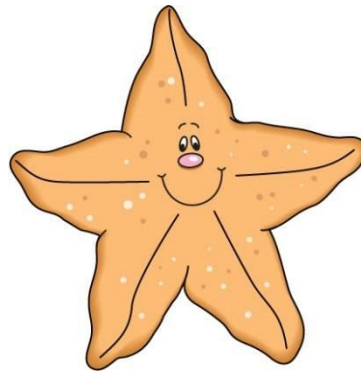


Welcome To West Villages Elementary

Home of Westie the Starfish



2019-2020
Family Handbook

Welcome To West Villages Elementary!

In the following pages are the processes, procedures and policies that govern the school. Please review the information and contact us with any questions or concerns. It is important that we begin the year with the same understandings and information.

West Villages Elementary School Contact Information

760 Osterville West Barnstable Road, Marstons Mills, MA 02648

Phone: 508-420-1100

Fax: 508-420-1486

Principal: Ms. Mery Faial-Zaynounge | email:faialzaynounge_mery@mybps.us

Administrative Assistant: Nichol_LeAnne@mybps.us

Teachers: "last name"_"first name"@mybps.us

For text alerts: text @WVES to: 404-991-3488

GENERAL INFORMATION

- School Hours: 8:45-3:30
- Daycare Hours: 7:00 am – 8:45 am and 3:30 pm – 5:30 pm
- Office Hours: 8:00 am – 4:00 pm Monday - Friday

Barnstable Public Schools Core Values

All children have the right to every opportunity to achieve their full potential.

Each person deserves to be treated with dignity and respect.

Integrity and personal responsibility are the hallmarks of our daily interactions.

The Vision of West Villages Elementary School

West Villages Elementary School promotes academic excellence and develops independent problem solvers who will be prepared to be our future leaders. We strive to nurture and celebrate the diversity of our students, staff, and community by providing a positive and peaceful environment of safety, responsibility and respect for all. We are a community of learners, teachers, and volunteers devoted to compassion, empathy, social awareness and an enthusiastic love of learning and the arts.

Out of this commitment we serve you, your child, and the community each day. We desire to build a partnership with you in the education and nurturing of your child. Thank you for the opportunity to share in the education and care of your most precious possession, your child.

West Villages School Rules

1. Be Respectful
2. Be Responsible
3. Be Safe

School Colors:

Blue and Green



Westie the Starfish.
Our school Mascot

Emergency contacts

Help us Communicate with you:

We need at least two consistent contact numbers for your child. This is in case of an emergency or a concern regarding your child. It is scary for a child to be at school when we cannot reach you. Please make sure you have updated this through the district "Annual Update" link on the district website.

School Alerts

To receive school alerts for events, closings, and information, we use a confidential service that will notify you of school information via text message. This will not give us your phone number. It is a confidential service. See below:

School Emergency Notifications

In addition to the reminder service above, from time to time the school will send an automated call to inform you of pressing information. It is imperative that we have the most up-to-date telephone number in place for you so that you do not miss these important notices.

DAY CARE PROGRAM

West Villages hosts an on-site day care program. The purpose of this program is to provide a safe environment for our students before and after the school day. This is a courtesy to parents that may have work hours that preclude them from bringing their students during the school's regular hours of operation. The students will have access to games and activities, homework space and snack. While this program operates independently of the school, we operate with the same set of expectations and values as the rest of the school day.

This program is limited in the number of students that can be accepted. Students will be admitted on a first come, first served basis, with preference given to those in the program the previous school year.

The staff that work these programs have definite hours. While we recognize that emergencies and unforeseen events take place, recurring instances of students not being picked up on time may result in the loss of your placement in the program.

The fees for the program go directly to the function of the program. Students with overdue charges may be asked to meet with program staff and/or the Principal to resolve the issues. Continued delinquency in payment will result in the loss of placement in the program.

It is imperative that the daycare staff be able to contact an adult responsible for each child's care. Should there be an emergency, staff members will need to be able to reach you. Please provide a minimum of two numbers for us to reach in the case of emergency.

Arrival

Students arriving for Morning Day Care may enter the school through the cafeteria doors after 7:00am. All other students who are arriving for the school day may enter the building at 8:45. Instruction begins at 9:00. Students may eat breakfast in the cafeteria at 8:45.

