

West Navarre Intermediate School

1970 Cotton Bay Lane
Navarre, Florida 32566
(850) 936-6060

Home of the Navigators

2016-2017

This agenda belongs to:

Name _____

Classroom Teacher _____

Lunch Number _____

I am not afraid of storms for I am learning how to sail my ship. - Louisa May Alcott

West Navarre Intermediate School

Our goal at West Navarre Intermediate School is to provide our students with the tools necessary to become productive members of society. Every precaution is taken to provide for the safety of your child. Children are under constant supervision, and all school board personnel wear name tags to make them easily identifiable. As an added measure of safety, all volunteers and visitors are required to report to the front office, sign in, and *must wear* badge provided, making sure it is visible on the upper body. We conduct routine fire drills, severe weather drills and lockdown drills.

ATTENDANCE & TARDINESS

Good school attendance is a must for every child if they are to receive a quality education. Excused absences will be granted in accordance with the Student Code of Conduct. All work missed during the excused absence shall be turned in within three school days after returning to school. Any student who has been absent from school shall bring a note within three days from a parent or guardian stating the reason for the absence. Pre-arranged absence requests **MUST** be made at least five school days prior to the date of the absence, and all missed work will be due on the day the student returns to school. Students arriving after 8:25 AM. will be marked tardy. Five accumulated late to school check-ins or early check-outs will equate to the student receiving one unexcused absence, in accordance with the Student Code of Conduct. Childhood diseases, viral infections, and lice are easily transmitted from an infected child to a healthy child. Once illness is suspected at school, parents are contacted promptly and are asked to pick up their child. Students who have been found to have lice in their hair must be cleared by the school clinic technician before returning to class. Students who have been out of school due to fever, diarrhea or vomiting should be clear of these symptoms for a 24 hour period before returning to school.

BREAKFAST AND LUNCH PROGRAM

We offer a pre-pay meals program, where children may pre-pay their breakfasts or lunches for a week, a month, or even a year using www.MySchoolBucks.com. When the pre-payment is loaded into the computer, an account is created for your child. When a meal is received, the computer automatically deducts the purchase from your child's account. If your child does not eat, the money remains in the account until he/she uses it. Checks for meals only are to be made out to West Navarre Intermediate Cafeteria. Please send separate checks for each child. When a student has accumulated three unpaid meals, the parent shall be sent a notice that is signed by the principal explaining the district policy and the status of the child's account. **When the student has accumulated five unpaid meals, the principal or assistant principal shall contact the parent for a conference.** If the parent is not responsive, the student will be referred to the School Social Work Department. A representative from the School Social work Department will visit the home to discuss the family's eligibility for various programs including, but not limited to, Free and Reduced Meal Program, public and private assistance programs, and Child Protective Services Program. Sack lunches are available from the cafeteria for free, reduced and full price students, for field trips. Snacks, yogurt, and other a la carte items are sold separately. Nutritious lunches and snacks are encouraged. Chewing gum and carbonated sodas are not permitted. Red liquid drinks are not permitted in school as they leave stains when spilled on carpets and furniture. The school microwave oven is for teacher use only. Parents are welcomed to join their child for lunch. Prices for the 2016-2017 School Year are as follows: Breakfast \$1.05; Breakfast – Adult \$1.75; Lunch – Elementary \$2.45; Lunch – Adult \$3.25.

CHILD ABUSE

Florida law requires all teachers to report any cases of suspected child abuse and/or neglect to the proper authorities. We will comply with this law.

CONFERENCES OR CLASSROOM VISITS

While we welcome parent volunteers, parents should refrain from just dropping in the classroom to discuss their children's progress. Parents are encouraged to schedule conferences by calling the school office or emailing the teacher to discuss any matter of concern. Conferences should not be scheduled when teachers are responsible for their classes.

