

Westmore School



**2019 / 2020
Handbook**

Important Westmore Information



Main office:

(630) 516-7500

24 hour Attendance Line:

(630) 516-7866

PTA Meetings Dates 2019 - 2020:

Meetings are scheduled once a month and begin at 6:00 p.m.

August 20
September 9
October 15
November 11
December – no meeting
January 13
February 10
March 9
April 14
May 11

School Colors: Maroon & Gold

School Mascot: Wildcat

School Hours:

7:50 a.m.: Students may begin to arrive on school grounds

8:05 a.m.: Students enter school

8:15 a.m.: Tardy Bell

2:30 p.m.: Dismissal

AM Kindergarten: **8:15 - 10:45** (M- F)

PM Kindergarten: **12:00 - 2:30**

(no early dismissal days for Kindergarten)

8:15 – 12:30: Early Dismissal hours

Lunch will be served for Grades 1-5

Early Dismissal Dates for 2019 – 2020

Grades 1 – 5

(no early dismissal days for Kindergarten)

The early dismissal days are:

August 28

September 25

October 30

November 20

December 11

January 29

February 26

March 11

April 22

May 6

Hours are 8:15 to 12:30

Welcome to Westmore School!

On behalf of the Westmore School staff, we would like to welcome parents and children to what is sure to be an exciting and fun-filled school year. It is our goal to ensure that all students learn at high levels in a safe environment. For this reason, we have established our core expectations through PBIS of: *Be Respectful, Be Responsible, Be Safe, and Be a Problem Solver*. We have seen over the past several years that when students follow these expectations throughout the day, we create a positive climate, and maximize the amount of learning that occurs during the day. Our core mission is *to collaborate to ensure high levels of learning*; we will accomplish this mission by creating positive relationships, and through a rigorous and relevant curriculum. *SEE APPENDIX B FOR SCHOOL-WIDE BEHAVIOR MATRIX*
Have a fantastic year!

This handbook is designed for parents to have a general understanding of the policies and procedure that happen on a day to day basis at Westmore School. I understand there is a lot of information, but it is our expectation that you read through this handbook, so that administration, teachers, staff, and parents can work together to make Westmore School the best it can be.

Below are the A, B, Cs of our policies and procedures:

A PARENT'S ROLE IN EDUCATION

Parents play a crucial role in the education of their children. As parents, it is your responsibility to prepare them for the school day, ensure their regular and prompt attendance, check their assignment notebook (*3-5 grade*), and make sure they have the necessary supplies each school day. Communication is also a vital skill and should be taught and encouraged by the parents as well as the school. We have included problem solving as one of Westmore's 4 expectations, because we challenge students to resolve minor problems at school. If your child comes home with a problem, we encourage parents to call the school to maintain an open dialogue to facilitate in resolving conflicts. Finally, a parent's role in reading to their children or listening to their children read contributes greatly to their success in school. Please find time every night to read to, listen to, or support your child(ren)'s good reading habits.

ABSENCES, TARDIES & EXCUSES

Absences

Please call (630) 516-7866 as soon as you know your child will be absent. Ideally, absence calls should be made **before 8:00 a.m.** or **from 11:00 a.m. - 12:00 p.m.** for the afternoon session. Please leave a voicemail before and/or after school office hours.

When calling in a student absence or tardy, please indicate the following:

Child's name, teacher's name, reason for the absence (including flu-like symptoms if applicable), length of absence if known

If you do not call, school personnel will call you at home or at work to verify the absence. Prearranged absences should also be called in daily.

Illinois School Law requires regular student attendance. **Daily and punctual** attendance is required (except in cases of illness, disability, or death in the family), and is the responsibility of the parent or guardian. Regular attendance is *extremely* important in the development of positive attitudes and habits by students. Research continues to indicate a very strong correlation between attendance and future success for students. If absences are excessive, you will receive a letter from the office.

In the case of excessive absences, the principal may contact the student's parents/guardians to develop a plan to increase attendance.