Students arriving on the bus will enter through the main lobby doors. Students arriving in cars will be dropped off on the side of the building following the morning drop off procedure.

Dismissal

Dismissal begins at 3:20 for car riders, walkers, and day care. Busses arrive at 3:30 and leave by 3:35. Please see the procedures for afternoon car pick up.

Early Dismissal

In order to protect the learning of your child and conform with Massachusetts general law, it is important that your child is here:

Walkers

Students who walk home from school are dismissed to adults before the buses leave. Parents should send a note to school at the beginning of the year to inform the office that their child will be walking home for the duration of the school year.

Dogs at School

Due to several factors, we must ask that dogs and pets do not accompany students or parents onto school property. Special occasions can be arranged in advance with the Principal, but as a rule of thumb, our pets need to remain off of school property during the operation of school.

Student Bicycle Use

The Barnstable School Committee, cognizant of the traditions of riding a bicycle to school and also cognizant of the traffic conditions that exist in our community, establishes the following policy regarding student bicycle use at the elementary level:

- Students enrolled in any grade below Grade 4 shall not be allowed to ride bicycles to or from school.

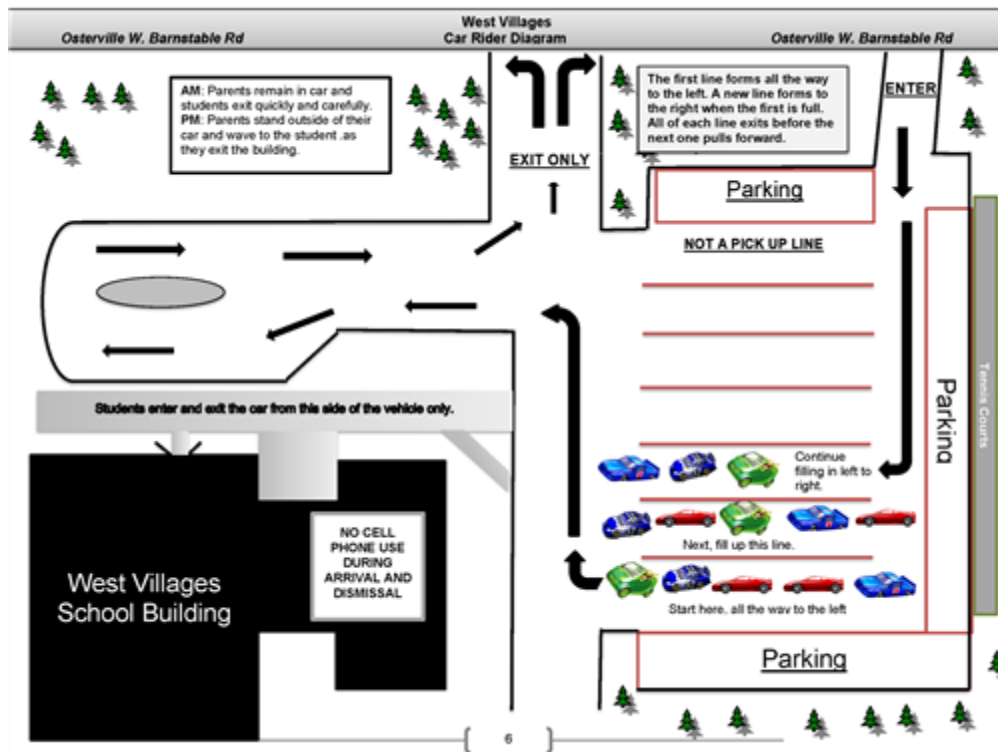
Transportation: School Buses

● Children are transported to and from school on buses operated by:
First Student Bus Co. (508-362-4663)

- The transportation system is an extension of our school and appropriate student behavior is expected at all times. The school discipline code is in effect on the school bus and when loading and unloading. Therefore, violation of the school's discipline code on the bus or when loading/unloading may result not only in removal from the bus, but also exclusion from school and up to and including expulsion.
- Kindergarten and 1st grade children will not be dropped at their bus stop without an adult to meet them. If this occurs, the child will be returned to school and the parents will be contacted.
- Children may not change buses. Questions may be directed to the Director of Transportation, Ms. Sandy Gifford at 508-862-4996.
- Bus Accident Policy

In the event that the school is informed of a bus accident every effort will be made to contact the parents of the children riding the bus involved.

