



WESTPORT ELEMENTARY SCHOOL

STUDENT HANDBOOK

2017-2018

DISTRICT'S NON-DISCRIMINATION STATEMENT

"It is the policy of the Westport Community Schools to maintain a learning and working environment that is free from harassment, violence or discrimination based on actual or perceived race, color, creed, religion, national origin, sex/gender, marital status, homelessness, disability, sexual orientation, gender identity or expression, age, family care leave status or military/veteran status." For further information or to redress a grievance, contact the district's Civil Rights Compliance Officer, the Superintendent of Schools, by phone at [508-636-1146](tel:508-636-1146), or in writing at 17 Main Road, Westport, MA 02790

ELEMENTARY SCHOOL MISSION STATEMENT

Westport Elementary School's mission is to educate all students to become 21st century learners, to seek and value knowledge, and to learn core values that will help them emerge as productive citizens in a global community.

STUDENT ABSENCES/ATTENDANCE/TARDY (WCS Policy JE and JH-R)

Regular and punctual school attendance is essential for success in school. Massachusetts General Law, Chapter 76, Section 1 states that students can have only seven excused day session absences in any period of six months. The School Committee does recognize, however, that parents of children attending our schools have special rights as well as responsibilities, one of which is to ensure that their children attend school regularly, in accordance with state law. Therefore, students may be excused temporarily from school attendance.

A child may also be excused for other legitimate reasons with approval of the school administrator on a case-by-case basis. Vacations will not be considered an excused absence.

A student's understanding of the importance of day-to-day schoolwork is an important factor in the shaping of his/her character. Parents can help their children by developing good school attendance habits. Accordingly, parents will provide a written explanation for the absence and tardiness of a child. This will be required in advance for types of absences where advance notice is possible.

In instances of chronic or regular absence reportedly due to illness, the school administration may request a physician's statement certifying such absences as justifiable.

Please provide the school a note of excuse for your child's absence.

Tardiness:

Students arriving to school after 8:35 are considered tardy and must report to the office before proceeding to class. Please remember that late students will interrupt instruction as they enter the classroom and likely will have missed important directions or introduction of a concept or skill. Constant tardiness will have an adverse effect on your child's education.

Absenteeism:

Absences **must** be explained **in writing** to the classroom teacher the day of the student's return to school. A doctor's note may be requested following absences of five (5) or more days. If a student is dismissed before 11:30 or arrives after 11:30, she/he is considered absent for the entire day. Parents are encouraged to use good judgment in keeping children home from school. Children who are ill will have a difficult time attending to schoolwork and will expose other children to illness. **Please call the school when your child is going to be absent. Phone messages may be left at any time on the school's voice mail system (508-636-1075).**

Please note: family vacation taken during school time will be considered an unexcused absence. Any work that your child will miss will be given after your child returns to school. Please do not ask for work ahead of time. Excessive tardy or absenteeism will be monitored and addressed by the school's administration.

BUS DISMISSAL AND PARENT PICK-UP PROCEDURES

Parent Pick-up Procedure: Students, who do not ride the bus will be dismissed at 3:00 PM. Students with their last names beginning with letters A-K, will be dismissed from the cafeteria door. Students with the last names beginning with letters L-Z will be dismissed from the back of the building at the gym door. Staff will be in the cafeteria and gym to monitor and dismiss students.

Parents should line up outside the assigned designated doors by their child's initial of their last name. Staff members will take students names and call for students who will be dismissed to the parent or designated person. Picture identification will be required before students can be released if a staff member does not recognize the person meeting the student.

Bus Dismissal Procedure: Students who ride the bus will be dismissed directly from their classroom. Buses will be announced via the intercom, starting at 2:50 PM. Students will then walk to the front of the building, then walk to their respective buses.

Parents will not be allowed to pick-up students for dismissal in the building after 2:30 P.M. If you need to pick-up your child for doctor appointments or early dismissal it must be before 2:30 P.M. Dismissal time is a very busy time of day for our students and staff. Please be cooperative with staff and work together to ensure each child's safety.

In case of emergency and you will not make it in time to pick-up your child at the assigned doors by 3:15, you will need to pick-up your child in the main office after bus dismissal is complete.

DISMISSING CHILDREN DURING THE SCHOOL DAY

Parents/guardians wishing to dismiss their child before the close of school must inform the office in writing the morning of the early dismissal. If your child is being picked up by someone other than their parent/guardian, authorization must be included in the note. Please be advised that early dismissals are very disruptive to the classroom and should be limited to emergency situations. Due to the State's regulations regarding learning time we cannot dismiss students on a regular basis before 2:30 P.M. Dismissals are also recorded on student report cards and attendance records.

Please note: Students can be picked up and return to school.

STUDENT CONDUCT ON BUSES (POLICY JICC)

Safety is of prime importance for our students as we transport them to and from school and for school sponsored activities. Safety requires the cooperation of students, parent/guardians and school personnel. Parents/guardians should review and discuss the school bus rules to help students understand and assume responsibility for good school bus conduct.

