school-sponsored or school-related event. Students who find lost articles are asked to give them to their teacher or the main office. Items such as jackets, sweaters, lunch boxes, and playground equipment are placed on the lost and found rack in the gym. All items not claimed by the last day of school will be donated to charity. **It is important you understand the school district is not responsible for any personal items that are lost, damaged, or stolen at school or a school-related activity. Students are responsible at all times for their personal property.** It is unwise to carry large amounts of money or valuable items. Personal property is not covered by school insurance. **Please leave valuables at home.**

PARENT/TEACHER CONFERENCES

Parents are encouraged to schedule conferences through email with teachers to discuss student progress.

PARTIES & BIRTHDAYS

There are three state approved parties each school year. These parties will be planned and conducted by parent volunteers in accordance to school party guidelines. No other parties will be allowed during school time. Each student may only have one visitor attend one of the three parties. The visitor will need to RSVP prior to the party. Visitor lists will close to changes one week prior to the party.

Birthdays

We recognize birthdays each morning during daily announcements. Teachers or students may not send home party invitations to other students. Birthday gift deliveries are not permitted during school hours as it distracts from the learning environment. We ask that birthday celebrations be spent with the family.

PICK-UP/ DROP-OFF PROCEDURES

Beginning at 7:25 am., students may be dropped off at the front of Westwood or Bales. No drop-off in bus lanes. At dismissal, the bus parking lot (behind Westwood) will be limited to bus traffic only.

Do not allow your child to walk in any parking lots unescorted and always use the crosswalks.

All Westwood students will be picked up in the front of Westwood. Drivers must have a "pick-up authorization card" to pick up a student (2 cards per family). Those without a card will be required to check in with the front office. Bales students who have a Westwood sibling will walk to Westwood to be picked up with their younger sibling at the front of Westwood. No Westwood student may walk through to Bales to be picked up in front of Bales. Bales students may be picked up in the front of Bales. Because of the traffic becomes very congested, **we strongly encourage all students to ride the bus.**

Walkers/bikers/"Walk-Ups"

Westwood walkers and bike riders must be accompanied by an adult who will need to present an authorization pick up card to pick up a student. While we discourage parents from parking to "walk-up," we will have the following expectations:

- Provide an authorization pick up card to pick up a student,
- Use the crosswalk and the dedicated walkway in front of the parked cars,
- No walking behind cars, and
- Refrain from having students play between the parking area and FM 2351.

PTO

Membership in the PTO (Parent Teacher Organization) is open to any parent who has a child attending Westwood or Bales and to all faculty and staff members. Meetings typically occur the first Friday of each month at 9AM. Some meetings may be held in the evening as well. Everyone is encouraged to attend.

QUESTIONING STUDENTS AT SCHOOL / CPS

Sometimes law enforcement officials or investigators from Child Protective Services (CPS) ask to interview students at school. In the case of Child Protective Services conducting an investigation, we are required by state law to permit the investigator to talk to the child at school. We will also make every effort to cooperate with law enforcement officials conducting an investigation that requires talking to students.

REPORT CARDS AND PROGRESS REPORTS

Report cards are issued at the end of each nine weeks. They are distributed to the students approximately five school days following the end of the grading period. Grades are used to designate students' progress. Progress reports are issued midway through each nine week period for students failing or in danger of failing. A student is expected to take report cards and progress reports home and have them signed by a parent or guardian, not as evidence of approval, but as evidence of parental acknowledgment. The signed reports should be returned to the designated teacher no later than three days after they were issued. Final report cards for the school year are sent home with students. To view grades online, parents may log into Skyward "Family Access."

REQUEST FOR ASSIGNMENTS

When a student is ill for two or more days, a request for assignments may be made. Please email your child's teacher(s) early in the morning of the second day to make the request and plan to pick up the assignments between 3:00 and 3:30 p.m. A student has as many days to make up work as he/she was absent, but the maximum is five days. **It is the responsibility of the student or parent to request missing assignments.**

SAFETY AND SECURITY/SEE SOMETHING SAY SOMETHING

In FISD, the safety of our schools is paramount. Students and parents are our first line of defense for reporting unusual activity or safety concerns. FISD's **See Something, Say Something** is an anonymous reporting system immediately alerting administration when sent. The form asks you to specifically describe what you saw: What did you see? When did you see it? Where did it occur? Why was it suspicious? You are always encouraged to call 911 if you believe it is an emergency. The See Something, Say Something link can be found on the homepage of the FISD website, www.myfisd.com

