

# Westwood Elementary School

**2019-2020 Student Handbook**



**“Where Eagles Learn  
to SOAR”**

**SCHOOL MISSION STATEMENT**

The mission of Westwood PK-6 School is to create a safe school with engaging instruction through positive collaboration among staff, students, families, and community.

**VISION STATEMENT**

Our vision is to provide a safe environment where respect and responsibility are valued and all students reach their full academic potential.

**Shelly Murphy, Principal**  
**Dale Robinson, Assistant Principal**

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## **SCHOOL MISSION STATEMENT**

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## **VISION STATEMENT**

Our vision is to provide a safe environment where respect and responsibility are valued and all students reach their full academic potential.

## **DISTRICT MISSION STATEMENT**

To equip our students to achieve success in a global society by implementing an effective and rigorous curriculum with fidelity.

## **SCHOOL RULES/EXPECTATIONS**

- Each student will come to school, ready to learn, each and every day.

- Each student will respect himself/herself, their teacher, the entire staff, their peers and fellow students at the school.
- Each student will use standard English/grammar.
- Each student will use a refined tone of voice when speaking.
- Each student will become familiar with the district's Code of Conduct.
- Each student will exhibit the pride of being a Westwood Student by his/her words, deeds and actions.
- Each student will master all standards and indicators expected of him/her.
- Each student will follow directions the first time they are given.
- Each student will keep hands, feet and objects to himself/herself.
- Each student will not tease or name call.
- Each student will stay in his/her seat unless he/she has permission to get up.
- Each student will bring books, notebooks and pencils to class.

## **ELECTRONIC DEVICES**

Students are **NOT PERMITTED** to bring electronic devices to school. Cell phone usage is **NOT ALLOWED: Not on school grounds nor on buses.**

## **HALLS**

- Students will always walk on the right hand side of the hallway.
- Students will use a quiet voice, walk in one line, and keep hands and feet to themselves.
- Students will go straight to their destination.

## **ENTERING AND LEAVING SCHOOL**

- Students will walk when entering or leaving the school building.
- Students will enter the building no earlier than 8:10 am
- Students will be dismissed at 2:55 pm

## **GUIDELINES FOR DRESS**

**PreK-4th grade** students will wear **tops** that are hunter/forest green uniform shirts (with a collar/long or short, and no designs) and **bottoms** khaki or hunter green with red and blue plaid pants, shorts, jumpers, skorts, capris (length meets DPS standard dress code requirements).

**5<sup>th</sup>-6<sup>th</sup> grade** students will wear **tops** that are red uniform shirts (with a collar/long or short, and no designs) and **bottoms** khaki or hunter green with red and blue plaid pants, shorts, jumpers, skorts, or capris (length meets DPS standard dress code requirements).

**All Westwood students:**

**NO HOODIES or DENIM JACKETS during school hours.**

**Belts must be worn with belt loop pants. Pants should fit properly and not sag below the waist.**

**Sweaters/sweater vests for cool weather may be black or red. (No hoods, no designs)**

**SHOES:** Shoes must be safe and appropriate for the learning environment. Students may wear athletic or dress shoes. **No open toe shoes, sandals or flip flops.**

**ALL Young Men are encouraged to wear a necktie or bow tie daily.**

**Students may also accessorize their uniform with official Westwood apparel which is sold at the school. Special order items are available.**

**Out of uniform days will be communicated in writing and through our all-call system and monthly newsletters.**

## **HOMEWORK**

Homework is an important part of a student's school experiences. Students should be aware that homework is intended to be:

1. Built upon what is learned during the school day.
2. Considered when evaluating a student's work throughout the grading period.
3. Completed and turned in as the teacher directs.
4. A part of the required expectations by the Board of Education.
5. Sent home in the home/school communication folder.

Kindergarten through third grade students should expect 15-30 minutes of homework. Fifth through sixth grade students should expect 30-60 minutes of homework three or four nights a week. Teachers will correct and return or will discuss assignments with students.