Students are charged with the responsibility of conduct, which will result in safe transportation, respect for school personnel and respect for other students. Failure to abide by these school bus rules and comply with requests of school personnel may result in a student being issued a School Bus Incident Report and subsequent suspension or denial of bus transportation.

The purpose of appropriate student conduct on buses is to provide for the safety of all students and transportation staff riding school buses.

1. The school bus driver has complete responsibility and authority while transporting students on the bus. However, only the principal is authorized to suspend bus-riding privileges.

2. All school rules (see Actions and Consequences) apply to students beginning at the moment the school bus is in the sight of the student at the bus stop and until the bus is out of sight of the student at the bus stop.
3. In addition to suspension of the bus riding privilege, a student may also be suspended from school for violation of school bus rules in keeping with the Actions and Consequences policy.
4. The principal may suspend bus-riding privileges for up to one school year, depending on the severity of the endangerment of the safety of the bus driver and/or students. Usually, a warning will be given to parents before the bus riding privilege is suspended. Due process protection will apply to school bus suspension of longer than 10 days.
5. The following suspensions are guidelines only and the principal reserves the right to waive warning, increase the suspension, or attach additional consequences depending on the severity of the offense or of the frequency of offenses:

First Violation:	Verbal warning by driver
Second Violation:	Written Warning
Third Violation:	Five day suspension
Fourth Violation:	Ten day suspension
Fifth Violation:	Long term suspension up to one school year

Any of the above may be accompanied by an out of school suspension, assignment to a particular seat, restitution for damages, or other consequence pursuant to the specific action of the student.
6. Student behaviors which may lead to suspension for up to one school year:
 - Unsafe boarding/departing
 - Possession of an unsafe, dangerous/illegal item
 - Failure to remain properly seated
 - Tampering with or damaging property
 - Throwing object at or from the bus
 - Loud talk or yelling
 - Failure to obey the bus driver
 - Physical/verbal assault or intimidation of others including the driver
 - Failure to ride in assigned seat
 - Consuming food/drink
 - Other behavior that endangers the safety, well-being of others
7. The school district reserves the right to refuse to allow a student to board a school bus on short notice if there is an obvious safety issue and/or disrupting concern that would negatively impact school disciplinary standards.

HOMEWORK POLICY FOR UNEXCUSED ABSENCES

Student absences for family vacations scheduled at times other than the weeks or days identified in the school calendar are strongly discouraged. Due to the challenging content of the required curriculum, these absences create significant teaching and learning problems. Effective instruction in standards-based education requires discussion, group activities, and in-school practice. Many classroom activities are designed to address the readiness, interests, and learning styles of students through grouping and differentiation of instruction. These learning opportunities cannot be replicated for students who have been absent.

Parents/guardians who insist on taking students out of school for vacations at times other than those designated on school calendars should understand that **teachers cannot provide school work in advance per school committee policy**. Students returning to school after such an absence will be expected to participate fully in all class activities, including scheduled examinations. **Upon request, graded assignments and/or tests will be provided to students when they return to school.**

Assignments and/or tests that are not completed within one calendar week of a student's return, or learning expectations that have not been mastered, will adversely affect academic progress and report card performance levels.

CAFETERIA

The school cafeteria is maintained as a vital part of the health program of the school. To encourage good nutrition, a well-balanced lunch is offered at a reasonable price. The lunchroom management and your fellow students will appreciate your cooperation in:

1. Depositing all lunch litter in wastebaskets
2. Leaving the table and floor around your place in a clean condition for others
3. Students are not allowed to move from table to table during lunch
4. No student should be taking food out of the cafeteria

Failure to obey cafeteria rules will result in disciplinary action.

****NO FOOD OR BEVERAGES MAY BE TAKEN FROM THE CAFETERIA****

All students are scheduled for lunch like any other period. Students must arrive on time and are NOT to leave the cafeteria without permission from a staff member on duty.

CARE OF SCHOOL PROPERTY

Respect for all school property is required of all students. In addition to the school building and contents, each student is responsible for the proper care of all books and materials supplied by the Westport School Department. Students will be required to pay for any damage that they cause.

CORRIDOR COURTESY

Keep corridors open to traffic by walking to the right. DO NOT block traffic by standing in groups. Pass through corridors respectfully. Be considerate of others in the halls and classrooms.

SMOKING

Smoking will not be allowed at any time in the school building or on school grounds. NOTE: Cigarette lighters and/or matches are not to be brought to school for any reason. Students found smoking or in possession of cigarette lighters and/or matches will be referred to the assistant principal.

VISITORS

The school policy is to accept only those visitors who have legitimate business to attend to at school. All visitors must enter through the main entrance and sign in at the main office and receive a badge. Due to the liability laws and possible disruption to the teaching process, guests are not allowed to spend the day at school with students attending classes. Parents are always welcome.