CAR RIDER DIAGRAM



CAR DROP OFF AND PICK UP PROCEDURES

IMPORTANT:

We have TWO entrances to our back parking lot... Please follow the directions above so that we do not have any collisions. Please come in the North entrance and exit through the South exit as seen on the map.

- North entrance (by tennis courts): ENTRANCE ONLY
- South entrance (by the auditorium): EXIT ONLY

ALL CAR RIDER TRAFFIC WILL RUN THE SAME DIRECTION IN THE MORNING AND IN THE AFTERNOON.

We make lines starting at the far left and FACING THE SCHOOL BUILDING. These lines take turns driving through the line and then exit through the EXIT ONLY.

Morning drop-off

ONCE YOUR STUDENTS ARE OUT OF THE VEHICLE AND ON THE SIDEWALK, PLEASE WAIT FOR THE SIGNAL FROM STAFF TO MOVE FORWARD.

Please train and encourage your child to quickly come out of the car, shut the door and step all the way onto the sidewalk.

Please no parking and walking up

I know that many of you enjoy walking your children to the door. Due to heavy traffic and the need for a one-way flow of traffic, please use curbside drop off if you are planning to drive your student to school.

Dropping off at the door

Because of the large numbers of students who come in cars, please pull all the way forward. Only a few will be able to drop off right at the door in the morning. We have plenty of staff and we want everyone's time to be honored to the greatest extent possible. So please pull all the way up behind the car in front of you so that we can use the entire curbside area.

Afternoon Pickup

Please enter through the new ENTRANCE ONLY by the tennis courts on the north side of the school. Pull into the line farthest to the left that has space in the large parking lot. As your line pulls around, make sure to have your windshield card with your child's name on it displayed. If we cannot verify who you are and who you need to pick up in a safe manner, we may have to ask you to wait through the line and then pull around to the front of the building to check out at the front office once the rest of the process is complete.

Once at the curbside

Please get out of the vehicle. Both staff and your child will make eye contact with you before they are allowed to come to the car. Please do not delay the process by remaining in your car.

Once you have your child, drive around the loop and exit in the left turn or right turn lane.

Cell Phones and Car Procedures

For the safety of students and staff, all drivers must be completely off their cell phones while dismissal is in process. We have had staff members hit by cars due to this problem. No one wants anyone else hurt. It could be your child.

There is no call so important that it is worth putting children and adults at risk.

BREAKFAST PROGRAM

A breakfast program is offered to all students at West Villages Elementary School. The cost of a student breakfast is \$ 1.50. Students who participate in the program may purchase a breakfast from the cart at the front door and head directly to class.

LUNCH PROGRAM

Hot lunches, which include milk and dessert, are prepared daily in our own cafeterias. Menus are sent home monthly. Lunches may be purchased for \$2.65 per day or on a weekly basis on Friday mornings. If you wish to pay by check, make your check payable to the Barnstable School Lunch Program.

School staff, who expect acceptable table manners and cooperation, supervise lunch periods. Children are not required to eat everything on their plates but are encouraged to try unfamiliar foods. Please review the following cafeteria expectations with your child:

1. Move slowly and take the seats or area assigned to you. Once seated, you may not leave your seat without raising your hand and asking for permission.
2. Quiet conversation is encouraged, as are any normal behaviors common to dining at home. Shouting, throwing food or paper products are not appropriate activities and will not be tolerated.
3. Remain in the cafeteria after finishing lunch until you are dismissed to your classroom.
4. Children are expected to clean up their area after eating. All paper, utensils cartons should be placed in the proper receptacles.
5. Sitting with a friend at lunch is a privilege and can be lost based upon inappropriate behavior in the cafeteria.
6. Due to the large number of students who attend our school we cannot invite parents to eat lunch with their child.

Any question regarding the school lunch program should be directed to 508-778-0563

PARTIES

Birthday Celebration

Celebrations are fun and important. At school we limit our celebrations to birthdays and teacher planned events for the classroom. Birthdays are celebrated monthly at a special lunch with the Principal. Students may bring their own special lunch or purchase from the cafeteria, but may not bring food to share. Class events are scheduled by the teacher. We do not sponsor celebrations of Halloween or specific religious holidays.

Birthday Invitations

Birthday celebrations outside of the school day often include invitations that need to be given to other students. Because we are an inclusive school that does not want to isolate or distinguish between students, we ask that if you send invitations to school, please include the entire class.

