

2018-2019

WES Student & Parent Information

Communication

We make every effort to communicate important information in a timely manner. Below are several ways you will be able to stay informed.

- WES Email Notifications – If you would like to receive email notifications from the school, please sign up using the following link: <https://goo.gl/iLhjPs>



- Facebook – We constantly update our Facebook page with school events and important dates.
- Communication Folders – Your child should bring home a communication folder each day. Please check it daily for notes or information from your child's teacher or the school.
- Conferences – Your child's teacher will schedule conferences throughout the school year. If you would like to schedule a conference or make an appointment with your child's teacher, please email the teacher, send a note, or call our main office to leave a message for the teacher. Our office number is 682-6640.

Safety Drills

The following drills will be conducted throughout the year in order to help students be prepared for any crisis that may arise.

- Fire Drill
- Seasonal Weather Drill
- Intruder Drill
- Bus Evacuation

*Please know that when we are conducting a safety drill, there may be a delay in checking students in or out.

Transportation

- Please make sure your child knows how they will be going home each day.
- We must have written notification no later than **1:30 p.m.** Faxes and emails are not acceptable. Please call the office in the event of an emergency.
- A note from **both parents** must be sent to the school if your child is going home with another student.
- Please make every effort to pick your child up on time. You may sign your child up for after school care if you will not be able to pick your child up by 3:00.

Arrival & Dismissal

- School begins at 7:45 a.m. each day and ends at 2:45 p.m.
- Students should not arrive on campus before 7:00 a.m.
- Car riders may be dropped off after buses have departed.
- Pre-K students may be dropped off at 7:30 and picked up at 2:30.

Attendance

We understand that there are times when students must be out of school due to illness. Please be sure to send in a written note/excuse the day your child returns from an absence. Any absence not documented with written notification will result in an unexcused absence. Students who accumulate 5 unexcused absences will begin the Early Warning Court pre-referral process. Attendance is part of our school-wide accountability, and each day counts! Please plan vacations and appointments around school days.

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Medication

- All medications that need to be administered during school hours, whether prescription or over-the-counter, must be turned in to the school office by the student's parent/guardian or other responsible adult.
- The "School Medical Prescriber/Parent Authorization" Form is can be located on the Shelby County Schools website at <https://goo.gl/3ShdTc>



Lunchroom Information

Breakfast:

Student - \$1.50
Reduced - \$0.30
Visitors - \$3.25

Lunch:

Student - \$2.25
Reduced - \$0.40
Visitors - \$4.25

To make online payments to your child's lunch account please use the following link:

www.myschoolbucks.com

Contact the school for more information and to obtain a Student ID

Dress Code

- Skirts, shorts, and dresses must be **mid-thigh or longer** in front and back. Pants, shorts, and skirts must be worn at the waist and fit properly. Pants worn too low, too long, too large, too short, too tight, or too loose are not permitted.
- No halters, backless dresses, midriff shirts, spaghetti straps, or cut-off shirts will be allowed.
- Students are required to wear appropriate shoes at all times. Tennis shoes will be required for physical education class.
- Leggings are allowed ONLY if paired with a long blouse/top, dress, or skirt. The dress, skirt, or blouse must follow the appropriate length guidelines as specified in the Code of Conduct.
- Earrings, hairstyles, and other adornments that draw attention to oneself in a manner that may be disruptive to the educational process are prohibited.

Birthdays

Please do not send refreshments or goodies to school for your child's birthday.

The school will recognize your child's birthday in the following manner:

- Each student's birthday will be recognized during morning announcements.
- Each student will receive a "Happy Birthday" certificate and pencil.

*Please do not ask your child's teacher to send home birthday party invitations. Please make other arrangements to relay party information.

Visitors

We would love for you to visit WES! All visitors and volunteers must come to the office, sign in, and be issued a badge or visitor sticker upon entering the school.