PHYSICAL EDUCATION:

Each student in grades 3 - 6 participates in physical education. It is important that each child be dressed properly for class. Children should wear appropriate attire and sneakers. (Hiking boots, indoor soccer or football cleats, or shoes of any kind ARE NOT ALLOWED). Children should not wear long earrings or large hand or wrist jewelry. Necklaces should be removed or tucked inside clothing. Long hair should be pulled back. When your child needs to be excused from Physical Education class, please send a note in so that the school nurse and P.E. teacher are aware of the medical problem. If there are any questions, please feel free to contact the school.

SCHOOL GUIDANCE COUNSELOR:

Children experiencing emotional or social problems have access to the Guidance Counselor who works with both the families and students to bring about improvements. The Counselor may provide students with direct assistance in the form of crisis intervention and/ or individual or group guidance. The Counselor also assists in the implementation of health-related and complete guidance programs in all classrooms. The department also offers programs to parents and children to help them deal with contemporary societal problems. **A student cannot attend counseling unless a consent form is signed by the parent/guardian.**

MEDIA CENTER:

The Media Center provides books and audio / visual materials to fill curriculum needs, as well as supplementary and recreational reading demands. Students are allowed to check out books for two weeks (with renewal). Students are responsible for loaned books and parents / guardians will be asked to pay for any that is lost.

SNACKS

Students may have a snack during the course of the day per the discretion of their teacher. Please be advised these should be healthy snacks, and please do not send any glass bottles or soda to school. Please note: Classes of students who have Life Threatening Allergies will receive notification from the school nurse requesting parents to avoid sending their children in with certain items.

HOMEWORK

Homework has proven to be an effective supplement to instructional activities introduced at school. Assignments may vary according to grade level and need. Please consult with your child's teacher for her/his specific expectations. Please check homework daily, since these assignments may be factored into up to 10% of your child's grades. The following are approximated average daily homework times per grade level: Grade Three between 30-45 minutes, Grade Four between 45-60 minutes. Grades Five and Six 60 minutes. Every effort will be made to ensure that all students understand the concepts and possess the skills needed to complete any homework assignment. Teachers maintain the discretion to determine meaningful homework assignments, length of assignments, etc.

REPORT CARDS/PROGRESS REPORTS

Report cards are issued at the end of each Trimester. They include progress in all academic areas, student responsibilities, comments, and number of absences, times tardy, and times dismissed.

Grades 3 + 4: Progress reports are sent home with students at the middle of each trimester IF they are having difficulty in any area.

Grades 5 + 6: Progress reports are sent home for each student every term.

Report Card/Progress Report envelopes MUST be signed and returned to school.

AGENDA BOOKS

Agenda books are provided by the school for school and parent use. These books are an excellent tool to keep track of homework assignments, upcoming quizzes, tests, and other significant information. It also provides a means of keeping parents informed about related school work, and it is a vehicle of communication between parents and teachers. Students are required to have their agenda books with them for all classes. **Agendas should be signed or initialed by a parent nightly.** Replacement of lost agenda books will cost a student \$5.00 for each replacement.

DRESS CODE

The appearance of any young person is primarily the responsibility of the individual and his/her parents. However, should a student's dress violate health or safety standards, the school reserves the right to require the student to make all necessary changes. The administration believes that students should dress in such a manner as to indicate their respect for the importance of their activities in school. Any child deemed inappropriately dressed will be given appropriate clothing to borrow from the school or will need to call home for other clothing. The guidelines below provide some specific restrictions regarding dress:

Students should wear garments, shoes, jewelry, accessories that:

- are appropriate and modest in length and coverage
- reflect a positive image of the school and contribute to a distraction-free learning environment and
- lead teachers and/or staff to reasonably believe that the issue does not interfere with, disturb, or distract from the classroom and/or learning environment.

Students are not to wear clothing that is revealing, spaghetti strapped, backless, low cut, or excessively short.

Pants: must be worn at the waist or upper hip and must not reveal underclothing. Pants must not have excessive rips, slashes, or wear holes which reveal underclothing, upper thigh, or buttocks.

Shorts/Skirts: must be fitted at the waist or upper hip, must not reveal underclothing, and must be mid-length or longer. Arms down by sides, fingers shouldn't be longer than skirt or shorts.

Tops, Shirts, Blouses: must not reveal underclothing, midsection, torso, back, chest, breasts, or cleavage. Any tank top like shirt worn must have straps from the neckline to shoulder.

Dresses: must not reveal underclothing, midsection, torso, back, chest, breasts, or cleavage, and must be mid-thigh or longer.

Shoes: must not detract from or interfere with the learning environment or present a safety or health hazard. Tennis or closed toe shoes are preferred. Footwear must be worn at all times. **Flip flops, clogs, and no-back shoes are prohibited.**

Head Coverings: no hats are to be worn. A note from a physician or for religious beliefs are excluded.