DISCIPLINE

We believe that a well-disciplined school is one where children feel safe, secure, and have ample opportunities for success. Order, rather than chaos, is the formula for a safe, successful school. West Navarre has formulated a discipline plan that focuses on promoting positive behaviors. The following are school-wide rules for WNIS: **1. respect yourself and others; 2. take care of school property; 3. be on time and ready for class; 4. walk quietly and in an orderly manner.** WNIS has created an innovative Positive Behavior Support Program (PBIS) by grouping all 3rd, 4th, and 5th grade students into four communities. The communities are named after our five school-wide expectations of truth (Veritas), loyalty (Fidelis), responsibility (Officium),

courage (Animus) and respect (Erubesco). Community members attempt to earn points for their community by displaying “above and beyond” examples of each school-wide expectation. Points are earned throughout the school as well as on the school bus, not just in the classroom. At the end of each nine weeks the community with the most points is rewarded with a community based service trip. Each reward trip is an attempt to instill in our students a sincere desire to participate in activities that give back to their local community.

DRESS

In the interest of comfort and safety, we ask that parents dress their children appropriately for school. Students may not wear spandex, muscle shirts, halter tops, spaghetti straps, tube tops, undershirts, sports bras or boxer briefs, or other underwear as outer garments. Likewise, student should not wear clothing that reveals undergarments or the midriff, nor blouses or shirts which are low-cut or see-through. Skirts, split-skirts, dresses, and shorts may be worn, but must be near the knee in length. Tennis shoes are recommended for the physical education program. Shoes must be worn at all times (unless medical reasons indicate otherwise). Students are discouraged from wearing flip flops, high heels or bedroom slippers/house shoes. Sunglasses, hats, hoodies, or other head coverings may not be worn in the building or on the bus. See page 18 of the Santa Rosa County School District Student Code of Conduct for more specific information. . *All visitors are required to follow the dress code.*

EDUCATIONAL RECORDS, RIGHTS & PRIVACY

In accordance with the Family Rights & Privacy Act of 1974 and FL Statute 228.093, educational records including files, documents and any other materials directly related to each child are kept and maintained on each child. Parents and students over the age of eighteen have the right to review, inspect and challenge the individual student’s record. However, without the consent of the parent, only the parent, school personnel and persons specified in school board policies will have access to a student’s record. Directory information on students may be released unless the parent makes a request in writing for the school not to do so. Directory information includes the student’s name, address, date and place of birth, dates of attendance, participation in officially recognized sports and activities, weights and heights of athletic team members, awards received, names of parents, and the name of the current school attended. The written request not to publish any or all of the above information must be on file at the student’s school within two weeks of students’ initial date of entry. When a student transfers from one school to another, the educational records of that student are automatically forwarded to the new school upon request from that school.

EMERGENCIES

It is each parent’s responsibility to keep the school informed of any change of address, home and/or work telephone numbers and a telephone number of a person that can be reached in case of an emergency.

MEDICATION

Any medication, either prescription or nonprescription, to be administered to a student on school premises or at school functions (including field trips), must be brought to the school by the parent/guardian/authorized adult representative for retention and administering. No student will be allowed to have medication, prescription or nonprescription, with the exception of an Epipen or an asthma inhaler, in his/her possession on school premises, on school transportation, or at a school function. Epipens, insulin pens, or asthma inhalers will be permitted to be carried with parental permission and physician’s signature on the “Dispersion of Medication Form.” The parent/guardian of a student with diabetes should contact the school to update the “Students Health Care Plan for Insulin Dependent Diabetes Form.” Medication brought to the school must be in the original prescription container, properly labeled with the child’s name, doctor’s name, name of medication, route, dosage, directions and expiration date. A “Dispersion of Medication Form” must be completed for **each** prescription, and a method of disposal of any unused or expired medication designated. The medication must be counted jointly by the parent/guardian and a school staff member. The parent/guardian and school staff member must both sign the “Registry of Medication Form” both for the initial prescription and each time additional medication for the same prescription is brought to the school. Nonprescription medication should also be in the original container and the procedures previously described for dispersion and registering of medication apply. Parents/guardians are encouraged to request prescriptions for medications which limit administration during school hours. First morning doses should be given at home with only mid-day doses administered by a school staff member. Doses missed at home will not be administered by school staff. Medication(s) will not be provided by the school.