Tardies and Truancy:

Prompt arrival to school starts your child's school day on a successful note. It is best if your student is in line by 8:05 a.m. when we allow students to enter the building. **All students not in their classroom by the 8:15 a.m. bell or the 12:00 p.m. bell for afternoon kindergarten are considered tardy.** If your child is excessively tardy or absent, you will receive a call from the classroom teacher or the Principal to resolve the situation. Bus difficulties or extreme inclement weather would be excused.

Morning supervisors will be entering the building at the 8:15 tardy bell. **Any students who arrive after 8:15 must be escorted to the front office by a parent or guardian to have them signed in.**

ABSENCES DUE TO RELIGIOUS BELIEFS

Children who are absent due to religious beliefs (when school is in session) must be marked as absent. This is an excused absence and children will be given an opportunity to complete the missed work upon returning to school.

ANTI-BULLYING POLICY

In order to create positive conditions for learning and development that support the academic, social, and emotional well-being of all District 45 students, the Board of Education has adopted Policy 5114.5. This policy prohibits bullying, intimidation, and/or harassment of students. The district will not tolerate harassment, intimidating conduct, or bullying that interferes with a student's educational performance or creates a hostile educational environment. The full policy and regulations are available on the District 45 website.

The entire staff of Westmore School has the goal of establishing an atmosphere throughout the school in which children will feel safe, secure and happy, in addition to having the maximum opportunity to learn.

In an effort to accomplish this goal, we have established a school-wide Discipline Matrix for areas in and around the school. The matrix specifies the behavior we expect from our students in every area of the building. As a school staff, we work to emphasize the positive actions of our students. Behavior expectations must be taught and modeled just as academics are at school. Students are recognized through classroom incentives, "CAT CASH", Friday celebrations, Fun Fridays and a variety of other activities developed by our PBIS (Positive Behavior Intervention Supports) Committee. Behavior issues are approached proactively by teaching expectations, coaching behavior and emotional skills as needed, re-teaching, and providing support and interventions. Consequences for inappropriate behavior are utilized for teaching students how to choose behavior more effectively in the future. The Principal or Assistant Principal will handle major behavior issues (gross disrespect, interruption of instruction, or instances that involve aggression that results in physical fighting). Any serious discipline incidents, including battery, weapons, or drugs will be reported to the Lombard Police Department.

ASSIGNMENT NOTEBOOKS

All students in grades 3-5 are required to keep a daily assignment book. The cost of this book is included in the District 45 book fee. Assignment books are set up in a uniform manner and have space for assignments, upcoming tests and events, and parent/teacher communication. This is a convenient way to communicate with your child's teacher and stay informed on your child's school day.

BICYCLES

If you permit your child to ride to school, permission slips are available in the school office for students in grades 3 - 5.

Bicycle Safety Rules and Regulations:

1. Students will **walk** their bicycles to the racks provided, lock them, and leave the area where the bikes are parked to get in line.
2. Bicycles are to be walked through the intersections where the school safety patrols are assisting with orderly and safe crossing.
3. Bicycles must be walked on school grounds.
4. One bicycle - one rider. (No one is to offer a ride, nor shall any student accept a ride.)
5. Students who eat lunch at school may not ride their bikes during the lunch period.
6. School is not responsible for damage to or theft of bicycles.
7. It is strongly encouraged that **bicycle helmets** be worn.

BUS TRANSPORTATION

Bus service is provided for all eligible students. The following students are eligible under District policy for free transportation:

1. Students in grades 1-5 who reside 1.5 miles or more from school
2. All students who reside in areas deemed to be hazardous

You will be notified if your child qualifies for free transportation when you register your child for school. Busing is available to students who do not meet the eligibility requirements for a fee if space is available.

If your child will not be riding the bus, **please send a note to your child's teacher**. The note should indicate the reason for not riding the bus and the date. If the parent or guardian has not given permission for the child **NOT** to ride the bus, the child will ride the bus. **Only children designated to ride the bus may do so. Students may not ride a bus that is not assigned to them, even with a note.**

For a complete list of Westmore's Bus Expectations, see the Behavior Matrix (Appendix B). If you have any questions or concerns regarding busing, please contact Westmore's Assistant Principal, Shawna Chambers at (630) 516-7698.