Surveillance cameras are placed at all doors and in the hallways of our school. Each camera records all activity. All exterior doors are locked with the exception of the main entrance. All visitors must report to the front office to sign in and receive a visitor's name tag. The receptionist will ask for your driver's license and it will be scanned using a system that is connected to the database that provides an alert for any person who may jeopardize the safety of the campus. After your license is scanned a name tag will be printed for you. It will show the date and the purpose of your visit. Please know that every visitor must have a name tag, and anyone without it will be stopped. Visitors must return to the front office before leaving the building to turn in their visitor's tag. Even though this is time consuming, it is essential to our students' safety. For your child's protection, parents and visitors are not allowed to go to their child's classroom to pick them up during or at the end of the day. All check out is through the front office. Please allow students to walk to classrooms independently in the mornings and to go to the designated areas for dismissal in the afternoons. If you need to pick up your student, you will be asked for your driver's license. Students will only be released to parents or other adults designated on your enrollment/emergency card. Please keep your emergency card updated. All adults picking up students must show a photo ID.

SEVERE WEATHER

Occasionally the threat of severe weather, such as rapidly approaching hurricanes and/or dropping temperatures which can cause freezing rain and hazardous road conditions or flooding, make it necessary to dismiss school earlier than usual in order for buses and cars to be able to travel the normal routes. Check the district website for announcements concerning the dismissal or cancellation of school and the time when classes will be resumed if such dismissal or cancellation occurs. Notification will also be disseminated through SkyAlert to all those with an active email on file.

STUDENT ILLNESSES- CLINIC PROCEDURES

Medications: Legal factors limit school employees in the administration of medication. All medications which need to be administered during school hours must be brought to and kept in the clinic. All medications must be in the original container, age appropriate, and FDA approved. Prescription medication must be specific for the student with a pharmacy label. A signed "Parent Request for Administering Medication" form must accompany the medication. This form can be found on the district website under the tab "Parents & Students", then the link "Nurses", or the nurse's office. In addition, one may also access all clinic forms including forms that need to be completed each school year by a Physician and parent (ie- Allergy Action Plan and Self-Administration of Asthma Medication).

Herbal Supplements: Herbal medications, dietary supplements, and home remedies will not be given during school hours since they are not FDA approved.

Narcotics: Narcotic analgesics will not be administered at school because of the addictive nature and the potential to induce sleep or stupor.

Student Illness or Injury at School: We have at least one Registered Nurse and a clinic on each campus to care for your child should they become ill or injured while at school.

One of the forms the district asks you to complete at the beginning of each school year is a form authorizing designated school employees to consent to medical treatment in case your child is injured at school or at a school-related activity and requires emergency treatment. The nurse will call you in such a situation and will also call for emergency medical assistance. It is important, however, that you understand that the school district is not responsible for any cost of medical treatment or services provided after an injury at school or a school-related activity. The school district cannot and will not use public funds to pay individual student medical expenses.

At the beginning of each school year, the district offers you the opportunity to purchase low-cost student accident insurance that covers the student while at school. You may also purchase a policy that covers the student 24 hours a day. The school district is not the policyholder for this insurance; if you decide that additional protection would be a benefit and protection to you and your family, the contract is between you and the insurance company.

For the protection of all students, the following health rules have been set up and will be followed at all times. A child cannot remain in school with:

- **Fever of 100 degrees or over**
- **Undiagnosed rash or weeping sores**
- **Vomiting and /or diarrhea**
- **Red, discharge from eyes, or**
- **Any illness making him/her feel too badly to participate**

A student having any of the above symptoms BEFORE SCHOOL SHOULD STAY AT HOME for observation and care. A student will not be sent home without special arrangements and permission of the parent. Any illness or injury which causes the student to miss three consecutive days of school must return with a note from the health care provider authorizing the return to school. The school nurse is not in a position to diagnose or treat illness. For questions about diagnosis or treatment, a medical doctor should be consulted. Students should be free of fever (without the use of Tylenol or Ibuprofen), vomiting, and /or diarrhea for 24 hours before returning to school.