If you are unable to do this, please send invitations through mail or some other form of distribution.

PARENT VISITATION

The West Villages Elementary School welcomes parents and visitors to our classrooms. Arrangements to visit a classroom should be made in advance with the classroom teacher. Visits should be limited to no more than one hour at a time.

Due to the large number of students eating lunch in our cafeteria, we discourage parental visitations during that time.

Requests for visitation by anyone other than the parents should be arranged with the Principal.

SCHOOL ATTENDANCE

- ❖ On Time
- ❖ All Day
- ❖ Every Day

The school is held accountable for attendance. Therefore, we ask that you let your child remain in school each day and either ride the bus home, follow the afternoon car pick up procedure, or attend the day care program.

Should it become necessary on a rare occasion to dismiss your child early from school, we ask that you:

- Send a note to the teacher at least 24hours in advance
- Sign the child out at the front desk no later than 3:00 p.m.
- Overuse of this process will be recorded with attendance when reporting to the state.

Parental Responsibilities

It is the parents' responsibility to be sure that your child attends school on time, all day, every day. Parental notes are required for student's absence and tardiness.

Student Absence / Tardy

At West Villages Elementary School we believe that "All children have the right to every opportunity to achieve their full potential." Our school day is planned in accordance with state law in order to help our children grow and develop intellectually, socially and emotionally. We know that you are committed to this same goal for your child.

We are a learning community. What one person does, affects the others. One child's tardiness or early dismissal affects the entire class. A last minute phone call with a change of pickup plans, interrupts the pace and flow of the class each time the call is made. We understand that

life events happen and we can't control many of them, but to the extent possible, please help the community of learning by:

1. Having your child here on time, every day, all day.
2. Maintain a consistent routine for morning and afternoon transportation, and only make changes when absolutely necessary.
3. Communicate those changes with your child's teacher ahead of time through a note or email.
4. Reserve changes in your transportation routine for emergencies.

Studies have clearly shown that regular attendance in school is a critical component of a child's educational success. While children may become ill, it is important that every effort be made to have your child in school each day that they are healthy. We have many supportive interventions at West Villages which require students to be here, on time, on a consistent basis.

The Commonwealth of Massachusetts mandates that all children under the age of sixteen (16) attend school regularly in order to acquire the skills they need to succeed in life. According to Massachusetts General Laws, Chapter 76 Section 2: "Every person in control of a child described in section 1 shall cause him to attend school as therein required, and if he fails to do so for seven days or fourteen half day sessions within any period of six months shall be in violation of the law."

Regular attendance notices will be sent monthly by BPS elementary schools. This will alert you to our concern and provide an opportunity to rectify any possible errors in our records. Our goal is to be your partner in supporting strong attendance for your child. Should you have any questions or concerns around these practices, please do not hesitate to set up a time with the principal by calling 508-420-1100.

Excused vs. Unexcused Absences

From time to time an absence from school is warranted and excused for reasons of illness or family emergency. These excused absences should be rare and few in number. Under normal circumstances, an absence will be excused with a doctor's note documenting the need for the student to be out of school or some type of documentation for the family need to be out (such as an obituary, wedding announcement, court summons, etc).

An illness may occur that requires a student to stay home but does not require a visit to the doctor. In this instance, the parent may contact the school nurse to explain the circumstances. However, once a child is out for more than 3 days in a week's time, a doctor note should be provided in order for these absences to be excused. In the event that a child is out for multiple, non-consecutive days, the Principal may ask for a doctor note before excusing any further absences.

Excessive excused absences interrupt a child's education. In the event that an illness or family situation creates multiple excused absences, the Principal may request a meeting to discuss the

situation and create a plan to support the child's education. A parent may also request this meeting with school personnel. In these circumstances, it is helpful for us to have permission to speak with the doctor's office so that we can meet the requirements of the ongoing situation.

Unexcused Absences

Families with unexcused absences, tardies or early dismissals may be contacted by the classroom teacher and/or the School Counselor to discuss any concerns or needs the family may have relevant to the student's attendance at school, and to help develop a plan for increased student attendance, timely arrival, and/or timely dismissal. Parents who are making an honest and transparent effort to have their students to school on time, but are not successful, are encouraged to set up a meeting with the classroom teacher, School Counselor, Nurse, and/or Principal to discuss plans and options. We desire to be your partner.