Jewelry/Piercing: Noisy, distracting, and excessive jewelry or accessories are prohibited (including wallet chains). Jewelry or piercings cannot be a distraction from the learning environment.

Tattoos: tattoos of any kind are prohibited from being visible at school. This includes both temporary and permanent tattoos.

Backpacks: Administration has the right to search any child's backpack at anytime if there is a suspicion of negative or illegal activity.

T-Shirts: must not have symbols, mottos, words, or acronyms that convey crude, vulgar, profane, violent, gang related, or sexually explicit or suggestive messages. Symbols or mottos of suggestive alcohol, tobacco, or illegal drug use are also forbidden.

Sunglasses: Any eyewear, unless prescribed by a physician is forbidden.

Note: **The administration reserves the right to make the determination as to what is considered acceptable.** Students whose dress is questionable, as well as those not following the dress code, will be required to change into acceptable attire or will be sent home. Parent support is appreciated and necessary. When students comply with the dress code, staff and administration spend much less time dealing with inappropriate dress and can dedicate that time to student learning. It is our goal to promote an orderly learning environment

RETENTION (POLICY IKE)

Research, common sense, and our own life experience show us that social promotion (assignment) and retention in grade are not effective solutions to the problem of underachieving or underperforming students. While social promotion does provide the advantage of socializing peers of the same chronological age, social promotion sidesteps the achievement problem because students enter the next grade unprepared and the gap between expectations and performance widens each year. Only infrequently, where a child's social/emotional maturity or developmental readiness is an issue, will retention bring about expected results.

The problem of underachieving students should be viewed in context, and individual plans should be developed to match individual solutions to individual achievement problems. A student's failure in school must be reviewed in multiple contexts. The family, the health care provider, the school, the classroom, and the peer group impact on a student's ability to cope with the academic program. Finding the answer to underperformance means viewing the student in these many contexts.

Students must be prepared to meet the challenges of each grade level and are expected to demonstrate mastery of skills and content as reflected on standardized tests, MCAS scores, and teacher grades. The Superintendent will develop regulations in keeping with a standard of academic performance that provides for promotion when a student has achieved competency and that provides sufficient time for remediation.

PROMOTION/RETENTION POLICY GRADE 5 & 6

Promotion

A student is considered promoted to the next grade level when she/he has demonstrated mastery of the minimum standards for each grade level based upon teacher grades and other appropriate assessments, including portfolios, standardized tests, homework, daily classwork, class participation, and attendance.

Retention

Students who receive failing grades in any two of four major subjects will not be promoted. These students will have the opportunity to attend a summer semester program to achieve a passing grade in order to be promoted to the next grade.

WEAPONS (POSSESSION OR USE OF WEAPONS) (POLICY JICI)

Possession or use of a weapon in a school building is prohibited. A student found to be in possession of a weapon on school premises before, during, or after school or at any school-sponsored activity is subject to administrative and/or legal action.

SEXUAL HARASSMENT, BULLYING & HAZING POLICY (POLICY JICFB)

Any student who intimidates or threatens another student through verbal, physical, mental, or written bullying will be subject to disciplinary action up to and including long-term suspension. The principal, dean, or his/her designee will implement this regulation in compliance with the district's Code of Discipline. For more information, visit our district website for our district plan. (www.westportschools.org)

DISCIPLINE

It is the goal of our school community to ensure a safe, respectful learning environment for all members of the school. In order to nurture and support all children to meet behavioral expectations, discipline plans will be constructed and implemented with parent approval. Severe infractions (i.e. weapons, physical aggression, and threats of violence, racial or sexual harassment) are dealt with at the discretion of the principal or assistant principal.

STUDENT CONDUCT

Good citizenship in school is based on personal responsibility, respect, and consideration for the rights of others. Students will be expected to conduct themselves in a way that the rights and privileges of others are not violated. They will be required to respect constituted authority, to conform to school rules and to follow the provisions of law that apply to their personal conduct.

Principal's Responsibility to Maintain Order

Principals and Assistant Principals are charged with the responsibility of general student conduct and behavior regulations to maintain good order and a safe school environment. In keeping with that responsibility, they may suspend students from school if more positive alternatives are not available.

Parent Notification of Suspension from School

The principal or assistant principal shall notify the parent/guardian prior to sending the student home during the school day. If the parent/guardian cannot be contacted, the student shall be kept at school until the end of the school day. A letter explaining the suspension will be sent with the student at the end of the school day. A letter shall also be sent to the parent/guardian by mail.

Student Responsibility

A student may be suspended from school when the student:

- Violates District or school policies or regulations
- Engages in conduct which interferes with the maintenance of school discipline
- Engages in conduct which, in the judgment of school officials, warrants the reasonable belief that disruption of school operations will likely result
- Is insubordinate, disorderly, or defiant of school rules and common standards of behavior

No student will be deprived of due process by school officials in implementing any rules or regulations relative to student conduct.