Immunizations: Texas Law requires specific immunizations for all students enrolled in schools. All required immunizations must be completed, validated by a doctor or health department, and on file at school the first day of class. The immunizations required are:

- **Diphtheria/ Tetanus/ Pertussis (DTaP, DTP, DT, Td)** 4 to 5 doses; 1 dose must have been received on or after the 4th birthday. For students aged 7 years and older, 3 doses meet the requirement if 1 dose was received on or after the 4th birthday.
- **Tetanus/ Diphtheria/Pertussis (Tdap)** 7th grade - 1 dose of Tdap is required if at least 5 years have passed since the last dose of tetanus-containing vaccine. 8th-12th grade – 1 dose of Tdap is required when 10 years have passed since the last dose of tetanus-containing vaccine. Td is acceptable in place of Tdap if a medical contraindication to pertussis exists.
- **Polio (IPV)** 4 doses of polio; 1 dose must have been received on or after the 4th birthday. However, 3 doses meet the requirement if the 3rd dose was given on or after the 4th birthday.

- **Measles/Mumps/Rubella (MMR)** 2 doses are required, with the 1st dose received on or after the 1st birthday
- **Hepatitis B (Hep B)** 3 doses are required
- **Varicella (VAR-chickenpox)** 2 doses are required; the 1st dose must have been received on or after the 1st birthday; or parent documentation of the date in which the student had the chickenpox disease
- **Meningococcal (MCV4)** for 7th – 12th grade - 1 dose is required on or after the 11th birthday. For high school students taking dual credit, the dose must be within the five-year period before enrolling. They must get the vaccine at least 10 days before the semester begins.
- **Hepatitis A (Hep A)** K-9th grade - 2 doses are required; the 1st dose must have been received on or after the 1st birthday
- **Haemophilus Influenzae type b (HIB)** PRE KINDER STUDENTS ONLY- 4 doses required
- **Pneumococcal (PCV)** PRE KINDER STUDENTS ONLY- 4 doses required

Exemptions for Immunizations: Texas law allows (a) physicians to write medical exemption statements that the vaccine(s) required would be medically harmful or injurious to the health and well-being of the child or household member, and (b) parents/guardians to choose an exemption form immunization requirements for reasons of conscience, including a religious belief. The law does not allow parents/guardians to elect an exemption simply because of inconvenience.

Instructions for requesting the official exemption affidavit that must be signed by parents/guardians choosing the exemption for reasons of conscience, including religions belief, can be found at www.immunizetexas.com under “School & Child-Care.” The original Exemption Affidavit must be completed and submitted to the school. This exemption must be renewed every two years.

For children claiming medical exemptions, a written statement by the physician must be submitted to the school. Unless it is written in the statement that a lifelong condition exists, the exemption statement is valid for only one year from the date signed by the physician.

State required screenings: Texas law requires Vision, Hearing, Acanthosis Nigricans (AN), and Spinal screenings to be conducted on all students. Vision and Hearing screens are conducted in K, 1st, 3rd, 5th, and 7th grades. AN screenings are conducted on 1st, 3rd, 5th and 7th grades. Spinal screenings for girls are conducted in 5th and 7th grade, boys are screened in 8th grade.

STUDENT’S LEGAL NAME

While we recognize there are circumstances when a parent may wish his or her child to enroll under a name other than the child’s legal name, we are required to maintain all school records for each child under the child’s legal name as shown on the birth certificate or other recognized document to prove the child’s identity or as shown in a court order changing the child’s name.

STUDENT SIGN-OUT & APPOINTMENTS

Parents must come into the office to sign out their child. The front office will then notify the teacher when the parent/guardian arrives. Students will not be called to the front before the parent arrives in order to maximize the student’s learning time. Please allow for this extra time when picking up your child for an appointment.

Security measures in place require all doors on campus to be locked including the breezeway doors between WW and Bales. Therefore students are unable to walk back and forth between schools. This safety requirement, now affects parents signing out students at both campuses and will require parents to sign out at both schools. For your convenience, if a student is being signed out at Bales also, the WW office may call the Bales office in an effort to have the student ready for pick-up at Bales or Bales may call WW to expedite the sign-out.

Signing a student out for lunch is discouraged and will be marked as an unexcused part of day absence.

If a student returns to school, he/she must sign in at the front office and show confirmation from the dentist or doctor.

Appointments should be made so a student can be in attendance during the day. **We strongly discourage student check out during the last portion of the school day (2:30 - 3:05 pm).**

SUPPLEMENTAL READING PROGRAM (SRP)

Reading intervention is provided through SRP to students who experience difficulty in acquiring reading skills. Consideration for placement in this program is reviewed throughout the year. More information, including referral procedures, is available through the SRP teacher.

TELEPHONE MESSAGES

Students will be allowed to use the school office telephone for emergency purposes, lunch money, and to notify parents about tutorials and after-school activities. Students are not permitted to use cell phones during school hours without express permission of school staff. Please do not call or text your child's cell phone during the school day.