CODE OF CONDUCT

West Villages is a community of learners engaged in challenging and rigorous learning. Students are expected to conduct themselves in a manner, which provides an atmosphere appropriate for learning. Building and classroom expectations supporting this environment are posted and practiced by all students.

All concerns regarding student conduct begin with the teacher and parent team. In the event that a student persistently and repeatedly fails to respond to classroom routines and counsel, parents and teachers will work together to develop plans, contracts and consequences that are reasonable, fair and effective. These will be implemented at school and supported at home.

In the event that a student continues to disrupt the learning and safety of the building, additional interventions, consequences and learning opportunities will be explored.

School-wide Expectations Matrix

School-wide Rules/ Expectations	All Settings	Hallway	Auditorium	Playground	Bathroom	Cafeteria	Bus	Bus Dismissal	Parent Pick-up Dismissal
Be Respectful	-use kind words -share	-silent voices	-sit quietly	-include everyone -share equipment -take turns -line up quietly	-respect privacy -use quiet voices	-use quiet voices and kind words -silent voices when lights are off	-use quiet voices and kind words	-walk quietly to your bus -hands and feet to yourself	-always walk quietly
Be Responsible	-remember to follow the rules	-face forward	-give attention to presenter	-take care of equipment -bring back in the clothing you wore out	-flush -wash your hands -use one paper towel and discard in trash	-stay seated and raise your hand for help -keep table and floor area neat	-listen to the bus driver -watch for your stop	-keep personal property in your backpack	-stay seated and listen for your name to be called
Be Safe	-hands and feet to yourself	-walk single file as a class -hands and feet to yourself	-remain properly seated -hands and feet to yourself	-solve problems peacefully or ask an adult for help -wear proper shoes on climbing wall	-keep water in the sink	-always walk -eat your own food -hands and feet to yourself	-stay seated -hands, feet and belongings to yourself	-hands, feet and belongings to yourself	-hands, feet and belongings to yourself

RECESS

Outdoor Recess

Outdoor recess, weather permitting, is held each day for all students. School assistants, teachers or other appropriate adults supervise all recesses. Generally speaking, if your child is well enough to come to school, he or she should be prepared to participate in outdoor recess. Adequate clothing for wet or cold weather is expected. A loss of afternoon recess can occur and the use of a reflective walk may be given at recess in five minute increments.

Playground Expectations

- Keep a safe distance around the swings. Walk around – not through
- Only students with adult(s) on the throne swing
- Keep your bottoms down and feet in on the raft rides
- We sit on the swings
- 1 person at a time on the swings
- 1 person at a time on the slide
- Children may go down the slide, not up
- We climb down from the top of the equipment. No jumping
- No over-the-top on the spider crawl

Indoor Recess

Only games provided by the classroom teachers are allowed for safety's sake. Games of a physical nature cannot happen within the classroom during indoor recess. As a general rule, students will go outside unless it is precipitating, or the temperature feels like it is 25 degrees or below. When temperatures are this cold, teachers may conduct an abbreviated recess or simply keep them in.

ASSEMBLES

Proper behavior must be demonstrated in order to attend and/ or remain at assemblies:

- Participate in a polite, interested and orderly fashion.
- Be considerate of our guest presenters by applauding appropriately and in a timely fashion.
- Be considerate of others in the audience.

DRESS CODE

It is expected that all students will be dressed appropriately while in school. Clothing, footwear and hair should conform to reasonable standards for safety and cleanliness. (ie. Footwear for recess should be sneakers or shoes with straps.)

Students are not permitted to dress in a manner that is disruptive to the educational process or could create disruption or disorder including (but is not limited to):

- Extremely short skirts or short tank tops
- halter-tops, tube tops, or other garments that reveal the midriff;

- clothing with language or pictures which are profane or suggestive, or which promote products or activity that are illegal;
- clothing which is disparaging to others in the school environment;
- clothing, pins, insignias, colored jewelry, or emblems that identify students as a members of a gang, hats or bandanas.

