

Westwood Elementary School



Kindergarten - 3rd Grade

Guide Book: 2023-2024 School Year

All changes/updates from last school year are highlighted in yellow.

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



A Letter from the Principal

Dear Westwood Family:

Welcome to Westwood Elementary; we are glad to have you as our educational partner. Each school year is an excellent opportunity to engage in the early stages of your child's educational journey. This experience will be different for every child and will go by quicker than you can imagine.

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 them to their fullest potential. Instruction truly begins in the home, and Westwood supports the education you are providing your child.

Each day we encourage you to read with your child, have them read to you, talk to your child (a lot), and have them tell you stories. These strategies will give your child the best chance to succeed at school. No APP could ever replace your LAP.

Please contact us if we can assist you in helping your child or answering your questions. We are here to support you, and together we will create an incredible educational experience. We look forward to working with you to guide your child's educational journey.

Sincerely,

Dr. Janet Kubasak

Dr. Janet Kubasak, Principal

WELCOME TO OUR WESTWOOD FAMILY - 2023/2024 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 – @WestwoodDukes (Westwood Elementary School)

Office Contact Information

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

Attendance Reporting

- Report all absences to the office by 8:30 am.
 - (440) 647-3636
 - (440) 647-7450
- Emails and Dojo messages will not be accepted for absence reporting.

Arrival Times and Procedures

- If your child is eating breakfast
 - Students should enter through Door “I”
 - Breakfast doors will be open from 7:30 am-7:40 am
- If your child is not eating breakfast,
 - Car riders - doors will open at 7:50 am
 - Walkers enter through Door A at 7:50 am
- Students should be in their homeroom by 8:00 am
 - After **8:05**, the student is late, and parents must sign students in at the office.

Dismissal Times and Procedures

Regular Dismissal Begins – **2:45**

- For everyone’s safety, dogs are prohibited on school grounds during arrival and dismissal times.
- Buses will load before loading cars or dismissing walking.
- Car Riders
 - Car Riders are dismissed from **Door “A.”**
 - Please stay in your vehicle
 - The assigned Car Rider Tag must be displayed in the front windshield
 - Your child will be escorted to your car

- Students must enter the vehicle on the passenger side
- Students will be loaded into the back seat of the vehicle (per OH Dept of Health recommendation)
- Walkers
 - Parents are to wait outside **Door “B,” “A,” or “C” - based on walking arrangements made.**
 - Walkers will be dismissed from the school after the buses have left the parking lot.

Early Pick-Up

- Inform the office by
 - Sending a note with the student
 - Calling the office **at least 1 hour before** the student is needed for pick up
- When you enter the building to pick up the student, you:
 - Must provide identification
 - Must be listed as a pick office documentation
 - Proper notification is needed to release the student to a minor

Late Pick-Ups

- Inform the office if you will be late. **Late pick-up is anytime after 3:00 pm. (440-647-3636)**
- If you know you will frequently be unable to pick up your child by 3:00 pm, please utilize the Boys and Girls Club.

Notifying School of Student’s Route Home

- At the beginning of the school year, the school must be notified of how a child regularly goes home.

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

Phone calls to the office are discouraged but will be accepted in an **emergency**.

1. Call **MUST** be received by **1:30** to give us time to relay the message.
2. **Emails and Dojo messages will not be accepted for dismissal changes.**

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 cannot 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 & Social Media

Attendance, Absences, and Tardiness

Attendance

- Regular and timely attendance is essential for all students
- Attendance Reporting – Please call the student off by **8:30 am** (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 - After 10 undocumented absences from school, the school will REQUIRE you to provide documentation for your absences. If documentation is not provided the absence will be considered unexcused.

- 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 (a written physician statement verifying the illness may be required)
 - 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
- Vacation/Leave Days are limited to **5** per year - **It is recommended families DO NOT take their children out of school for vacations.**
 - Vacation/Leave Form available in the office and is located on the Wellington District website (Resources, Family Resources, Parent Forms, Westwood Elementary Forms).
 - The completed form is to be returned to the teacher **BEFORE** absence(s)
 - Completed forms are then submitted to the office for approval.
 - Copy of the approved/denied form will be sent home with the student.
 - Work that will be missed is sent home with the student.

Visitors of Westwood

Volunteers

- The Westwood Staff appreciates the many people who so graciously give 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 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.

Photos and Videos

Photographs or videos of students are taken during the school day for use in the district and educational news releases, publications, video productions, social media, educational projects, and the district website.

