

Westwood Elementary School

Kindergarten - 3rd Grade

Student Handbook

2020-2021 School Year

305 Union Street, Wellington, Ohio 44090

Office Phone: (440) 647-3636

Attendance Line: (440) 647-7450

Office Fax: (440) 647-1089

Dr. Janet Kubasak, Principal

Jenn McCloskey, Secretary

Office Hours: 7:15 AM – 3:15 PM



A Letter from the Principal

Dear Westwood Family:

Welcome to Westwood Elementary, we are so glad to have you as our educational partner. Each year at our school is an excellent opportunity to engage in the early stages of your child's educational journey. This experience will be different for every child.

We look forward to working collaboratively with you to ensure your child has the academic and social experience that creates a lifelong learner. We take your child's education very seriously and expect your help in educating your child to their fullest potential. Instruction truly begins in the home and Westwood fills the role of supporting the education you are providing your child.

Each day we encourage you to read with your child, have your child, read to you, talk to your child (a lot), and have them tell your stories. These strategies will give your child the best chance to find success at school.

If we can assist you in helping your child or answer your questions, please contact us. We are here to help you educate your child. We look forward to working with you to guide your child on their educational journey.

Sincerely,

Dr. Janet Kubasak

Dr. Janet Kubasak, Principal

WELCOME TO WESTWOOD - 2020/2021 SCHOOL YEAR

Mission Statement – Create excellence in education for all.

We want every student to experience success at Westwood!

School Mascot – The Duke

School Colors – Maroon and White

School Website – www.wellingtonvillageschools.org

Facebook Page – Westwood Elementary School Page

Office Contact Information

- Hours – 7:15 to 3:15
- Phone (440) 647-3636
- Fax (440) 647-1089

Attendance Reporting (AM - call off by 8:30: AM - call off by 12:30)
(Full Day - Call off by 8:30)

- (440) 647-3636
- (440) 647-7450

Arrival Times and Procedures (AM)

- If necessary gym door open **7:30**
Enter thru Door “I”
Drop off will begin – **7:50** (grab and go breakfast available)
Enter thru Door “B”
Students should be in their homeroom – **8:00**
After **8:00**, the student is late and parents must sign students in at the office.

Arrival Times and Procedures (PM)

- If receiving lunch in the building drop off **11:40** (First 2 drive lanes **nearest** to the building)

Enter thru Door "B"

If **NOT** receiving lunch in the building drop off **11:55** (Last 2 drive lanes **furthest** from the building)

Enter thru Door "B"

Students should be in their homeroom- **12:00**

After 12:00, the student is late and parents must sign students in at the office.

Arrival Times and Procedures (Full Day)

- Gym door open **7:30** (breakfast available)

Enter thru Door "I"

Drop off will begin – **7:45**

Enter thru Door "B"

Students should be in their homeroom – **8:00**

After **8:00**, the student is late and parents must sign students in at the office.

Dismissal Times and Procedures (AM)

- If your child is NOT eating lunch in the building- dismissal begins – **11:00** (First 2 drive lanes **nearest** to the building)
- If your child is Grab & Go Bag Lunch - Car Riders/Walkers - **11:05** (First 2 drive lanes **nearest** to the building)
- If your child is eating lunch in the building - dismissal begins- **11:20** (Last 2 drive lanes **furthest** from the building)

Car Riders

Car Riders dismissed from Door "B."

Please stay in your vehicle

Make sure assigned number I.D. is displayed

Your child will be escorted to your car

Walkers

Parents are to wait outside Door "A" with a number I.D. pick up tag.

Staff Members will escort walkers to parents.

Dismissal Times and Procedures (PM) & (Full Day)

Regular Dismissal Begins – 3:00

Students remain in the classroom until their group is called

Car Riders

Car Riders dismissed from Door "B."

Please stay in your vehicle

Make sure assigned number I.D. is displayed

The child will be escorted to your car

Walkers

Parents are to wait outside Door "A" with a number I.D. pick up tag.

Staff Members will escort walkers to parents.