ACTIONS AND CONSEQUENCES (WCS Policy JIC-R)

The following applies to any student who is on school property, including school transportation, who is in attendance at school or at a school sponsored activity, or whose conduct at any time or in any place interferes with or obstructs the mission or operations of the School District or the safety or welfare of students, employees, or invited guests:

- Defiance of the authority of the teacher, principal, or other school employee including failing to comply with lawful directives or rules issued by school staff

- Refusal to identify oneself or giving false verbal or written information to a school employee.
- Stealing or forgery, or the attempt to do either
- Possession of any weapon, knife, gun, explosive device, instrument or article that might injure, threaten, or intimidate a person or destroy property (including realistic simulations)
- Violation of the District's drug and alcohol policy and/or use or possession of tobacco products
- Physically assaulting or causing bodily injury to an employee of the district, a visitor or another student. This includes nonconsensual touching
- Verbally assaulting or threatening an employee of the District, a visitor, or another student
- Engaging in verbal abuse, such as name-calling, ethnic or racial slurs, or derogatory statements addressed publicly to others, that may bring about disruption of the school program, incite violence, or otherwise detract from the educational mission of the District
- Psychological intimidation toward other students or school staff including conspiring with others to commit such violence
- Violation of public criminal or civil statute, law, or School Committee regulation
- Scholastic dishonesty, which includes, but is not limited to, cheating on school assignments, violation of copyright, plagiarism, and collusion
- Cheating on a test includes:
 - Copying from another's test paper
 - Using material during a test which is not authorized by the person giving the test
 - Collaborating with another student during the test without authority
 - Knowingly using, buying, selling, stealing, transporting or soliciting in whole or part the contents of an un-administered test
 - Substituting for another student or permitting another student to substitute for one's self, to take a test
 - Bribing another person to obtain a test that is to be administered, or
 - Securing copies of the test or answers to the test in advance of the test.
- Plagiarism means the appropriation of another's work and the unacknowledged incorporation of that work in one's own written work for credit
- Collusion means the unauthorized collaboration with another person in preparing written work offered for credit
- Throwing objects, outside supervised school activities that can cause bodily injury or damage property. Leaving school grounds when not permitted to do so
- Directing profanity, vulgarity, obscenity, or sexual innuendo toward students or staff
- Committing robbery or theft, or the attempt to do so, of any property belonging to the District at any time or of any property belonging to an employee or other student
- Acts of vandalism or arson or other malicious damage to real or personal property belonging to the School Department, its employees, visitors or other students
- Engaging in misconduct on school buses or at bus stops
- Committing or attempting extortion, coercion, or blackmail, i.e., obtaining money or other object of value from an unwilling person, or forcing an individual to act through the use of force or threat of force
- Knowingly violating the School District's Acceptable Use Policy while using on-line services
- Tampering with, changing, or altering school records or documents by any method including electronic means
- Engaging in immoral conduct not in conformity with accepted principles of right and wrong behavior and which is contrary to the moral standards of our community
- Participating or engaging in any activity which interferes with or disrupts the educational process
- Lying or the giving of false information, either verbally or in writing, to a school employee

- Tampering with, changing, or altering records or documents of the School District by any method including, but not limited to, computer access or other electronic means
- Gambling
- Hazing as defined by state law (See Policy JICFA)
- Engaging in immoral conduct. (Immoral conduct is conduct which the School Committee determines is not in conformity with the accepted principles of right and wrong behavior and which is contrary to the moral standards of the community)

Students have a personal responsibility to act in a way that does not violate others' rights. A student whose actions violate the rights of others will be subject to consequences, which may include:

- Detention (teacher/office)
- Short-term suspension - fewer than 10 days
- Long-term suspension - more than 10 days, including expulsion
- In School Suspension
- Restitution or community service activity
- Participation in a rehabilitation program
- Summary recommendation for permanent exclusion

Detention: There are two types of detention - teacher detention and office detention. Teacher detention is assigned by classroom teachers for violations of classroom rules and/or minor violations of school rules. The principal, assistant principal, or their designee assigns office detention. Office detention is given for:

1. Violations of school rules in common areas such as the cafeteria, corridors, or outside on the school grounds
2. Major violations of school rules
3. Chronic minor violations of school and/or classroom rules.

Detention takes precedence over all engagements, except suspensions ex: clubs, activities & sports. Failure to report for detention may result in serious additional consequences.

Teacher Detention: A teacher detention requires that students and parents be given a minimum of twenty-four (24) hour notice as it will require a student to miss his 2:50 PM bus. A teacher detention may be served until 3:45 p.m. A student must follow the teacher's rules during a teacher detention. A student who fails to report for a teacher detention will be assigned an office detention.

Office Detention: An office detention requires that students and parents be given a minimum of twenty-four (24) hour notice. Office detention takes precedence over any teacher detention. Office detention is served on a date agreed upon with a parent and runs until 3:45. Students should report to detention with their books and coats, as they will be dismissed from school directly from detention. Students who do not follow the rules during an office detention will be subject to additional discipline by the principal or designee.