Cars

Parking Lot

The parking lot off Ahrens Street is for authorized personnel only and bus drop-off and pick-up. Please **DO NOT** use the parking lot to drop off or pick up children as this constitutes a **safety hazard**. The parking lot is **NOT** for visitor parking but for employees of the district. Please exercise caution and be aware of safety when you are visiting our school.

Parking

Parking is available on School St. south of the school, School St. south of Washington, and Division St. west of Ahrens St. Parents may only park in front of the school in the drop zone when picking up a sick student from the nurse's office between the hours of 8:20 a.m. and 2:00 p.m.

DROP OFF/PICK UP PROCEDURES *SEE APPENDIX A FOR A MAP OF DROP OFF & PICK UP*

As you know, our school is located in a residential neighborhood. This creates safety issues that require clear drop off and pick up procedures.

Please read these procedures carefully and review them periodically. We will have parents, staff, and police out to help direct traffic for the start of school. Please treat them respectfully. Please note that these procedures are in effect for all school functions and at any time students enter or leave the school.

1. The **ONLY** Westmore **Student Drop Off** zone is on **School Street** at the front entrance of the school.
2. Drivers enter the line of vehicles at Ahrens and Washington. Please do not block crosswalks at School and Division and Division and Ahrens.
3. **Pick up and drop off on Ahrens is prohibited.**
4. Do not turn into or CUT into the line of waiting vehicles on School St. (*there is a no left turn sign posted at the corner*) Drivers will follow the line of traffic around the block to the drop off zone.
5. All vehicles are to be next to the curb when dropping off the students.
6. Students should have their backpacks, water bottles, and other items ready to go in order to prevent long delays. all vehicles are to **pull as far forward** as possible into the drop off zone to keep the line moving.
7. Students get out of the vehicle on the curb side only in the drop off zone and walk to their door.
8. Parents remain in the car. If your child needs assistance with seat belts or the car door, staff members are available to do this.
9. Once students have unloaded, you safely pull away, and the line moves forward.
10. Never release students in the middle of the street or in the back parking lot.
11. There is absolutely **no double parking** allowed at drop off or pick up time.
12. When picking up your children at the end of the day, students will only be allowed to get into cars at supervisor's discretion.

- 13. **No drivers are to park or leave their vehicles in the drop off zone even when school is in session.**
- 14. Only buses and authorized staff members may enter the parking lot on Ahrens. The parking lot also is a BUS ZONE.
- 15. **No dogs are allowed on school property during the school day. ***

If you don't want to use the drop off and pick up line, you may park and walk to and from school. Parking is available on School St. south of the school, School St. south of Washington, and Division St. west of Ahrens St.

Please be mindful of pedestrians. If your children walk to school, please discuss the route they will take to school. Talk to your children about being careful about sudden changes – such as a traffic light turning red. Instruct your children to cross the street in designated areas. For their safety, they should arrive at school no earlier than 7:50 a.m.

Please **do not use your cell phone while driving in our school zone.** This is for the safety of all children! Per state law, cell phones are prohibited in all school zones. Drivers using cell phones while driving in school zones are subject to tickets from the police.

DRESS CODE

Dress and appearance are considered a matter of individual decision and taste. However, a student's dress and grooming must be in the best interest and safety of the school and individual. Dress should promote a positive image for the individual and the student body. Clothing with inappropriate words, phrases or symbols, or clothing that may be distracting or unsafe will not be permitted. The following articles of clothing should not be worn at school: tops with spaghetti straps, crop tops, halter tops, mesh shirts, muscle shirts or short shorts/skirts (should be mid-thigh.) Shoes with built-in wheels pose a safety hazard and are not permitted. Hats may not be worn in school during school hours, unless teachers have approved of them.

At the elementary level, make-up and artificial hair color are inappropriate for school unless it is part of a Halloween costume or Crazy Hair Day.