Early Pick-Up

- Inform the office by:
 - Sending a Note with the student
 - Call the office at least 1 hour before the student is needed for pick up.
- When you enter the building to pick up the student
 - Must Provide identification
 - Must be requested by the custodial parent
 - Proper notification needed to release the student to a minor

Late Pick-Ups

- Notify the office if you are going to be late
- If you know you are frequently going to be late, please utilize the boys and girls clubs.

Notifying School of Student's Route Home

- At the beginning of the school year, the school is to be notified of the way in which a child goes home.

A written note should be sent with the student and given to the teacher explaining any change to this routine.

Phone calls are discouraged but will be accepted if an **emergency**.

1. Call MUST be received by **1:30** to give us time to relay the message.
2. We ask that the child be picked up in the office.
3. Be prepared to provide identification.

For the student's safety: the principal reserves the right to refuse the release of a child to a person without verification and identification.

After School Hours

- Please remember to come to the office upon entering.
- Students and parents are not permitted to enter the building after **3:15** to retrieve forgotten books or materials.
 - Custodians do **NOT** have the authorization to open classroom doors.

Emergency Closings Delays, Early Releases

Wellington School will communicate with parents via:

1. Television
2. Radio
3. District-wide phone messages
4. District website

Attendance, Absences, and Tardiness

Attendance

- Regular and timely attendance is essential for all students
- Attendance Reporting – Please call student off by **8:30 (Am session & Full day session) or 12:30 (Pm session)**
 - (440) 647-3636

Homework Requests

Missed work may be requested by:

1. Leaving a voicemail message
2. Calling the office
3. Contacting the teacher

Absences - COVID Guidelines outlined by the Health Department will be followed.

- A written statement of absence is required upon return.
- Absences not reported by phone and/or written excuse may be considered unexcused.
- The following are considered excusable absences
 - Personal Illness
 - Grave Family Illness
 - Bona Fide Religious Holiday
 - Family Death
 - Good Cause approved by the building Principal

- The following are considered doctor excused absences with proper verification from a medical provider
 - Doctor, Dental, and Therapist appointments
 - Doctor confirmed illness
 - Health Condition with explanation by physician
- If more than 12 absences are accumulated per year (6 per semester), all further absences will be considered unexcused unless verified by a physician.
- Vacation/Leave Days are limited to **5** per year.
 - Vacation/Leave Form available in the office or on the website – Forms/Westwood/Vacation Leave Form.
 - Fill out the form and give to the teacher before absence(s)
 - Completed forms are then submitted to the office for approval.
 - Copy of the approved form will be sent home with the student.
 - Work that will be missed is sent home with the student.

Visitors of Westwood

(Visitors will be limited to necessity only during the 2020-2021 school year)

Volunteers

- The Westwood Staff appreciates the many people who so graciously give of their time to help in our building
 - Be prepared to show STATE Issued identification
 - Sign in and obtain a visitor identification badge

School Visitors

- Parents are always welcome

- Visitors are welcome if there is a legitimate reason for the visit
 - The building is accessible through Entrance “A” only
 - All Parents and Visitors should ring the intercom and identify themselves
 - Upon entrance proceed to the office
 - Be prepared to show STATE Issued identification
 - Sign in and obtain a visitor identification badge
- If you would like to conference with a teacher, please schedule a time in advance by contacting the staff member or the office.
- Do not open the door for other visitors nor allow someone to enter with you.
- Entrance to the building may be denied by the Principal or Superintendent if there is reason to believe the visitor may be a detriment to the school’s good order.

Custodial Issues

- Copies of all Court Ordered Custody Arrangements must be on file in a student’s permanent record.
 - **Please notify the school immediately of any changes regarding custody during the year.**
- Westwood must observe the custodial rights of both parents.
- A non-custodial parent has the same rights and access to a child’s record unless specifically outlined by a Court of Law.
- Non-custodial parents may confer with their child’s teacher(s) unless ordered otherwise.
- Non-custodial parents may NOT send mail in care of the school or telephone their child at school.
- A non-adoptive step-parent must have permission from the natural parent to examine school records.