TESTING AND ASSESSMENT PROGRAMS

In addition to routine testing and other measures of achievement, students at certain grade levels will take various assessments. Each third grader will take the STAAR test in reading and math. Each fourth grader will take the STAAR test in reading, math, and writing. 5th Graders will take the STAAR Reading, Math and Science. The STAAR test is a rigorous exam designed by the state which assesses a student's ability to read, think, and solve problems. See the TEA website for more information and testing dates.

TITLE 1 PARENTAL INVOLVEMENT POLICY

There exists significant research describing the positive impact on student achievement resulting from meaningful parental involvement. Friendswood Independent School District encourages the active involvement of all parents in the education of their children. To specifically encourage parental involvement in the Title 1 program, the following activities will be offered:

1. An annual meeting of Title 1 parents will be held to inform parents of their school's participation in Title 1, to explain the Title 1 Parental Involvement Policy, and to review parents' rights to be involved in Title 1 activities.
2. An opportunity will be provided to Title 1 parents to become involved in Title 1 planning, review, and improvement efforts.
3. Parents of Title 1 children will be provided with:
 - a. timely information about Title 1 programs
 - b. school and individual assessment information and results, including an explanation of those results
 - c. information about curriculum and the levels students are expected to achieve
 - d. opportunities for regular meetings related to the education of their children
 - e. timely responses to parent inquiries and suggestions.
4. Parents and school staff, where appropriate, will jointly develop and commit to a home-school compact. This compact will detail how parents, staff, and students will share responsibility for improved student achievement.
5. Parents will be provided with opportunities to improve their skills so they may effectively work with their children to improve achievement.
6. Opportunities for Title 1 parental involvement will be coordinated and integrated with those opportunities offered through other programs to the extent feasible and appropriate.

The Title I program is funded to assist children who are having difficulty in reading. Identified students are pulled for small group instruction to address areas of difficulty.

TRANSPORTATION CHANGES

Transportation changes are to be completed in writing and sent to school with your child or left in the school office. For safety issues, changes will not be accepted over the telephone, by fax, or email.

TUTORING

All students are offered tutorials. Each teacher schedules tutorial times for his/her students. Students requiring extra assistance should attend these tutorial sessions. Transportation to and from tutorials is the responsibility of the student and parent.

VISITORS / VOLUNTEERS/ LUNCH VISITATION

All visitors/volunteers must check-in and check-out through the front entrance upon entering or leaving the building. For the safety of our students and our staff, you will be required to produce the appropriate identification, state purpose for visit, and obtain a visitor/volunteer badge. Parents volunteering on both campus sites will need to check in with the school they are

serving. Due to safety measures, parent volunteers will not be allowed to travel between schools using the adjoining breezeway due to our exterior doors remaining locked.

A badge will document a parent's purpose in the building. We ask you to honor the purpose of your visit and to remain in those designated areas.

We value and appreciate our volunteers. They are an integral contribution to the success of our school. Volunteers are to be scheduled in advance of date and time by the teacher. The front office staff will conduct verification of schedule before volunteers are allowed to proceed to their destination. In order to maintain a quiet, instructional environment, we prefer that no pre-school children accompany parents who are volunteering in the school hallways and classrooms.

LUNCH VISITATION

In order to establish routines, accommodate the large number of unscheduled visitors, and have adequate presence of administrators, **parents may visit for lunch on Wednesday, Thursday, and/or Friday.** Our campus will be closed to visitors during the first two weeks of school, the last two weeks of school, and the weeks of state assessment to allow for the varied schedules of lunches. Parents visiting their K-2 student may sit with their child in the Character Court or Nature Center for lunch. Parents visiting their 3rd - 5th grade children at Bales will sit with their child at the designated visitor tables. Outside food may be brought in for your child only. No sharing of food between students is allowed per state policy. Also, friends may not be invited to eat lunch with you and your child for safety reasons. Lunches with siblings at WW and Bales will be highly discouraged due to the security measures in place with exterior locked doors.

WELLNESS

Students must wear appropriate clothes and athletic shoes (no cleats) for safe and comfortable participation in Wellness class. If a student is sick or injured, he/she must provide a written excuse. If physically able, students will have the option to participate in Wellness activities on a limited basis or do written assignments for class participation.

Wellness Excuses

If your child is ill and/or unable to participate in physical activity, please send a note. A note from a physician is required for any activity restrictions longer than 3 days.