PARENT CONFERENCES

Formal parent / teacher conferences will be scheduled in December. Arrangements for additional conferences should be made in advance by sending a note requesting an appointment or asking the teacher to telephone. Please do not interrupt class for informal discussions or conferences

SCHOOL CLOSING INFORMATION

In the event of school being closed for the day due to weather, notification will be posted on local news stations and the district website. A school-wide text message will be sent to families choosing to utilize the Remind system. Following the text alert, Ms. Faial will make a call to all the families of children at West Villages announcing there is no school for the day using the Blackboard Connect system,. In the event that schools close early due to storms, a text and an Blackboard Connect call will be made by the Principal to all the families of the children in our school. Please listen to the television, local radio stations, or consult the Barnstable Public Schools website for updates.

It is a parent's responsibility to check to see if school has been canceled for the day. In the event that we experience an early dismissal or delayed opening of school, it is the parents' responsibility to provide coverage for their children. Please make alternative arrangements in advance.

LIBRARY

All students are encouraged to make use of the school library on a regular basis. Children are expected to take good care of the books and audio-visual materials. Failure to do so requires payment for damage. Books may be signed out for two weeks. They may be renewed if someone is not waiting for them. Children need to follow all the rules established by the school librarian.

HEALTH OFFICE

At the opening of school, each parent is asked to provide emergency information with names and telephone numbers of physicians, friends or neighbors to be contacted in the event of unexpected illness or emergency. It is the parent's responsibility to notify the school of any changes to emergency card information.

A health record is maintained on each child throughout his/her school years. The results of all testing (vision and hearing, physical exams, immunizations, diseases, etc.) are recorded. Please notify the nurse of recent immunizations, diseases, injuries and major illnesses so that all records can be kept current.

The nurse will administer first aid when needed. However, no medications will be given during school hours without an Authorization to Dispense Medication form, signed by the prescribing physician and the parent/guardian. This includes over-the-counter medication such as cough medicine and cough drops. The parent/guardian must bring to the Health Office a container properly labeled with the child's name, name of medication, daily dosage, time during school hours when the medication is to be taken, and any other pertinent information. It is also important to let the health office know if your child is taking any new medication so that any staff member as needed may be aware of any adverse reactions that your child may experience. At no time is the amount of medication to exceed a four-week/20 day supply. Additional information is available through the school nurse.

Children who have been sent home with a fever or vomiting should be kept at home for 24 hours before returning to school.

Pediculosis Policy

A notice to parents/ guardians will be hand carried home by every child associated with the classroom in which there are three (3) or more identified cases of head lice/ nits. Those children excluded with head lice/nits will not be readmitted to the classroom upon their return until reexamined by staff in the health office.

VOLUNTEERING

We welcome volunteers at WVES. Parents, college students, and community members have all volunteered and we value the opportunity to work with you. In order to keep our building safe, and make sure that your donated time is effective, we have some guidelines for all volunteers to follow.

- Volunteering will take place as an agreed upon plan. Should you desire to volunteer, contact your child's teacher for the events or times of the day that will work with the instructional program in the classroom. If you desire to volunteer on a more general level (on the playground or school events), contact the PTO or the front office.
- All volunteers are required to submit a CORI (background check). Volunteer work with students may not begin until this is complete.
- All volunteers sign in at the front desk and take a lanyard with a badge. This way we know that you are a planned visitor.
- When a volunteer experience is finished, please return to the front office without any disruption to the other classrooms. We ask that parents who may be volunteering in one child's class do not drop in and visit with another child's class, as this can be disruptive to the learning process.

SUBSTITUTING AT WVES

Substitute teachers are an important part of the educational plan at WVES. Substitutes keep instruction running while classroom teachers are out for illness, professional meetings, parent meetings or IEP meetings. We often find ourselves in need of responsible, trustworthy and skilled substitutes. While we will be posting all of our needs on the Subs Online system, we also like to keep the names and numbers of successful substitutes. If you are currently a substitute or would like to be, we ask the following:

- Please contact the Human Resources Department at 508-862-4769.
- Please then contact the school to indicate your interest in substituting and come in to pick up a substitute guide. This allows us to keep you in mind as we have needs and gives you an idea of some overarching expectations and procedures,
- When signing up for a substitute job, please make sure you will be available to fulfill your obligation before you take the job. Last minute cancellations are extremely difficult on the staff and students.
- We have been fortunate to develop strong relationships with many subs and are looking for more! Sign up today!

PTO

West Villages Elementary PTO

Whether you have an hour or 20 hours, there are numerous ways you can help your children and teachers. Your participation is vital to our programming and annual budget, and our children and teachers appreciate everything you do to support them!

