

# Westview K-8



## Student Handbook 2018-2019

**Claire St. Amand, Principal**

904-573-1082

School Hours of Operation

School Day      8:00 a.m. – 3:00 p.m.

**Mission Statement:**

The mission of Westview K-8 is to develop life-long learners using the best teaching practices and involving all stakeholders in creating an environmentally conscious community promoting green practices.

**Vision Statement:**

The vision of Westview K-8 is to create an environmentally responsible and diverse learning community in which all stakeholders effectively collaborate to enhance student achievement and create life-long learners.

**Administrative Staff**

Ms. Claire St. Amand, Principal  
Ms. Kelly York, Assistant Principal  
Ms. Jeravon Wheeler, Assistant Principal

**School Counselors**

Ms. Shana Baird (K-2)  
Ms. Nateasha Henton (3-5)  
Ms. Malon Wisdom (6-8)

**Deans/ ISSP**

Ms. Brianna Jefferson  
Ms. Barbara Battle

**Support Service Staff**

Ms. Debbie Mungin, Principal’s Secretary  
Ms. Tamika Martinez, Bookkeeper  
Ms. Savannah Sirmans, CRT  
Ms. Heidi Busher, Front Office  
Ms. Teresa Hoskins, Records  
Ms. Angel Williams, Clinic

**Student Supervision/AM Program**

**Students cannot be on campus before 8:00 a.m. UNLESS they are in extended day.**

When students arrive on campus between 8:00-8:25AM, they must report to their designated area as follows:

- Pre K: Parent will walk student directly in classroom
- K-5: sit outside classroom and read until 8:30 when breakfast will be eaten in the classroom
- 6-8: cafeteria to eat breakfast

\*Students who arrive on campus after 8:30AM, must go to the front office to get a tardy pass to class\*

**School Goals/Expectations**

- 1) Students are in school to learn and to allow others to learn
- 2) Students are expected to be respectful, courteous, and helpful to others.
- 3) Students are responsible for their own behavior.
- 4) Students will respect our school and its property.

**Westview K-8 Positive Guidelines:**

At Westview, we have...

**Brilliant**  
**Respectful**  
**Open-Minded**  
**Neat**  
**Cooperative**  
**Outstanding**  
**Students**

**SCHOOL-WIDE CLASSROOM RULES:**

1. Follow directions quickly!
2. Raise your hand for permission to speak.
3. Raise your hand for permission to leave your seat.
4. Make smart choices!
5. Keep your dear teacher happy!

## K-5 School Wide Behavior Ladder

**Ready to Learn**

**Keep Working**

**Think about it**

**Teacher's Choice**

**INTERVENTIONS**

Please note: Teachers are responsible to give a conduct grade daily. Conduct grades are to be noted in the students' planners. All card flips must be documented with the student behaviors. Be consistent and fair. Conduct grades must be maintained on Focus and Dojo.

### A Green—Ready to Learn

The student is following all rituals and routines as asked and should continue these behaviors.

**\*Students start here EVERY day.**

### B Blue- Keep Working

The student is given the opportunity to comply with the rule with redirection to CHAMPs.

### C Yellow- Think About it

Student is asked to "Stop and Think" within the designated area of the classroom where the child will reflect upon the infraction. The teacher will have a short conference with the student to resolve the issue. **Please notify parent/ guardian via student planners.**

### D Orange – Teacher's Choice

Redirect, Stop and Think, Time out in the Classroom, Loss of favorite recess activity, Loss of working with favorite partner, Sitting alone at lunch, etc...

\*Please note: Teachers may choose to use a buddy time out with your team or designated buddy.

\*The teacher must communicate to the student's parent/guardian and document incidents in each child's planner daily.

This documentation is required. Team teachers must devise a system for communicating in planners at the end of the day.