Student Health Issues

Emergency Medical Authorization

- Every student must have an Emergency Medical Form completed and signed
 - Forms must have at least **3** working numbers listed
 - If using a cell phone number as a contact make sure it accepts incoming calls and messages
 - Notify the office of any changes of address or phone number during the school year
- If the school is unable to make contact with a parent then at the discretion of the building principal, local law enforcement may be contacted to assist in finding a parent or guardian

School Nurse

- The school district contracts with the Lorain County General Health District for nursing services
- There is one full-time nurse located at Westwood from 8:00 a.m.- 3:00 p.m. daily
- In the nurse's absence situations may be handled by the principal, secretary or designated staff member
- 9-1-1 will be called in the case of an emergency

Immunizations

- All students are required to comply with state school immunization requirements as outlined in Ohio Revised Code 3313.671
 - The rules can be found at www.odh.ohio.gov
- Parents have **14 days** from the first day of the child's start of school to provide up to date immunization records
 - Any child not in compliance **will be excluded** from school, unexcused until documents are provided.

Medications

- No medications including over the counter cough drops and creams will be given at school without the proper forms completed and signed by parent and physician
- Under no circumstances should over the counter medication be sent to school with your child
- Any medication must be in the original container with the child's name, name of the medication, and the correct dosage proved to the nurse.
- The medication forms are available in the nurse's office and located on the Wellington District website (Resources, Parents, District, Forms, Medication Forms).

Emergency Medications

- Ohio law allows students to self-carry asthma inhalers or Epi-Pens if the physician deems them capable of doing so
 - The parent and physician must complete the proper medication form for permission to be granted
 - Student's medications will otherwise be stored safely in the school building
- Proper paperwork for emergency meds, including action plans, must be filled out and turned in promptly to ensure the safety and well-being of your child
- All medications will only be administered after completion of all necessary paperwork and approval of the school nurse.

Becoming Ill at School- COVID Guidelines outlined by the Health Department will be followed.

- Students who demonstrate signs and symptoms of illness or injury will be sent to the office

- A decision will be made about whether the child returns to class, rest, or a parent called for pick up.
- A parent/guardian or designee must come into the office with proper identification to sign the child out.

NOTE: Students that have had a bathroom accident (wet or soiled pants): parents **will be** called to come to the school to bring necessities and assist their child in cleaning/changing. A child must be toilet trained and able to use the bathroom independently unless specifically addressed in an IEP.

CONTROL OF NONCASUAL-CONTACT COMMUNICABLE DISEASES

Due to a school having a high concentration of people, it is necessary to take specific measures when the group's health or safety is at risk. The school's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or highly transient pest, such as lice. **IN TERMS OF LICE, A STUDENT'S HEAD MUST BE NIT (EGG) FREE TO BE READMITTED BACK TO SCHOOL.** The child must be brought to the office by an adult to have their head checked for nits. Once they are cleared by school personnel, the child will receive a pass to attend class. If nits are found, he/she will be sent home for completion of nit removal.

For the Good of All, Students Are Expected to Heed the Following

Cafeteria Rules

- **Respect all** Westwood adults, students, and school property.
- **Inside voices** at all times.

- **Stay in your seats** until permitted to get up.
- **Raise your hand** if you have a question or need help.
- **Extras only after** you have eaten your lunch.
- **Neat.** Clean up after yourself.

Students Have Either indoors or Outdoors Recess Every Day:

(During Full day schedule)

- Recess is an essential part of every child's education.
- It's a time for physical exercise and social interaction.
- All students are expected to participate, whether in or out.
- Recess is held inside if the temperature is 40 degrees or below wind chill outside.
- Hats, gloves, coats, and boots are a necessity for most winter days.
- If it becomes necessary for a child to stay indoors, a note, addressed to the teacher, explaining the reason is required.

Recess Rules

- **Respect all** Westwood adults, students, and school property.
- Play hard but always play **fair** with good sportsmanship.
- Ask adults to help solve problem issues.
- Please **NO** toys or balls from home. Playground and recess equipment, as well as blacktop games, are made available.
- **Safety** of yourself and others must be everyone's first concern.
- **Always** follow the direction of the room supervisors at lunch and recess.

School Discipline Expectations

Westwood Elementary is supporting parents to raise children with self-control, thoughtful actions, and kindness towards others. We do not

expect students to be perfect and will teach students better decision-making skills with each opportunity.