Gym shoes should be athletic type shoes that would be conducive to physical activity such as running. Our outside space has equipment, wood chips, and blacktop, so it is best for students to have protective shoes. Please do not send your child to Physical Education class with platform soles, open-toed, or backless shoes. Shoes with metal eyes can cause injury to self or others, along with damaging the gym floor, etc. The proper gym shoe insures the safety of your child. Flip-flops should not be worn in gym class, on the playground, or at recess. They are not safe in these areas.

EMERGENCY CLOSING OF SCHOOL

If it is necessary to close school because of extreme weather conditions, School District 45 will notify the Computerized Emergency Closing Center. You will most likely receive a "One Call Now" phone message informing you that there will be no school.

FEES

The following fees and charges have been established by the District 45 Board of Education:

Kindergarten	Semester	\$22.00	Year	\$44.00
Grades 1-5	Semester	\$38.00	Year	\$76.00

There is also annual Technology & Device insurance fee of \$45.00 for grades 1 through 5.

These fees have been established as book rental to help offset the cost of books and materials used by the children in the schools. These fees may be paid by the semester or for the entire year. The first semester book rental fee is due at the beginning of the school year. The second semester fees are due in January at the start of the second semester. Reminders are sent home to those who choose to pay on a semester basis. If you believe you are financially unable to pay these fees, please call the school office, (630) 516-7500. The office can provide you with the necessary forms for waiving the fees. Checks for book rental are to be written to **School District 45**. One check may be written for all of your children who attend Westmore School.

HOMELESS INFORMATION

If you have questions or concerns regarding homelessness, please contact the school principal. The District 45 Homeless Coordinator is Assistant Superintendent of Human Resources, Mr. Brian Graber . He can be reached at (630) 516-7700.

LOST & FOUND

A "Lost & Found" area is designated by the school office. Students who have lost any article of clothing or other possession are encouraged to check the "Lost & Found" table. Parents are also encouraged to check the table when they are in the building. **You can eliminate the chance of lost items by labeling jackets, gym shoes, and lunch boxes with your child's name.** At the end of each school year, all unclaimed articles will be donated to a local charity.

LUNCH PROGRAM

The lunch period is divided into three overlapping sessions. Each session is 40 minutes in length, with time divided between recess and eating lunch.

Lunch & Recess times for students are as follows:

Lunch 1 – GRADE 1	11:00-11:20 recess; 11:20-11:40 lunch
Lunch 2 – GRADES 3 & 4	11:20-11:40 recess; 11:40-12:00 lunch
Lunch 3 – GRADE 2 & 5	11:40-12:00 recess; 12:00-12:20 lunch

A note is required from the parent or legal guardian for the child to gain permission to leave the school property during the lunch period. This procedure is established to ensure the safety of our students. Children who remain for lunch are supervised by district personnel.

Children who go home for lunch are not supervised by district personnel. They are to go in and out of school through the front office. They must wait until their lunch period is over to return to their classroom. **Parents who would like to eat lunch with their child during the lunch period will be asked to take their child out of the building for lunch due to safety and space concerns in the lunchroom.**

District 45 is implementing a program called "Community Eligibility Provision" (CEP). With the implementation of CEP, all enrolled students of District 45 are eligible to receive a healthy breakfast and lunch at school each day of the school year at no charge. Milk can be purchased separately on a daily basis at a cost of \$.55 or as a 20 milk ticket for \$11.00.

Recess Policy

Staff has reviewed research articles on best practices for elementary recess. Based on the research, we have come up with the following mission for recess:

1. To improve the students' mental health (focus)
2. To improve the students' physical health through movement
3. To improve the students' social and emotional health (relieve stress & anxiety)

Through this research, we have also decided to move recess to before lunch, and during indoor recess days, there will be five to 7 minutes of movement before students will be allowed to participate in structured indoor activities (ie. board games, drawing, maker's space in the LRC, etc.). During outdoor recess, students will have 5 activities to choose from. If they are not participating in any of these activities, staff will encourage them to walk the perimeter of the playground.