## **REPORT CARDS TO PARENTS**

Report Cards are issued four times during the year. Interim reports are mailed during grading periods to inform parents about unsatisfactory student work. Parent-teacher conference days are scheduled during the **morning and evening** of weeks October 15 and February 11. Other

conferences may be requested by parents or by teachers. Appointments may be made during planning periods or after school. Teachers are not to hold conferences during instruction or supervision time.

## **ARRIVAL**

The regular school day for students at Westwood begins at **8:10 a.m.** Breakfast will be served during the period of **8:10 - 8:25 a.m. daily**. Students should not arrive at Westwood before 8:10 a.m. as there is no supervision available for students before that time. Students should time their arrival in the morning so they will have not more than (5) minutes (8:05 a.m.) to wait before being admitted to the school for the start of the day. Students are not permitted to enter the building early unless they have written permission from the principal. Students are expected to be on time to school and class. **The tardy bell rings at 8:25 a.m.**

## **DISMISSAL**

The school day ends at **2:55 p.m.** for students at Westwood. To provide the highest level of service to our students during dismissal, we will **close our office** for visitors from **2:35 p.m. - 2:55 p.m.** daily.

If your child has **alternate transportation**, please send written notification to the student's teacher. In the event your child will be **an early pick-up**, please notify us in a timely manner. In case of emergency pick-up, call 937-542-4990. State law counts attendance in hours... please make sure students are in school on time at 8:10 a.m. and are only picked up early (prior to 2:55 p.m.) in emergency situations.

**Once the student has missed 40 hours of instruction (including tardies and early dismissals) the truancy process will begin.**

Any students coming into the building after the tardy bell rings are required to go to the school office to obtain a permit to enter their classroom. **After obtaining a permit, they are to report to their homeroom and then to their next class.**

## **ATTENDANCE PROCEDURES**

**Daily Attendance is required** of all students and is essential if students are to receive the maximum benefit from schooling. Whenever a student is **ABSENT FROM SCHOOL**, the parent or guardian should call the school (937) 542-4990 before 10:00 a.m. and state the reason. Upon return to school, the student should present to the homeroom teacher a note from his/her parent explaining the reason for absence. All notes for **EARLY DISMISSAL** are to be given to the homeroom teacher upon arrival to school and will be confirmed by a phone call to parents. No student will be allowed to leave the building at the request of anyone other than a parent or guardian. All bus riders will be put on the bus unless a note is sent to school requesting other arrangements to be made. **No phone calls will be accepted.** All students will be allowed to **MAKE-UP** any school work missed because of an **EXCUSED ABSENCE**. Students are responsible for contacting the teacher for make-up work and assignments immediately upon returning to school. Suggested make-up time is the number of days of absence plus one.

## **BECOMING ILL AT SCHOOL**

**If your child becomes ill at school**, have him/her get permission to report to the nurse or office. The parent or guardian will be contacted.

## **LEAVING SCHOOL WITHOUT PERMISSION**

**For the safety of all students**, we will not tolerate any student walking out of the building without permission, regardless of the circumstances

## **LEAVING CLASS WITHOUT PERMISSION**

We will not tolerate any student walking out of class without permission. Instructional time is precious and should not be wasted.

## **INSUBORDINATION**

All staff members of Westwood School are responsible for the student body. A student is expected to cooperate with requests made by staff members. Verbal assault, abusive language, profane language, or disrespectful gestures to a staff member may be cause for dismissal.

## **TORNADO, FIRE AND SMOKE DRILLS**

Tornado and fire drills are a regular part of our school training. Getting students safely out of the building is our primary concern. Your teacher will review with you the procedures for leaving the building. When the alarm sounds, you are to stop talking and listen for instructions from your teacher. Talking is not permitted during a tornado or fire drill. In case there is a tornado or real fire, you may not hear instructions if talking is taking place. All alarms are honored whether intentional or false. The sound of the alarm is to be disregarded only if that instruction comes from the office.