As of the 2021-2022 school year, the district has adopted an opt-out media procedure. This means that unless your child has a signed **Media Release Opt-Out Form** on file, your child’s photograph/image/interview may be used in any prior stated media.

If you do **NOT** wish to have, your child photographed/videotaped for news media or school publicity purposes, sign and return the **Media Release Opt-Out Form** to the school’s principal. This form applies only to the current school year. Please fill in a new form each year if you do not want your child’s image to be published.

Please note that if your child participates in extracurricular activities open to the public, the school district may have little to no control over photographs taken by the media, other students, parents, or community members attending the event.

This does not exclude students from being videotaped by security cameras in school or on school buses.

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, ensure it accepts incoming calls and messages.
- Notify the office of any address or phone number changes during the school year.
- If the school cannot contact 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 am - 2:30 pm 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 ORC 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 compliant **will be excluded** from school, unexcused until documents are provided.

Medications

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

Emergency Medications

- Ohio law allows students to self-carry asthma inhalers or Epi-Pens if the physician deems them capable.
 - The parent and physician must complete the proper medication form to grant permission.
 - Students' 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 the completion of all necessary paperwork and approval of the school nurse.

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 NON-CASUAL-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 can remove or isolate a student who is ill or may have 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, they will be sent home for completion of nit removal.

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

Westwood Elementary participates in PBIS

What is PBIS? - *Positive Behavior Interventions and Supports (PBIS)*

PBIS is a research-based framework for teaching and supporting positive behaviors for **ALL** students. This school-wide approach to discipline focuses on building a safe, positive environment where all students can learn. Therefore students are taught the behaviors we expect to see, reminded to use them, and acknowledged when they do.

Westwood P.R.I.D.E - *Positive. Respectful. Integrity. Dedicated. Effort.*

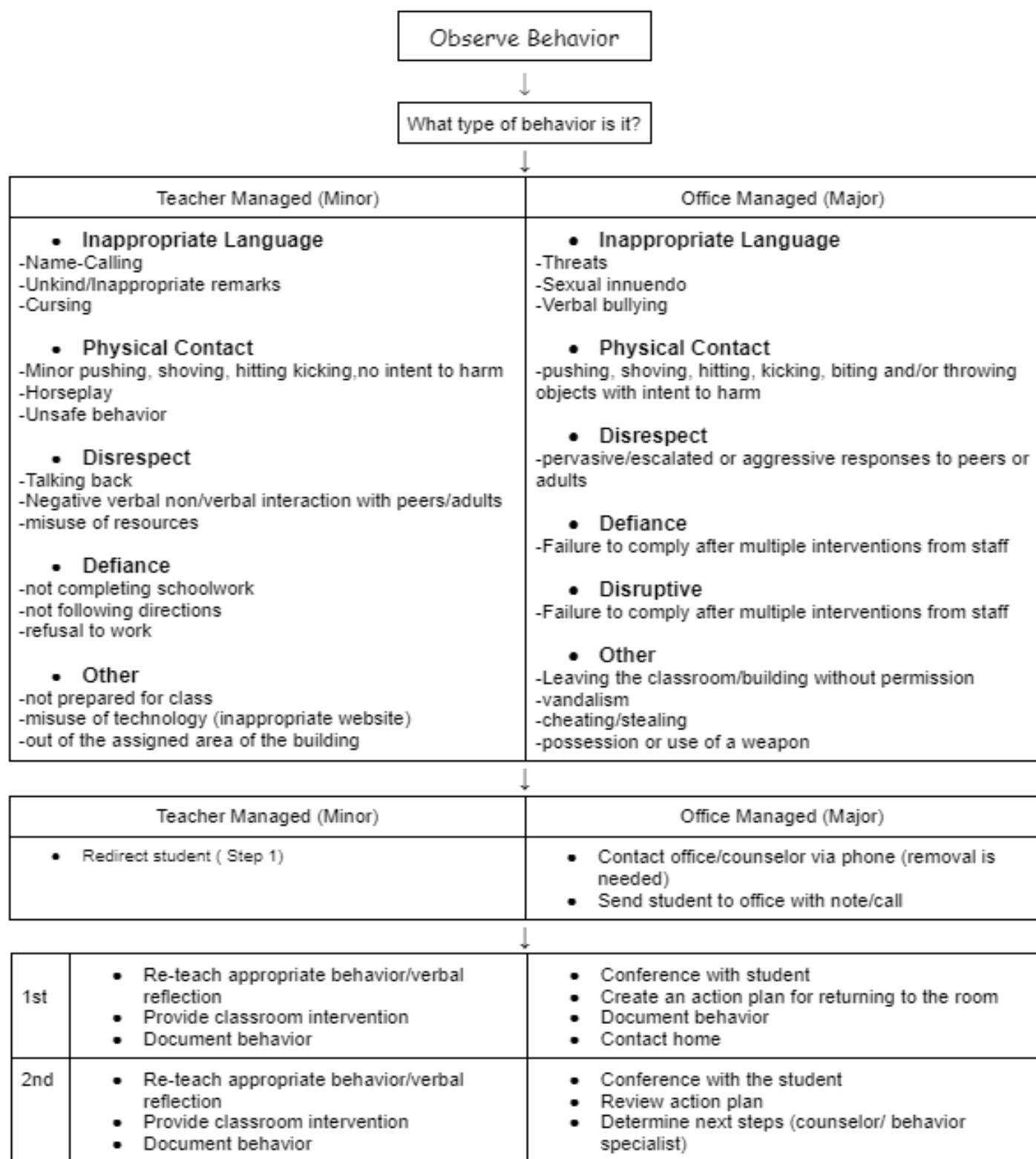
At Westwood, students are frequently rewarded with PRIDE tickets on a classroom and individual level and praised for excellent behavior and the ability to follow our school expectations. We will have monthly rewards for individual classrooms with the most tickets and recognize the grade level that has earned the most. Please review monthly newsletters for more information about winning classes.