PTO

The PTO, an organization of parents and staff members, is an organization that helps raise funds and support activities that contribute to the enhancement of the educational program at WNIS. Examples of PTO support for WNIS include purchasing of computers and other classroom needs, providing funds to pay for student lunches until other funds can be secured, and honor roll recognitions. Parents are encouraged to join and support this worthwhile organization.

PARENT PICK-UP

Parents are requested to enter the school from Sunrise Drive entrance and follow the procedures indicated on the map and accompanying instructions distributed during orientation. Additional copies may be picked up in the front office. **NAMES OF STUDENTS TO BE PICKED UP SHOULD BE DISPLAYED ON THE TAG ON THE REARVIEW MIRROR OF PARENTS' VEHICLE.**

PARTIES

Birthday party or other invitations are permitted for distribution at school only if all students in a classroom are included.

REPORTING TO PARENTS

Methods of reporting to parents may include the following: parent-teacher conferences, mid-term progress reports, report cards, papers sent home for parents to review and sign, and student planners. Either party may schedule parent-teacher conferences. Mid-term progress reports are sent home at the mid-point of each nine-week grading period for all students. Report cards will be issued each nine weeks, or four times during the year. The principal of the school has the final authority for the grade placement for each student. Students not meeting state determined levels on the third grade FSA must be retained in grade three.

SCHOOL DAY & AFTERNOON ARRANGEMENTS

School hours are from 8:25 AM to 2:31 PM. Students should NOT arrive earlier than 7:55 AM or remain on campus later than 3:00 PM unless they are participating in a supervised activity. School doors will not open until 7:55 AM each day. Supervision is **NOT** provided before 7:55 AM or after 3:00 PM. Childcare before and after school is provided through the Community School After-School Program. For information regarding this program, please call the South Santa Rosa Community School at **934-4095**. Parents should not pick up their children a "few" minutes before school is dismissed. This is an extremely busy time for the students and teachers as this is when homework is being assigned and students are busy packing their book bags and belongings. If there is to be a change in a child's routine, (i.e. "Don't ride the bus," "Ride the bus to grandmother's house," "Go to daycare.") parent requests **must be in writing**. The student may bring the **required note** for this change or it may be FAXED to 936-6067 by 11:00 A.M. No verbal requests will be accepted over the phone. Parents arriving after 2:05 PM to pick up students should drive to the parent pick-up line and follow the flow of traffic. In cases of legal separation or divorce of parents, it is the responsibility of the parent or guardian with legal custody to file a certified copy of the custody agreement with the school office. **A parent/guardian or contact person listed with the school must present a picture ID in order to check students out of school.**

SCHOOL STORE

A school store will be operated for the convenience of the students. Notebook paper, pencils, erasers, and other supplies may be purchased each morning between 7:55 to 8:20 A.M.

TESTING PROGRAM

All third, fourth, and fifth grade students will take the Florida Standards Assessment (FSA). All fifth graders will be required to take *Florida Statewide Science Assessment*.

TEXTBOOKS

Textbooks are furnished to the students by the state of Florida at no cost to the parents; however, students are responsible for the care of the books. A reasonable amount is assessed for damaged and torn books. Students are required to pay for any lost textbooks.

TOYS/ELECTRONIC DEVICES

In order to maintain an appropriate learning environment, the following are prohibited: trading cards, make-up, CD players, electronic games, animals or toys of any kind. Students may bring a mobile device to school. The mobile device shall be in silent mode during school hours so noises from the device will not disrupt the instructional environment. Students may use their mobile device at any time during NON-INSTRUCTIONAL time unless instructed specifically not to do so by a member of the school staff. During INSTRUCTIONAL time, a student may use their mobile device as indicated by the teacher/instructor in charge. Parents who need to reach their child (or vice versa) should communicate via the front office if an emergency arises. A

student may use a mobile device on a school bus as directed by the official in charge. (Bus Driver, Teacher, Coach). Failure to follow instructions from the school official in charge may result in a discipline referral. Continued use of a mobile device after being instructed by a school official not to do so may result in disciplinary action.