## **GENERAL RULES**

1. Fighting is prohibited at all times. Students are under the jurisdiction of the school personnel (from the time they leave home in the morning until they return home in the afternoon).
2. Tobacco, narcotics, unauthorized medications, and alcoholic beverages are not permitted on school property by students.
3. The possession or use of any weapon or instrument capable of inflicting bodily harm in the jurisdiction of the school is expressly forbidden.
4. Students are responsible for their own personal property, and must show respect for other students' personal property, as well as school property.
5. Defacing school property will never be permitted.
6. Stealing, in any form, by whatever means, is prohibited
7. Extortion is prohibited. No student may, through the use of force, by herself or by others, take money or other items of value from another person.
8. No student may cause another student to be intimidated, initiated, bullied, pestered, harassed, etc.
9. Rough and/or boisterous play (running, shouting, wrestling, pushing, playing tag, roughhousing, etc.) is prohibited in the building.
10. Disruption of any class or planned school activity by a student or group of students is prohibited.
11. Any behavior which is intended or which may reasonably be expected to cause physical harm to another person, whether in fact such harm does actually result, is prohibited. Tackle football and throwing snowballs are examples.

12. Any sales of candy, gum, tickets, books, etc. during school hours or on school property cannot take place without prior approval of the principal.
13. Students shall not throw or propel any device or object while on school premises, school bus or on the way to and from school (*throwing snowballs is an example*).
14. Students are not to leave the school grounds during school hours without permission from the office.
15. Students are to leave the school grounds immediately after school is dismissed and go directly home.
16. The use of profane language and/or obscene gestures will not be tolerated.

## **DISCIPLINE**

**Westwood PreK-6 School “Where Eagles Learn to SOAR” (Show Pride & Respect, Obtain Goals, Act Responsibly, Remember Safety) are Positive Behavior Goals that are in line with the District Code of Conduct.**

To guarantee a good social and educational climate, it is important that all students understand that acceptable standards of behavior will be expected at all times. Discipline will be administered when any individual’s action interferes with the right of teachers to teach and students to learn. Our discipline practices include, but are not limited to, loss of privileges, conferencing, Friday School, Restorative Justice and behavior/school contracts. **Suspensions are given only as a last resort.**

**Students are reminded that any teacher or staff member in the school has the right to correct disorderly individuals, at any place and at any time.**

## **RESTORATIVE JUSTICE**

Westwood School believes in restorative justice. Restorative justice is a theory of justice that emphasizes repairing the harm caused or revealed by immoral behavior. It is best accomplished through cooperative processes that include all stakeholders.

## **FRIDAY SCHOOL**

In lieu of suspension, students will attend Friday School. Failure to attend, and if the student is more than seven minutes late, will result in further disciplinary action. Friday School hours are from 3:15 P.M. – 5:00 p.m. Please use the front door entrance. All students are to report to the library unless otherwise directed. No transportation is provided.

## **PARENT PARTICIPATION**

Parents are encouraged to participate at Westwood PreK-6 as volunteers or as members of organizations which seek to maintain and improve the quality of education at Westwood and throughout the Dayton Public Schools. If interested in being a volunteer, contact your child's teacher or a school administrator. Be an involved parent. Become part of the answer!

## **PARENT/GUARDIAN VISITATION**

While we have an open door policy, please follow these steps when visiting the school:

- Please call the teacher or principal to make an appointment.
- Sign in at the office.
- Please sit at the back of the classroom; remember to respect the educational process that is taking place in the classroom.
- If there are any concerns, please make an appointment to discuss them with your child's teacher.
- All visitors to school are required to report to the main office to obtain a Visitor's Pass before entering the classroom. This is required to maintain security for all students and staff.

## **CHANGE OF ADDRESS AND/OR TELEPHONE**

If, at any time during the school year, a change occurs in your home address or telephone number, please advise the school immediately. **Address changes can be made in the school office or online using the Home Access Center.** Also, if there is a change in the telephone where a parent may be reached during the day, please report this immediately, as up-to-date records are essential in handling emergency situations which may arise.

## **TEXTBOOK AND WORKBOOK FEES**

Textbooks will be issued to the students by the subject teachers. A record is kept of the book number and the condition of the book issued. Each student is responsible for their own books. Any damaged or lost books must be paid for by the student to whom the book was issued.