### F Red—Interventions

Teacher must call and schedule a conference. If the F behavior is demonstrated consistently, work with the School Counselor and Behavior Interventionist to develop a Behavior Contract that targets Key Behaviors to modify. **Start to document daily / weekly results in the RtI Documents and/or FOCUS communication log. Be prepared to present data at RtI grade level meetings. Data could eventually be used to develop a Non- ESE Functional Behavioral Assessment (FBA).**

**Students will earn CLASSROOM DOJO points for the following key behaviors:**

1. Come prepared to learn
2. Positive and respectful
3. Made a smart choice
4. Listens attentively
5. Friendly words and actions to solve conflicts
6. On Task and Actively Engaged
7. Proper Behavior when transitioning in hallways
8. Proper Behavior in the Dining Room

**Student will lose CLASSROOM DOJO points for the following key behaviors:**

1. Disrespectful
2. Unprepared
3. Unwise Choice
4. Not Listening
5. Unkind Words / Actions
6. Off Task

**Zero Tolerance Policy/ Subsequent Offenses:**

Fighting, harassment, battery, bullying, throwing food in the cafeteria, profanity toward school board employees, and vandalism of school board property will result in, but not limited to, out of school suspension. If an alternative program is recommended, the proper documentation will be sent to the Hearing Office for review and the student will be suspended pending the hearing with the Hearing Officer.

**All class III and IV offenses will be handled as outlined in the Duval County Student Code of Conduct.**

**School Wide Interventions:**

- Parent/ Guardian Contacted by phone
- Verbal Reminder
- Verbal Reprimand
- Student-teacher conference
- Goal-setting contract
- Time-out in classroom
- Time-out in team teacher’s classroom
- Parent/ Guardian/ Teacher conference
- School Counselor Referral e-mailed

**Grading Scale**

<b>100-90 A</b>	<b>89-80 B</b>	<b>79-70 C</b>	<b>69-60 D</b>	<b>59 F</b>
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**Visitors/ Volunteers**

The School Board welcomes visitors to the school. **All visitation must be pre-arranged and volunteer cleared through the district. (Please see below).** The School Board policy states that a 24-hour notice must be given for visitors to enter any part of the campus where students are located. Visitors must sign in the main office in order to obtain a pass from the receptionist upon entering the building. Failure to obtain a pass will result in action determined by School Resource Officer.

\*Parents are welcomed to come each lunch with their student on the patio at the picnic tables (24-hour notice must be given). Parents are not permitted to eat in the cafeteria due to the seating arrangements\* If you would like to bring store bought goodies to celebrate your student’s birthday, you can do so and bring to the main office to drop off. The students will eat the store bought goodies during lunch time in the cafeteria.

**Visitor/ Volunteer CLEARANCE**

**All visitors who want to sit in your child’s class to observe for an hour, eat lunch with your student, attend a field trip with your student MUST go through the volunteer background check in order to participate in the aforementioned activities. The application is found at <https://dcps.duvalschools.org/Page/7416> Scroll down to the bottom of the page and click on “Apply to Volunteer” Another way to get to the website... [www.duvalschools.org](http://www.duvalschools.org), click on “departments”, then click on “Family and Community Engagement”, then click on “Volunteer Management”, scroll down to the bottom to click on “Apply to Volunteer”**

**Supplies**

Students are expected to come to school DAILY with all necessary supplies (See Teacher/School Supply List) needed to be successful at school.

**AVID**

AVID strategies (Binder, Cornell notes, Calendar, Assignment Log, WICOR strategies) are to be implemented with fidelity in every classroom. Grades 2-8 will implement as is per the AVID Handbook. Grades K-1, will adjust as per their student ability. Monthly binder checks will occur through Social Study classes and checks will occur in each class during each early dismissal.