What We Do

- Sponsor school field trips
- Monthly Teacher Appreciation Day
- Arts/Music Alive
- Fall Festival
- After school enrichment classes
- Book Fair
- Yearbook
- Friendship Directory
- Bingo Night
- Walk-a thon fundraiser
- Read-a-thon fundraiser
- Campus beautification
- Box Tops for Education

How You Can Become Involved

- Volunteer in your child's class

- Help out with an event
- Contribute something yummy to our Teacher Appreciation Days
- Teach an Arts/Music Alive Class
- Teach an Enrichment Class
- Take photos for the Yearbook
- Data Entry
- Send in Box Tops for Education
- Contact us and just ask!
- Come to us with new ideas!

For More Information

1. visit us at www.WVEPTO.org
2. Like us on Facebook at West Villages PTO
3. Contact us at WVEPTO@gmail.com

MCAS

MCAS is the state test given beginning in 3rd grade, throughout the state of Massachusetts. It is designed to measure student achievement in the areas of Math and English Language Arts. As the students get older, they are tested in more subjects such as Writing, Science, and Social Studies.

Our students will be testing in March and April.

More information will come home during the year, but please remember this is only one test, and it does not affect promotion to the next grade level or impact a student's grade.

Does MCAS affect the rest of the students?

Our school is graded each year based on the results of how our third graders perform, on the attendance of all our students and on the percentage of participation on these exams. These results are published across the state.

How can I help my child and the school during MCAS?

It is important to remember that MCAS is only one snapshot in the course of your child's education. The best way to help your child is to make sure that he/she is at school on time, everyday, all day.

Please do not schedule vacations or time out of school during the testing window on the calendar.

Proper rest and nutrition is important all year long. Healthy habits make sure that your child's mind and body are ready for instruction and/or to show what they know.

SCHOOL COUNCIL

The West Villages School Council is a joint committee of parents, educators, and community members who meet to address the following areas of school governance:

The annual School Improvement Plan

The annual school budget

Setting school goals

Addressing student needs

The school council is mandated by Massachusetts law. Meetings take place once a month and are open to the public.

CLASSROOM ASSIGNMENTS

Classroom placement is a collaborative process. The Principal and the staff work with input from the parents to determine classroom assignments for the students in our school. The process is complex and involved. While it may be tempting to request a particular teacher for your child, please understand that we use many factors to balance the classrooms and meet the needs of all children. Parents are asked to give us as much information about their child as they wish to enable us to make the best possible placement for their child. However, individual teacher requests cannot be taken. Parent input forms will come home each spring to provide parents with the opportunity to share the information about their child they wish to be taken into account during placement.

PHYSICAL EDUCATION

Children in Grades K - 3 receive weekly instruction in physical education. Classroom teachers will inform parents of the day and time of this instruction. Children are required to wear sneakers while in Physical Education.

TOYS AND ELECTRONIC EQUIPMENT

We ask that all personal items such as toys and electronic equipment (iPods, DS systems, etc.) not be brought to school. We do not want items to be broken or misplaced. Exceptions are left to the discretion of individual classroom teachers. Should any of these items cause a disruption at school, the item may be confiscated by the teacher or Principal until a parent can retrieve the item.

FIELD TRIPS

Occasionally, field trips relating to the curriculum are scheduled for a classroom group or grade level. Field trips are an extension of our educational programming. All behavioral expectations and discipline policies apply during field trips. Parents who wish to accompany their child's class need to have a complete CORI check returned by the state each year.

CORIs

A CORI is a background check we require all adults to have who work with our students. This includes all staff, parents, and community members who come in to volunteer or work with students. This means that to go on a field trip, you must have a CORI completed. Even if you do not plan to volunteer, I encourage you to fill out a CORI form just in case you suddenly have the privilege to go on a field trip with your child. The forms are located in the front office.

VIDEO TAPING OF STUDENTS

There may be times during the school year when videos of classes may be recorded. Sometimes these videos are made and shown by high school students for use in their classes after they have completed an internship in our school. Sometimes, videos have been used in class to review a play or school activity. Sometimes our school has been videoed by local news. If you wish to have your child excluded from this practice, please notify the principal in writing.

DISTRICT HANDBOOK INFORMATION