Note: Students in grades 5 and 6 who are assigned an office detention for disciplinary reasons are not eligible to attend the next scheduled school dance.

Parents and guardians are responsible for their child's transportation after detentions.

Procedures for suspension of a student from participating in school instructional programs must respect the civil rights of the student. Therefore, the School Committee has established procedures to be followed in the event that it becomes necessary for a principal to consider either short-term or long-term suspensions.

INTERROGATION SEARCHES: SEARCHES BY STAFF (POLICY JIH)

The right of inspection of students' belongings is inherent in the authority granted by the School Committees and Administrators. School officials will exercise that authority so as to protect each child's constitutional rights to personal privacy and coercion, and to act in the best interest of all students and the school.

Searches by school officials of the student him/herself, will be conducted in a way that protects the students' rights consistent with the responsibility of the school system to provide an atmosphere conducive to the educational process.

Resource Officer

The School Resource Officer assigned to the Westport schools has three functions:

1. As a police officer, he/she handles all civil and criminal acts regarding students and schools.
2. The resource officer visits the classrooms as a guest speaker and discusses topics for which he/she has been trained. Pamphlets on a variety of subjects are available at his/her office at the high school.
3. The officer is available to speak with the students regarding a variety of problems.
4. The officer follows up on multiple tardiness, absences and residency verification.

PARENT/SCHOOL CONNECTIONS

PTO: WES/MAC PTO is composed of parents whose children attend either Westport Elementary School or the Macomber Primary School. All parents are automatically members. The general purposes of the group are to facilitate communication between school and home, to serve as an organizational framework for providing service to the school, and to enrich the children's school experience. WES/MAC invites you to participate in one of the following committee activities: Fundraiser, Membership, Newsletter, PR and playground. Meetings are held monthly and are open to all parents, teachers and administrators. Please join us with your ideas and energy!

WEF: The Westport Education Foundation's mission is to provide transforming and innovative enrichment programs to enhance the core curriculum in the Westport Community Schools and be the catalyst through which Westport public education strengthens the future of the town. The Board is comprised of parents and town residents who want to support the education system in Westport. Please visit their website at www.westporteducationfoundation.com to view meeting dates, programs, current events and to sign up to receive updates via email. Volunteers are needed and greatly appreciated!

Volunteers:

Parents are encouraged to volunteer at any/all levels that suit their needs. Two ways that parents may involve themselves are as a classroom assistant working in the child's classroom or offering to help with clerical duties (photocopying etc.). **All volunteers must fill out a CORI yearly and submit a copy of your license.** Please see the secretary in the office if you have any questions.

Chaperones:

Parents are encouraged to chaperone field trips yearly. **All chaperones must have their FINGERPRINTS on file at administration.** This is a **one-time** appointment made through MorphoTrust USA and there is a \$35 fee associated with it. Appointments are **not** held in the Westport Community Schools. Log onto the Identogo website, <http://www.identogo.com/FP/Massachusetts.aspx>, to find the closest location. Fingerprinting could take a few **WEEKS** to process. If you have any desire to Chaperone, please make this appointment and include the Westport Community Schools ESE Organization Code: 0331000, this will

give the government our district code to report your fingerprints too. Please see the secretary in the office if you have any questions.

School Council:

The school council is a representative, school-based committee composed of the principal, parents, teachers, and community representatives. The school council is the main instrument through which participatory site-based management is practiced. The Council has an advisory role in shaping the policies and programs of the school. Elections are held in the fall.

Newsletters:

In our efforts to help with home to school communication, W.E.S. provides a monthly newsletter you can view on our school webpage; www.westportschools.org. Click on schools then Westport Elementary.

Open House:

Open House is held for all parents at the beginning of the school year. At this time, each teacher gives an overview of his/her class, which includes curriculum description, expectations, and routines. Please note this is not a time to discuss individual situations.

Conferences:

Parent teacher conferences help to provide an overall picture of a student's progress. Conferences are held at a predetermined date during the first trimester, which will be posted on the school calendar. However, regular and open conversation between parent and teacher is the most important part of understanding a child's development. With this in mind, parents can request meetings with their student's teacher at an agreed upon time.

Lost & Found

Lost and found articles are collected and displayed in the cafeteria. Students should personally check this area. Unclaimed articles will eventually be given to charity. **Students should not bring valuable items to school** (including electronic equipment, i.e. Ipods, Ipads, tablets, cell phones, headphones and trading cards). **Please identify you child's clothing (hats, mittens, coats, etc.) in a manner you feel comfortable with. (i.e. last name, first initial and teacher's name).**

HEALTH/HEALTH SERVICES

When to Contact the School Nurse:

- If your child is newly diagnosed with a chronic health problem (seizures, diabetes, asthma, severe allergies, ADD, ADHD, etc.)
- If your child is on a daily medication for an extended period of time.
- If your child has a communicable disease (Chicken Pox, Scarlet Fever, Hepatitis, TB, Head Lice, etc.)
- If your child has had a health problem that may affect his/her school performance.
- If your child has had a recent immunization.
- If your child is under treatment for an orthopedic problem, head injury, or any other problem that may restrict physical education or recess.
- If your child has been hospitalized for any reason.
- If your child is under the care of a specialist for vision or hearing, or has just started wearing glasses.