With this in mind, the following will be guidelines for student behavior expectations:

- Each student is expected to demonstrate respect for all Westwood staff members, respect all Westwood students, and respect all school property and materials.
- Students will be expected to participate in the classroom and online learning experiences, be kind, thoughtful, considerate of their classmates and teachers, and set an excellent example for others.
- I am sure this falls in line with your expectations at home to work together to help your child grow and mature. Thank you in advance for your help and cooperation.

Toys from Home

- The school discourages bringing toys from home and is not responsible for items that are lost, stolen or misplaced
- No toy weapons of any kind
- NO TRADING CARDS
- The principal will hold these items in the office until a parent comes to claim them

Westwood Code of Clothing

Clothes that are appropriate for school

- General Considerations

The student should not wear head coverings during the school day

Prescription Sunglasses only

Clothes should not be tattered or torn

Clothing with offensive letters and pictures should not be worn. (when in doubt, choose a different outfit)

Footwear should protect the feet and have straps around the heel on sandals

- **Wear appropriate outerwear for the weather, especially boots.**
- The complete District-Wide Dress Code is available on the website – Forms/General/Forms and Information.

This list is not intended to be all-inclusive. Students are expected to dress appropriately at all times. Questions regarding this dress code should be directed to the building administration.

Field Trips

- No student may participate in any school-sponsored trip without parental consent.
- Designated chaperones, which may be limited in number
- The school cannot assume responsibility for siblings, and therefore younger children may not participate.
- Inner district field trips may occur throughout the school day permission for such field trips is included in your student information form.

Party Invitations

- Students should not bring in party invitations unless they are inviting all of the boys and/or girls in their classroom

Birthday Treats

- Non Food items such as pencils, erasers, stickers, etc are welcome.
- Food items are not permitted for birthday celebrations.

****Please pay attention to any notices sent home with students regarding food allergies that classmates may have.****

Transferring out of District

- If a student plans to transfer from Westwood Elementary
 - Please notify the school office
 - Complete and sign a withdrawal form
 - Return all books and school materials
 - Clear any financial obligations
- School records will be transferred to the new school district
 - When a request for records has been received from the new school
 - Fees are paid in full, and school property is returned.

Board Policy

In the interest of saving space, portions of this handbook are shortened versions of the Wellington Exempted Village School District Board of Education's official policies. The board's adoption of this handbook is not intended to amend those policies already adopted by the Board as outlined in Board Policy.

FERPA

Confidentiality of Student Records and the Family Educational Rights Privacy Act

The Wellington School District maintains student records in compliance with its obligations under the Family Educational Rights and Privacy Act (FERPA) and the Ohio Student Records Privacy Act. Except for information designated as directory information by the student or student's parents, or as authorized by law, student records and personally identifiable information contained within shall not be disclosed without prior permission from a student who is 18 years or older or the student's parents.

Parents shall have an opportunity for a hearing before the principal and/or the assistant principal to challenge the content of their child's school records, to ensure that the documents are not inaccurate, misleading or otherwise in violation of the privacy or other rights of students and to provide an opportunity for the correction or deletion of any such inaccurate, misleading or otherwise inappropriate data contained therein.

The responsibility for maintaining the confidentiality of such records and proper dispensation of the same rests with the school administration. No class lists of names and/or addresses will be submitted to any group or organization unless approved by the high school principal or Superintendent of Schools.

Non-Discrimination

The Wellington Exempted Village School District Board of Education does not discriminate based on race, color, national origin, age, sex, or disability. The Superintendent has been designated to handle complaints and aid compliance with the District's non-discrimination policies based on sex, disability, race, color, and national origin.

Westwood Parent Co-Op

The Westwood Parent Co-Op is a group of parents and staff members that meet once a month. They are similar in nature to another school

PTA's. The Co-Op sponsors various fundraisers throughout the year that raise money used to pay for staff members' grants. Grants approved in the past include: buses for field trips, gym equipment, large dry erase boards for classrooms, items for learning centers, projector, new library books, Accelerated Reader books and tests, laptop computers for classes, just to name a few. The Parent Co-Op has also recruited volunteers for events such as picture day, health screening for first and third graders, fire safety day, and bus safety day. Please consider becoming part of the Westwood's Parent Co-Op.

**This Student Handbook
Belongs To:**

Homeroom _____