PHOTO RELEASE

Throughout the school year, our students participate in a variety of activities. The district may take photographs or video in school or during school-sponsored activities outside the school for use in publications, presentations, or web-pages produced by the district, unless parents request in writing that this does not occur. Letters requesting that students' pictures not be reproduced are to be sent to the office. A new letter is sent at the beginning of each year to avoid any misunderstanding.

PHYSICAL ACTIVITIES

Students are expected to participate in all indoor and outdoor activities. A doctor's or a dentist's written statement is required for a student to be excused from a required school activity for more than three consecutive school days. If a student is excused from PE for health reason, the student is then excused from **ALL** outdoor activities such as lunch recess, and teacher supervised physical education (daily recess). This is in accordance with the District 45 Health Service guidelines. If you have any questions regarding these guidelines, please contact the school Health Office.

PHYSICAL EXAMINATIONS & HEALTH RECORDS

Physical Examinations

Illinois law requires all students who are entering Kindergarten or 6th grade to have a complete medical examination. The physical examination must have been completed within the year prior to the entrance into the above stated grades. The same requirements apply to all new students, regardless of grade, transferring into School District 45 public schools, who have not previously been examined in accordance with the aforementioned. This also includes those students transferring into Illinois public schools from out-of-state or out-of-country. **Failure to provide proof of a physical exam and immunization record will result in exclusion from school.**

Medication

Medication can only be administered when approved and in accordance with the District 45 Board of Education Policy on Medication. Students who must receive medication during school hours are required to have a completed school medication permission form signed by a doctor on file in the school nurse's office.

Students are not allowed to have medication of any kind on their person or in their possession while in attendance at school. All approved medication is kept in a locked medicine cabinet in the school nurse's office. The medication is to be administered only by designated school personnel, the child's parents, or legal guardian.

Emergency Health Form

All students are required to have an Emergency Health and Accident Form on file in the school office. It ensures that in case of a school emergency, the school can reach you at home or at work. This form requires the signature of the parent or legal guardian. This information must be accurate and current. The form can be updated at any time throughout the year, and parents are encouraged to do so as often as necessary.

SAFETY PATROL WEATHER POLICY

1. If the wind chill temperature falls *below 10 degrees Fahrenheit*, student crossing guards **are not required** to be on duty.
2. In the case of extreme weather, such as flash floods, tornadoes, etc., student corner crossing guards **will not be** on duty.

In either of these cases, parents should be advised that there will not be *student* crossing guards at the corners. Adult crossing guards are not under this policy and will be present at their corners.

WEATHER REQUIREMENTS:

-A jacket or sweater must be worn on days with a temperature of 55 degrees or below.

-In order to play in the snow at recess, students must wear snow pants, snow boots, snow jacket, hat, and gloves/mittens.

SCHOOL HOURS FOR DROP OFF AND PICK-UP

AM Kindergarten – 8:05 AM entry 8:15 AM tardy bell – 10:45 AM dismissal

PM Kindergarten – 11:55 AM entry 12:00 PM tardy bell – 2:30 PM dismissal

1st – 5th Grade – 8:05 AM entry 8:15 AM tardy bell – 2:30 PM dismissal

12:30 PM dismissal on early dismissal days

Supervision at Westmore begins at 7:50 AM and ends at 2:45 PM. We ask that students do not arrive at school any earlier than 7:45, as we are not able to properly supervise them. At the end of the school day, we ask that all students who are walking home find their parents before going on the playground. We additionally ask that all students who are in the pick-up line wait with an adult in the front of the school until their car arrives. We also ask that parents in the pick-up line only pick up their children in the sidewalk area in front of the school. Please encourage your children to stay by proper supervision until they are picked up, as it is very difficult to see which car students are getting into down School Street. Thanks for your cooperation in this matter.

SCHOOL VISITORS

All visitors must enter at the main entrance of the building on School Street. For the safety of our students and for building security, we require all visitors to report to the office, sign in, and obtain a badge which will identify them as volunteers, visitors or substitute teachers. School District 45 utilizes a screening system called “Raptor.” This system scans for certain felonies and requires all visitors to have a state-issued photo ID in order to enter any of the School District 45 buildings.