## Scholarship Warnings

### Parent Notification:

As per the Pupil Progression Plan for DCPS, “a teacher shall send home a written scholarship warning/progress report that serves as written notification at any time during a grading period when it is apparent that a student may fail or is doing unsatisfactory work that may lead to failure in any course. Electronic communications do not meet this requirement. The student will be given the opportunity to complete Learning Recovery, and the parents will be offered an opportunity for a conference with the teacher and/or principal/designee. **A student may not receive a grade of “F” if this procedure has not been followed.**”

### Attendance

Each day that a student is absent from class, the automated attendance caller will notify parents by phone of their child’s absence from class or school. Students who miss more than 3 days, will be recommended to the school counselor where the AIT (truancy) process will begin if there is NO communication between the parent/ legal guardian and the school.

The following causes are acceptable excuses for being absent:

- a) Illness or injury of the student;
- b) Serious illness or death in the student’s family;
- c) Inclement weather;
- d) Official religious holiday of a religious sect or for religious instruction;
- e) Participation in an academic class or school program such as study trips, competitions, etc.;
- f) Insurmountable conditions as determined by the school principal, district, or school personnel; and,
- g) A bus failure or irregular schedule which causes the absence or tardiness of a student who is eligible for and regularly transported by the District.

Students should bring a note and leave it with their homeroom teacher. **Students without a note will be marked unexcused.**

### Truancy Office

The procedure for handling attendance cases according to the state and district laws are as follows:

1. On or before three unexcused absences, the teacher, school counselor, and/or house administrator assistant must make telephone calls and/or send letters to the home to identify the reason for the absences.
2. After five unexcused absences within a month or ten unexcused absences within 90 days, the school counselor will notify the Attendance Intervention Team (AIT) to schedule a conference with the parent/guardian and the student. The AIT should be made up of at least three school personnel. The school attendance social worker for Westview K-8 will be notified so that he/she may be present. If the parent/guardian does not attend the mandatory meeting, they must be given one other opportunity to reschedule. If a parent/guardian does not attend the rescheduled meeting, a completed attendance referral form will be sent to the district office. The student’s attendance will be monitored by the guidance counselor and the attendance social worker assigned to Westview K-8.

### Cafeteria Policy

We aim to make the cafeteria a safe and clean environment where students interact with courtesy and respect.

#### ***Responsible Cafeteria Behavior:***

- Students will keep hands, feet, and objects to themselves
- Students will remain seated at their assigned table
- Students will not horseplay, throw food, etc.

#### ***Coming to Lunch:***

- Students must be escorted to the cafeteria by the teacher at the designated time in a single file line
- Students will enter the cafeteria with their class and be seated at the assigned table by the teacher

#### ***Lunch Area/Lunch Line:***

- Students will use good manners
- Students will stand in single file line
- Students will purchase/receive all food items (entrée, snack, drink, etc.) **during one trip**
- Students will not get up from their assigned table once food items have been received until picked up from cafeteria by the teacher

### ***Dismissal from Cafeteria:***

- Students will clean up their own areas
- Students will politely pass trash to the end of the table to be placed in the nearest trash receptacle
- Students will remain seated at their assigned table for teacher pick up
- Students will not enter restroom without adult permission/supervision or a hall pass
- Students will not remove any food or drink from the cafeteria

### **ID Badges**

ID badges are required to be worn by each student every day. This is a way to keep the school safe and secure.

### **Hallway Policy**

To maintain safety and order during the change of classes, every student must:

- Walk on the right side of the hallway
- No talking
- No horseplay in the hallway
- No running

### **Hall Passes**

1. Students must have a hall pass at any time they are out of the classroom.
2. No hall passes will be issued the first and last 30 minutes of each day and the first and last 10 minutes of each middle school class period.
3. Any student found in the hall without a valid hall pass or at the incorrect destination will be sent immediately back to class.