Emergency Information Forms:

Emergency information sheets are sent home at the beginning of each school year. The sheet records phone numbers of parents, relatives, and physicians to be notified in an emergency. **It is extremely important**

that this information be kept up-to-date and accurate. Please notify the school office in writing of any changes.

Health Requirements:

In order to be registered for school, children must present documentation of the following immunizations: Diphtheria, Pertussis and Tetanus (DPT); Measles, Mumps and Rubella (MMR); Polio, Varicella, and Hepatitis B. In addition, all students entering Kindergarten must have documentation of a Lead and TB screening.

State and local laws prevent us from making any exceptions to this policy. Parents must also submit a copy of a physical exam, done prior to and within one year of registration and at the beginning of Grade 3.

Keep Your Child Home if He or She...

- has an elevated temperature
- has a suspicious rash
- has sore or discharging eyes or ears
- has had an upset stomach or vomiting within the past 24 hours
- has diarrhea
- has a contagious disease (i.e., Strep Throat, Tonsillitis, Bronchitis, Conjunctivitis, etc.) and has not been on medication at least 24 - 48 hours from the first dose
- has head lice

Communicable Diseases:

If your child has a communicable disease (i.e., Chicken Pox), please notify your child's teacher and nurse.

Before returning to school, your child will need to be checked by the school nurse or have a certificate from your doctor (contact the school nurse to see which is applicable). Regulations are as follows:

- Chicken Pox: 5-7 days from appearance of first eruption, lesions crusted and fever free
- Conjunctivitis: 24 hours after medication has begun, no drainage
- Impetigo: 24 hours after medical treatment began
- Pneumonia: Doctor's certificate for re-entry
- Scabies: Note from doctor that child has been treated and may return to school
- Scarlet Fever: 24 hours after prescribed medication has started
- Strep Throat: 24 - 48 hours after first dose of medication

Head Lice (Pediculosis):

Head Lice are transmitted by personal contact and are common among school children. The school nurse, to help prevent children from contracting this condition, does Pediculosis screenings periodically. In the event of an outbreak, parents of the classroom having a student with this condition will be notified by letter and be given suggestions to help prevent the spread of Pediculosis.

- Students found to have head lice shall be medically dismissed from school pending treatment of such condition. The principal will be notified of the reason for the child's dismissal.
- Students will be dismissed from school only with a parent, relative or designated responsible adult.
- At the time of a positive identification of head lice, all possible known contacts such as siblings, classmates, etc., will be checked by the nurse.
- Students excluded by the school or kept home by a parent because of this condition cannot re-enter school until he/she has been seen by the school nurse. A parent must accompany their child to the school nurse on his/her return.

- Once the treatment has been completed successfully and the nurse has approved re-entry, the child will be checked weekly until they have been found lice free and/or nit free for four consecutive weeks.

Medications:

This policy applies to all medications, prescription or non-prescription, which are to be administered to students in school.

1. If a student's physician determines that it is necessary for the student to receive medication during school hours, the written physician's order and specific instructions must be provided to the school.
2. Each medication must be accompanied by a parent's "Consent for Administration of Medication.
3. An Administration of Medication Care Plan for the student will be developed by the nurse and signed by the parent.
4. Medications must be provided by the parent in the original container with the prescription label or manufacturer's label intact. Upon request, pharmacists will provide identical containers and divide medications for school and home.
5. Each medication, which is to be given for more than 10 school days, must be accompanied by a written physician's order (prescription label serves as physician's order for short-term medications).
6. Medications will be administered by the School Nurses employed by Westport Community Schools with the following exceptions:
 - a. Self administration according to the following:
 - All medications to be self administered in schools must be approved by the school nurse.
 - Self administration will be limited to inhalers and epipens if deemed appropriate by the nurse, parent, and physician.
7. Medications should be delivered to school by an adult. Upon delivery, medications will be dated and counted.
8. Medications will be stored in locked cabinets in the Health Offices, except for epipens.
9. All medications will be documented on the student's medication record.
10. If any emergency should occur involving response to medication, the prescribing physician will be notified, and medical treatment will be provided according to the physician's advice and the nurse's assessment.
11. If any error should occur involving administration of medication, the parent will be notified and a report will be filed with the Superintendent of Schools. The parent may consult the prescribing physician or the nurse as deemed appropriate.
12. The first dose of a newly prescribed medication must be given at home.
13. Administration of early a.m. or first daily dose of medications at school is discouraged, and given only after careful consideration on an individual basis.