TRANSPORTATION

Santa Rosa County School Board determines school bus routes, and drivers, principals, and parents may not alter these routes without permission of the School Board. Pupils are asked to be at their bus stop 10 minutes prior to the scheduled pick up time. Loud talking, changing seats, running, arms or heads out the windows, fighting, and similar behavior is not permissible. Bus rules will be clearly posted on all buses, and students will be expected to abide by those rules. Repeated violations of any of the above policies will result in disciplinary action or suspension of bus privileges. The transportation office phone number is 850-936-6005. **Directions for parent drop off and pick up** of students are included in the orientation packet. Parents should be prompt in picking up their children. Students not picked up by 3:00 PM will wait in the front office.

VOLUNTEER PROGRAM

Volunteerism is a vital part of WNIS. Orientation will be held during the classroom orientation conferences at the beginning of each school year. Each volunteer is asked to complete an application, which will be presented to the School Board for approval. We request that these be completed by the first month of the school year for all family members who will possibly volunteer during the 2016-2017 school year. **Volunteers working at school or accompanying a class on a field trip should make child care arrangements for their preschool children.** For more information about the school volunteer program, please call the assistant principal at 936-6060.

WITHDRAWALS FROM SCHOOL

If it becomes necessary to withdraw a student from school, the parent is requested to contact the school either by phone or in person as soon as possible to make proper withdrawal. A transfer form stating quality of work and clearance of all financial obligations is then given to the student. Transfer forms can be picked up at 3:00 PM on the final day the student is in attendance. Withdrawals during the last weeks of school are highly discouraged.

WEST NAVARRE INTERMEDIATE IS A TITLE I SCHOOL

Title I funds are used by schools and districts for a variety of programs and activities designed to increase children's academic achievement (especially in reading and math). Schools work to identify students most in need of educational help. The schools set goals for improvement, measure student progress, using standards set forth in the state's Title I plan, develop programs that add to regular classroom instruction, and involve parents in all aspects of the program. Title I seeks to provide supplemental support to those students that are the furthest from meeting the standards the state has set for all children. Our parent resource center is located in the front office. There you will find useful information to provide assistance in many different areas of parenting and family needs. If you have a need, but are unable to find the resource information at our Parent Resource Area, please contact Mrs. Dorsey or Mrs. Colin.

SCHOOL PUBLIC ACCOUNTABILITY REPORT (SPAR)

The Elementary and Secondary Education Act (ESSA) requires that school districts provide parents with an annual School Public Accountability Reports (SPAR). The report contains information about your school: readiness, student performance, school safety, teachers and staff, Adequate Yearly Progress, and student demographics. These reports are initially published prior to the beginning of the school year. The report can be accessed at <http://doewebprd.doe.state.fl.us/eds/nelbspar/index.cfm> by choosing "Santa Rosa" and then "West Navarre Intermediate".

RIGHT TO KNOW

No Child Left Behind (NCLB) provides funding to help teachers improve their instructional skills through training and other professional development. The law also requires states to develop plans to make sure that all teachers of core academic subjects are highly qualified. It defines a highly qualified teacher as one with a bachelor's degree, full state certification, and demonstrated competence for each subject taught. The SRC School District is committed to providing information to you regarding your child's teacher and paraprofessional qualifications in a timely manner upon request. You will be notified in writing if your child has been assigned or has been taught for more than four consecutive weeks by a teacher who has not met the NCLB highly qualified criteria. Please be assured that the SRC School Districts is dedicated to providing the students of our County with a quality education.