A DUKE...					
AREA	Is Positive	Is Respectful	Has Integrity	Is Dedicated	Gives Effort
Arrival and Dismissal	*say "hello", "hi", "bye", "good morning" ... * Encourage and Support others	*Voice level 0 for all announcements *Keep hands, feet and objects to yourself	*Use walking feet *Follow safety rules	*Be ready *Have needed materials	*Work together to make our school safe *Listen carefully for your turn to leave
Hallway	*Be polite *Use good manners	*Voice level 0 *Keep hands, feet and objects to yourself	*Go directly to where you need to be	*Follow adult directions	*Use walking feet *Stay to the right
Cafeteria	*Be a friend *Say "Please" and "Thank You"	*Keep hands, feet & objects to yourself *Raise hand for help	*Use kind words when talking to others	*Focus on eating	*Keep your area clean
Classroom	* Encourage others *Be ready to learn	*Follow classroom directions *Be Kind	*Always do your best	*Ask for help when needed	*Participate
Restroom	*Politely wait your turn *Give privacy to others	*Use restroom and supplies correctly *Use quiet voices	*Flush toilet and wash hands *Inform teacher of any restroom problem	*Get in and out quickly	*Clean up after yourself
Playground	* Be a good sport * Include others	*Play Fair *Line up quickly and quietly *Use equipment appropriately	*Do the right thing even if no one is watching *Be a friend *Follow adult directions	* Be Safe *Ask for help if needed	*Follow rules *Have fun

School Discipline Expectations

Westwood Elementary supports parents in raising children with self-control, thoughtful actions, and kindness toward others. We do not expect students to be perfect and will teach students better decision-making skills with each opportunity.

Westwood PBIS Flowchart



3rd	<ul style="list-style-type: none"> • Re-teach appropriate behavior/written reflection- goal setting • Provide classroom intervention • Document behavior • Contact home about behavior 	<ul style="list-style-type: none"> • Intervention to put in place for supports • Student role plays and models appropriate behavior before returning to the classroom • Contact home • Administration provides feedback to staff
4th	<ul style="list-style-type: none"> • Office referral 	<ul style="list-style-type: none"> • Parent/ Admin/ Teacher meeting

Westwood Interventions:

Each Week Students Start Fresh

- Verbal/Visual Prompting
- Private conversation about behavior and expectations
- Time Out (break)
- Reflection paper
- Written apology
- Increase Proximity to student
- Non-verbal Prompting
- Loss of privilege
- Weekly/Daily check-in sheet on showing P.R.I.D.E behaviors

Students Have Either Indoor or Outdoor 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 inside or out.
- Recess is held inside if the temperature is 30 degrees or below wind chill outside.
- Hats, gloves, coats, and boots are necessary 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.

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 (including Pokemon)
- The principal will hold these items in the office until a parent comes to claim them

Westwood Code of Clothing: See the District Handbook and Code of Conduct

Field Trips

- No student may participate in any school-sponsored trip without parental consent.
- Chaperones might be asked to attend, which may be limited in number.
- The school cannot assume responsibility for siblings, and therefore younger children may not participate.
- Inter-district field trips may occur throughout the school year. A permission slip for such field trips will be sent home at the beginning of each school year. Parents will be notified in advance of any inter-district field trips.