## **VALUABLES**

**Valuables Should Not Be Brought To School.** Watches, rings, etc. should not be brought to school

- especially on gym days. We discourage students from bringing money to school except for lunches or special programs where there is a need. The school cannot be responsible for lost items/money.

## **SCHOOL BUS RULES**

Students riding the school bus to and from school are expected to demonstrate the same behavior expected at school. Students who fail to cooperate with bus drivers or who fail to comply with basic safety regulations may be denied the privilege of bus transportation and are subject to disciplinary action. Bus riders must:

1. Load and unload from their bus at the designated stop in an orderly fashion.
2. Ride the assigned bus and unload at regular stop, unless the principal signs a note to give the driver directions stating otherwise.
3. Refrain from eating and littering on the bus.
4. Keep noise to a minimum. Students may talk quietly to the person beside them, if the driver permits.
5. Be absolutely quiet at places of danger as specified by the driver.
6. Refrain from the use of abusive language at all times.
7. Remain in the same seat while the bus is in motion.
8. Refrain from throwing anything (inside or outside vehicle) while on the bus.
9. Refrain from hanging any object or part of your body out of the bus window.
10. Cross the street at least ten feet ahead of the bus.
11. When dismissed from school, go promptly to the bus.

**If your child does not arrive home on time, please call transportation dispatch at 937-542-4010.**

## **FIELD TRIPS**

- All field trips taken shall support and enhance the educational process.
- School rules apply and must be followed on all field trips.
- Snacks/lunches are either provided by the school or students may bring a packed lunch. Lunches may not be purchased at the field trip site.
- Students are not permitted to bring money unless required for the field trip.
- Students are not permitted to have cell phones. Cell phones may be used by chaperones for emergencies only.

- Fees must be paid for in advance for the field trips. If a financial hardship exists, please inform the principal.
- **Permission slips must be submitted** to the office for the field trip by the deadline, or the child will not participate.
- The principal will approve all chaperones prior to departure.
- No open food or drink on the buses.
- Appropriate clothing must be worn on the field trip.
- Students/chaperones must stay with their designated groups.
- Inappropriate student behavior will be addressed, and consequences will occur.
- Chaperones are wonderful role models and should exhibit impeccable behavior at all times.

## **STUDENT HEALTH POLICIES**

### **IMMUNIZATIONS**

Each student, kindergarten through third grade is to be immunized prior to the school year for original enrollees, or as soon as possible in the case of a student transferring from another district. Any student who does not comply with the immunization requirement shall not be permitted to continue in school until the immunizations are received. The cost of the immunization shall be borne by the parent or guardian.

### **EXCLUSIONS FOR HEALTH REASONS**

Policies regarding the exclusion of students for health reasons:

- Students suspected of carrying a contagious disease will be excluded.
- Any student with a rash must be excluded until the disappearance of the rash and any other symptoms unless a physician directs readmission of the student.
- No student will be sent home until a parent or responsible adult has been contacted. If an injury or illness restricts your child's participation in physical education for an extended period of time (several weeks), a physician's excuse stating the reason should be sent to the principal's office.

### **STUDENT MEDICATION**

Oral medications for a student brought from home will be administered only when accompanied with a written directive from the physician. A request form should be obtained from the office and completed by both physician and parents. The school will supervise administration of oral medication in pill form only. It will not assume responsibility of administering liquid medications that must be measured, application of ointments, change of dressings, or injections.

**IN CASE OF EMERGENCY, CAN WE REACH YOU BY TELEPHONE? PLEASE BE SURE THE SCHOOL HAS YOUR PHONE NUMBER.**

## **STUDENT RIGHTS AND RESPONSIBILITIES**

### **MY RIGHTS**

- I have the right to be happy and to be treated with compassion in this school. This means that no one will laugh at me or hurt my feelings.
- I have the right to be myself in this school. This means that no one will treat me unfairly because I am black or white, fat or thin, tall or short, adult or child.
- I have the right to be safe in this school. This means that no one will hit me, pinch me, kick me, threaten me, push me or hurt me.
- I have the right to expect my property to be safe in this school.
- I have the right to hear and be heard in this school. This means that no one will yell, make loud noises, scream, shout or otherwise disturb me.
- I have the right to learn about myself and others in this school. This means that I will be free to express my feelings and opinions without being interrupted or punished.
- I have the right to be helped to learn self-control in this school. This means that no one will silently stand by while I abuse the rights of others or when others abuse my rights.
- I have the right to expect that all these rights will be mine in all circumstances so long as I am exercising my full responsibilities.