Health Services:

1. Annual Vision and Hearing Tests (parents are notified only if an abnormality is found).

2. Physical Exams (routine for entering Kindergarten and Grade 3, plus new students and interscholastic sports). For parents with insufficient or no health insurance, please contact the school nurse at 636-1075 for information.
3. General first aid for school related minor accidents. If a serious illness or an accident occurs, parents will be asked to take their child for further medical evaluation / treatments.
4. Maintaining medical records for your child. This includes medical history, results of screenings, exams, immunization status, etc.
5. Puberty / menstrual classes for students in Grade 4.
6. Services to students with chronic medical needs, including medications and treatments.

FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)

FERPA affords parents and students over the age of 18 years of age, certain rights with respect to the student's educational records. Please refer to the main section of the Student Handbook.

INTERNET ACCEPTABLE USE POLICY (WCS Policy IJKA)

Purpose and philosophy:

The Westport Community Schools prohibits students from using electronic devices at school. The use of electronic devices can be disruptive to the educational process and are items that are frequently lost or stolen. **The school is not responsible for the security and safekeeping of these items and is not financially responsible for any damage, destruction, or loss of electronic devices.**

Definitions

“**Electronic device(s)**,” means a privately owned device that is used for audio, video, or text communication or any other type of computer or computer-like instrument which includes, but are not limited to, cell phones, Mp3 players, iPods, personal digital assistants (PDAs), compact disc players, portable game consoles, cameras, digital scanners, lap top computers, and other electronic or battery powered instruments which transmit voice, text, or data from one person to another.

- Except as otherwise provided by this policy, student use of electronic devices during the school day is **strictly prohibited**.
- Students may use electronic devices during class time when authorized pursuant to an Individual Education Plan (IEP), a Section 504 Accommodation Plan, or a Health Care Plan. JDE – Electronic Devices

Violations

Electronic devices used in violation of this policy may be confiscated by school personnel and returned to the student or parent/guardian at an appropriate time. If an electronic device is confiscated, the electronic device shall be taken to the school's main office to be identified, placed in a secure area, and returned to the student and/or the student's parent/guardian based on the severity of the infraction.

Students who are offenders of this policy may be subject to any appropriate disciplinary action, which may include detention, suspension and expulsion from school.

Wellness Policy (Policy ADF)

WELLNESS POLICY (WCS Policy ADF)

The Westport Community Schools has a wellness policy that was approved by the school committee. This policy addresses issues such as:

1. Nutritional Quality of Foods and Beverages Sold and Served on Campus
2. Nutritional and Physical Activity Promotion and Food Marketing
3. Physical Activity Opportunities and Physical Education

4. Monitoring and Policy Review
5. Sharing of Foods and Beverages: Students are strongly discouraged from sharing their foods or beverages with one another during meal or snack time.
6. Celebrations: Celebrating will be limited to no more than one party per class per month.

For a complete copy of the Wellness Policy, contact the school office at 508-636-1075.

NO SCHOOL INFORMATION

School cancellations and delays due to emergencies will be aired on the following television stations: WCVB (Channel 5), WLNE (Channel 6), WHDH (Channel 7), WJAR (Channel 10), WPRI (Channel 12), WFXT (Channel 25), WNAC (Channel 64), NECN (New England Cable News) and the following radio stations: WSAR-AM 1480, WHJJ-AM 920, WPRO-AM 630, WBSM-AM 1420, WWBB-FM 101, WHJY-FM 101, WSNE-FM 93.3.

“**SCHOOL BRAINS**” will also notify you by phone or email regarding delays or cancellations. If you would like to be contacted directly by One Call Now – please be sure the schools have your correct phone number and email.)

(508-636-1140) Westport Community Schools

Dr. Ann Dargon
Superintendent of Schools

Mr. Raymond Nekrasz
Director of Technology

Mrs. Elaine Santos
Director of Special Education

Mr. John DeFusco
Title 1 Coordinator

Westport School Committee

Carolina Dutra Africano
Mark Carney
Margot Des Jardin
Nancy Rioux
Antonio Viveiros



Contact the Superintendent of Schools at 508-636-1137 for a translation of this or any other school notice.

Portuguese:

Contate por favor o superintendente das escolas pelo telephone 508-636-1137 para qualquer tradução relacionada com esta ou outras noticias da escola.

Spanish:

Contacta por favor al superintendente de escuelas en 508-636-1137 para una traducción de esto o de cualquier otro aviso de la escuela.

French:

Veuillez contacter le surveillant des écoles a 508-636-1137 pour une traduction de ceci ou de n'importe quelle autre notification d'école.

German:

Treten Sie bitte mit dem Betriebsleiter der Schulen bei 508-636-1137 für eine Übersetzung von diesem oder von jedem möglichem anderen Schulebegriff in Verbindung.