### **Academic Integrity**

Personal pride and integrity are essential to our dedication to academic excellence and are fundamental elements of the Student Statement of Commitment. Cheating, including plagiarism, will not be tolerated. A Westview K-8 student should not give, receive, or use unauthorized assistance on any assignment, nor should he/she tolerate these actions by others. Any student with reason to believe such violation has or will occur is obligated to report it to a teacher or an administrator. The following behaviors will be penalized:

1. Collusion (when one student knowingly allows his/her work to be submitted by another student for assessment), this includes cheating on homework, class work, quizzes, and tests.
2. Plagiarism (the submission for assessment of the unacknowledged work, thoughts, or ideas of another person as the student's own). If plagiarism is suspected, it is always the burden of the student to prove that his/her work is not plagiarized. Proof consists of producing notes, as well as resources used.
3. Malpractice (using materials, such as notes, prompts, etc., other than the student's own intellectual mastery of the course content to take a quiz or test)

### **Behaviors relating to any type of cheating will result in the following:**

1. All students involved will earn a grade of zero for the work.
2. The incident will be recorded and documentation will be placed in the student's file.
3. The teacher will write a disciplinary referral to the assistant principal, contact the parent and the appropriate guidance counselor.

### **Make-Up Work**

As per the DCPS Student Code of Conduct, make-up work shall be allowed for each day of absence. The make-up work must be made-up within a specific time period equaling one-day make-up per one-day absence, counting from the first day the student returns to school. Each student shall receive full credit for such work.

Students who are absent shall receive a grade of zero (0) for work missed for the day(s) in which the absence(s) occur. **Students shall be responsible** for making up missed work for each absence. Students shall receive appropriate grades for the make-up work to replace the zero (0). The make-up work must be made-up within a specific time period equaling one-day make-up per one-day absence, counting from the first day the student returns to school.

### **School Counselor Services**

All school counselors are available for students and parents. The counselor is responsible for conducting many group activities, classroom guidance activities, and individual sessions with students. Students can make a request to visit the

school counselor by obtaining a pass from their teacher or they can be referred by their teacher on a guidance referral or administrator.

### **Parent Conferences**

All ELEMENTARY parent conferences are scheduled through the team leaders. Parents, students, and teachers may conference during the teacher's planning times or before school. Each grade level has different planning times. Students are encouraged to participate in conferences with teachers and parents. Parents may call 573-1082 or e-mail the teachers directly to schedule a conference. MIDDLE school parent conferences are scheduled through grade level teacher.

### **Structured Movement**

Westview implements structured movement to ensure safe and efficient movement on campus. Discipline data indicates a drastic reduction in discipline offenses outside of the classroom with the implementation of structured movement. Students are expected to comply with structured movement policies and cooperate with faculty and staff requests during structured movement.

### **Electronic Devices and Restricted items**

Wireless communication devices may be brought to school, but **must be out of sight and kept in an "off" mode** while on the school property during regular school hours. Use of a wireless communication device may include the imposition of criminal penalties if the device is used in a criminal act.

The following items are considered restricted and are not permitted in school: CD players, cameras, game systems, skateboards, skates, magic markers, playing cards, trading cards, MP3 players, iPods, and other objects that do not promote academic progress. The above items are subject to confiscation to be picked up by a parent.

*(Any student who chooses to bring a wireless communication device or restricted item to school shall do so at his or her own risk. **Neither the school, nor its employees will be liable for any restricted item or cell phone that is lost or stolen**).*

*NOTE: Violation of the conditions in this paragraph will result in confiscation of the device by school officials, and may result in other disciplinary actions set forth in the Code of Student Conduct under Class II Offenses. The confiscated device will be returned to the student's parent/guardian only.*

*NOTE: During FSAs and other high stakes testing, students may not have any electronic or recording devices such as cell phones or electronic games in their pockets, at their desk or anywhere they can reach them before, during, or after the testing session. Possession of any electronic device that reproduces, transmits, records, or calculates (except for one provided as applicable), will result in the student's test being invalidated.*

### **Early Pick-Up**

As per Duval County, NO student is to be picked up after 2:15PM unless an emergency. The person picking up the student should come into the Main Office to sign for the student's dismissal. **The adult must be 18 years or older, be on the blue card, and have a Picture I.D. must be presented EVERY time.**