### **MY RESPONSIBILITIES**

- I have the responsibility to treat others with compassion. This means that I will not laugh at others, tease others, or try to hurt the feelings of others.
- I have the responsibility to respect others as individuals and not to treat others unfairly because they are black or white, fat or thin, tall or short, adult or child.
- I have the responsibility to make the school safe by not hitting anyone, pinching anyone, kicking anyone, threatening anyone, pushing anyone, hurting anyone.
- I have the responsibility not to steal or destroy the property of others.
- I have the responsibility to help maintain a calm and quiet school. This means I will not yell, make loud noises, scream, shout or otherwise disturb others.
- I have the responsibility to learn about myself and others in this school. This means that I will not interrupt or punish others who express their feelings and opinions.
- I have the responsibility to learn self-control in this school. This means I will strive to exercise my rights without denying the same rights to others and I will expect to be corrected when I do abuse the rights of others as they shall be corrected if my rights are abused.
- I have the responsibility to protect my rights and the rights of others by exercising my full responsibilities in all circumstances.

## **TIPS FOR STUDENT SUCCESS**

1. Get your textbooks and assignment notebooks as soon as possible.
2. Schedule a time and place to study for each class. Choose a quiet, well-lit ventilated room.
3. Review your class notes each day. (This increases your memory of the material).
4. Write down each assignment for each subject, including the directions for completing it and the date it is due.
5. Do your assignments each day. Don't get behind.
6. Work on your hardest subjects first before you become tired.
7. Keep yourself in good health. Get enough sleep, get the right amount of exercise and eat nourishing food. Drink eight glasses of water daily.
8. Learn to read at a steady pace. Think of the meaning rather than the words.
9. Read the assignment thoroughly to learn the meaning, then go back over it to focus on the important points.
10. Review the information often. Each time you review information you increase your long-term memory.
11. Review by writing statements that summarize the important facts or ideas.
12. Depend on yourself to do your work and in that way develop confidence in your own ability. Work every day; build skills to prepare a strong foundation for further reading. Also, learn from others and also help others learn.
13. Review questions at the end of the chapter to see what you have learned and what you still need to learn.
14. Repeat out loud what you have studied.
15. Study with a friend or a small study group.
16. Ask your teacher about the work you have missed when you are absent.  
Complete make-up work quickly.

# SOAR Agreement

## Parent Responsibilities

**We, as parents, will support our children's learning in the following ways:**

- Agree to get our children to school on time, every day
- Provide a quiet, technology-free study place, establish routines for doing homework and supervise the completion of homework on a daily basis
- Provide the necessary supplies needed for school.
- Support our children by attending school events such as open house, parent conferences, and academic/art exhibits
- Actively monitor our child's progress using the Home Access Center
- Work cooperatively with school staff in times of crisis and disagreement.
- Encourage and promote 15-20 minutes of daily reading at home
- Encourage my child to have a positive attitude about school
- Commit to extended learning time for my student if necessary (before/after school intervention and enrichment)

## Student Responsibilities

**We, as students, will share the responsibility to improve our academic achievement and achieve Westwood's high standards. Specifically, we will:**

- Do my homework every day and ask for help when I need to
- Participate in extended learning time if necessary (before/after school intervention and enrichment)
- Read at least 15-20 minutes every day outside of school time
- Give to my parents or the adult who is responsible for my welfare all notices and information received by me from my school every day
- Have a positive attitude about school
- Show pride and respect to school staff, peers and community members
- Set and obtain goals
- Act responsibly
- Remember safety

\_\_\_\_\_  
Parent signature

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date