Snacks

- Snack time will not be given during the school day. Please be sure your child eats a healthy breakfast to hold them over until their assigned lunchtime. The Westwood Cafeteria serves breakfast from 7:30 am-7:55 on school days.

Party Invitations

- Students should not bring in party invitations unless they are inviting the entire class.

Birthday Treats

- Individually wrapped, store-purchased foods are allowed.
- **PREFERRED** items: pencils, erasers, stickers, etc.
- Home-made food items are **NOT** permitted for birthday/holiday celebrations.
- Please check with your child's teacher about any classroom allergies before sending treats with your child. If you send an item that classmates are allergic to, the items will not be passed out and returned to the student.

****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.

Westwood Parent Co-Op

The Westwood Parent Co-Op, is a group of parents that meet once a month. They are similar to other schools' PTA's. The Co-Op sponsors various fundraisers yearly that raise money 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, and 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 Parent Co-Op. For more information please contact the Westwood Parent Co-Op at wwparentcoop@gmail.com

Westwood Elementary Drop Off and Pick Up Information

DROP OFF - School starts at 8:00 am

Breakfast Car Rider Line: 7:30 am-7:40 am—Students eating breakfast will enter through **Door I**. Staff will begin opening car doors at 7:30. **Door I** will be locked after 7:40 am. If you arrive after 7:40 am and your students will be eating breakfast, please park in the Main Parking Lot and walk your student to the office through **Door A**.

No Breakfast Car Rider Line: 7:50 am-8:00 am—Students not eating breakfast will enter through **Door A**. Staff will begin opening car doors at 7:52 am. **DO NOT arrive for this drop-off line before 7:50 am** to not cause delays in the breakfast line.

Bus Riders: Students utilizing district transportation will enter through **Door B** and arrive in time to eat breakfast.

Walkers: If eating breakfast, please enter through **Door I** between 7:30 am and 7:40 am. If not eating breakfast, enter through **Door A** between 7:50 am and 8:00 am.

PICK UP- Dismissal starts at 2:45 pm

Car Rider Line: 2:30 pm-3:00 pm—**DO NOT arrive for this line before 2:30 pm** to not cause delays with HeadStart pick up. Students will be dismissed to their vehicles through **Door A** after the buses leave the parking lot. Please enter the Car Rider Line from Wenner Street Northbound to Jones Street Eastbound. Do not block driveways while waiting on side streets. Car Rider Tags must be hung on the rearview mirror and visible to our staff. When exiting the Car Rider Line, you may turn right or left onto Union Street.

Bus Riders: Dismissal for students utilizing district transportation will begin at 2:45 pm through **Door B**.

Walkers: Walkers will be dismissed after the buses leave the parking lot through **Door A, B, C, based on arrangements made**. Please utilize sidewalks and crosswalks at all times.

Boys and Girls Club: Please park in the Rear Parking Lot and use **Door I** for pick up.

ADDITIONAL INFORMATION

- Westwood staff will open all vehicle doors. Please have your student wait until a staff member opens the door.
- Students will only be loaded and unloaded through the vehicle's passenger side.
- **The use of Wenner St. to Jones St. is required.** Entering the car rider line from the east on Jones creates congestion at the Union/Jones and Route 58/Jones intersections. This causes delays and inconveniences to our buses and other traffic in the neighborhood.
- Do not “go around” vehicles in the Car Rider Line unless directed by a staff member.
- Remember to follow all state laws and guidelines regarding child safety seats and seatbelts before leaving the Car Rider Line.
- If you do not have your Car Rider Tag, do not get in the Car Rider Line. You must park in the Main Parking Lot and pick up your student from the office (Door A). NO EXCEPTIONS!
- Proper identification will be required whenever you pick up your student from the office.
- Any changes to a student’s dismissal must be communicated to the office by a note from a parent or a phone call before 1:30 pm.
- Please be patient - The safety of our students and staff is our #1 priority. Please do your part to help keep our children and staff safe.

Westwood Elementary Drop-Off and Pick-Up

(This entire process takes approximately 15 minutes once car loading starts, which is at 2:45) - Arriving too early will just have you sitting in traffic.



Signed Guidebook Agreement

My child _____ and I _____
have reviewed the student handbook for Westwood Elementary School. We agree to abide
by the rules and regulations in the provided handbook. We will contact the school principal
or teacher for clarification if any questions or concerns arise.

Print Parent Name

Date

Signature of Parent

Date

Print Student's Name

Date

Please sign and return to your student's teacher.