### **Student Dress and Grooming**

Administrators and teachers of the Duval County Public Schools shall enforce dress and grooming guidelines that promote the successful operation of the schools. *The site administration shall be the final judge as to neatness and cleanliness of wearing apparel and whether or not such apparel is appropriate, disruptive, distracting, or in violation of health and safety rules.*

Each student has the responsibility to dress appropriately for the school environment. Apparel, jewelry (such as body piercing(s) ornaments), hair, and general appearance shall not disrupt the classroom atmosphere, shall not be unusually provocative, and/or shall not violate health and safety rules of the school.

These guidelines for dress and grooming are provided to assist parents and shall apply to all students in Duval County Public Schools. Student dress and grooming shall be neat and clean, and follow the general guidelines below.

- ✚Shoes must be worn with closed heels or back straps. However, bedroom shoes, slippers, and flip flops shall not be worn.
- ✚Halter-tops, tank tops, backless tops, tops with thin or no straps or tops that show the midriff or expose the body are prohibited.
- ✚See-through or mesh garments shall not be worn without appropriate undergarments.

- ✚Form-fitting or overly tight clothing shall not be worn without appropriate outer garments.
- ✚Properly hemmed outer garments such as shorts, divided skirts, and dresses may be worn, provided they are not disruptive or distracting.
- ✚Garments including, but not limited to, such items as boxer shorts, traditionally designed as undergarments, may not be worn as outer garments.
- ✚Clothing and accessories shall not be worn if they display profanity, violence, lewd and obscene messages, sexually suggestive phrases or advertisements, phrases or symbols of alcohol, tobacco, drugs, or any other symbols, phrases or advertisements that would be offensive to common propriety or decency.
- ✚Head coverings, including but not limited to caps, hats, bandannas, hair curlers, and/or sunglasses, shall not be worn on school property unless required by a physician or authorized by school personnel.
- ✚The waistband of shorts, slacks, skirts, and similar garments shall not be worn below the hips.
- ✚Underwear, midriff skin, and back skin may not be exposed. If belts, suspenders, and straps are worn, they shall be worn in place and fastened.
- ✚Any articles of clothing or jewelry that may cause injury to oneself or to other students are not allowed.
- ✚Wearing apparel, jewelry (such as body piercing ornaments), hair, and general appearance shall not disrupt the classroom atmosphere, shall not be unusually provocative, and/or shall not violate health and safety rules of the school.

### Dismissal

#### Dismissal Times

#### Dismissal

- Walkers:
  - Dismissed after busses (~3:07)
- Car Riders:
  - PreK/ K: 2:45
  - 1-2: 2:50
  - 3-5: 2:55
  - 6-8: 2:58
  - MUST stay at your post with your grade level table until 3:10
- Bus Riders:
  - 2:58- announcement will begin for bus dismissal

**PreK Dismissal: Parent/ Guardian must park and come in the main doors to sign out student.**

#### Car Riders

In order for a student to be picked up as a car rider, you must have a lime green Westview K-8 car hanging decal off your rear view mirror with the first and last names of your student(s) being picked up. This tells us that we have already checked identification and the student is allowed to enter the car. If no decal is present, you must park, go in the main office, and provide identification that you are the students parent/ guardian/ or approved adult to pick up the student. To keep order and safety, all car riding students are to be picked up in a car by an approved adult in the car riding zone. If you choose to get out of your car and get your student, you are to come to the front doors where the teacher will get your student.

#### Walkers

In order for students to leave campus safely, there will be adults escorting them off campus. Once students leave campus, it is expected for them to walk directly home or wherever they have been directed by their parent or guardian.

*\*Kindergarten students cannot walk home by themselves. They must walk with an older sibling or an adult.*

### Extended Day

7:00-8:00am: \$52.00 a month

3:00-6:00pm: \$100.00 a month

Both morning and afternoon \$152.00 a month

*\*Applications can be picked up in the front office\**