Office Deliveries

In an effort to minimize the amount of disruption to the classrooms during the day, all items dropped off to the office after the school day begins will be delivered to the classrooms before lunch and at the end of the day. This year we will assign special 5th grade delivery people to come to the office at 11:00 and at 2:00 to deliver notes, homework, instruments etc. to the office twice a day. This will help to minimize the disruptions of calling up to the office every time something gets dropped in the office.

SERVICES FOR STUDENTS

All students receive instruction within the general education setting. It is the responsibility of the school staff to provide a continuum of services which will meet the needs of each individual child. There are three levels or tiers of support our school may provide, tailored to meet the needs of each child. Tier One students are provided with instruction in the core curriculum (academically and behaviorally). Tier Two students may be provided with a variety of interventions that may include push in or pull out services. Tier Three students most likely need the general education curriculum (Tier One) plus additional support specifically designed for these individual students. Our Tier Three curriculum is specifically designed around additional Reading, Math, and/or Behavior support.

TREATS & SNACKS

School District 45 and Westmore Elementary encourage healthy eating habits for our students to help them develop positive life-long habits for personal fitness. Please know that all treats or snacks that come to school for class parties must be pre-packaged according to guidelines published by the U.S. Government.

Due to our district wellness policy, we strongly discourage food treats, pizza parties, and any food-related rewards.

We are seeing an increase in food allergies with children. Because we have children in our school who may be allergic to peanuts, tree nuts, gluten, and milk, we ask for your awareness of food products sent to school. Students in your child’s class may have specific food allergies, and this may require an adjustment of the types of snacks/treats that can be served. If this is the case, we ask that you please adhere to special food requirements for the specific classroom. In the lunchroom, we have a separate nut free and dairy free table to accommodate the specific health needs of our students.

SEE APPENDIX C FOR A DETAILED DESCRIPTION OF THE FOOD POLICY

TECHNOLOGY/ELECTRONIC DEVICES

Before a student may bring a personally-owned electronic device to school for educational use, permission to use the particular device must be obtained from the classroom teacher or the administration. Personal electronic devices may be used during school hours only for instructional activities related to classroom or lab assignments. Students who use personal electronic devices to access the Internet while at school may do so only by means of the District’s wireless network.

District 45 does not carry insurance coverage for loss of or damage to personal electronic devices or other personal property which students bring to school, and shall not be responsible for any loss of or damage to such property. Parents or guardians who permit their students to bring personal electronic devices to school, and their students, assume total responsibility to keep the devices secure, and to take reasonable steps to protect them against damage, theft or other loss.

When not in use, a student’s personal electronic device and/or CELL PHONE should be stored in the student’s locker/cubby and kept inside his or her closed backpack. Students who bring personal electronic devices to school should not permit them to be used or borrowed by other students and should not leave their personal electronic devices unattended for any period of time. An electronic device which is left unattended may be picked up by school staff and turned in to the building office.

Students’ use of personal electronic devices at school is at the discretion of school staff. Before using approved personal electronic devices during a class, students must obtain permission from the teacher. To avoid distracting other students, the

audio capability of any personal electronic device should be muted, unless the teacher grants specific permission to activate that feature. Students must turn off personal electronic devices and put them away when a staff member asks them to do so.

Any supervising staff member has the right to inspect any material being viewed on a student's personal electronic device. If a staff member observes a student using his or her personal electronic device for games or other non-instructional activities during these times, and asks the student to stop that use, the student must comply.

Please note that students are responsible for communications via electronic devices as well as Facebook and other social media. These are public records. Therefore, we urge both students and their parents to use discretion when utilizing these forms of electronic communication.

CHROMEBOOK USAGE

All first through fifth grade students will have access to Chromebook throughout the day, while our kindergarten students will have access to iPad devices. As we integrate technology into the curriculum to make it more relevant for the children, we also need to make sure the students understand the responsibilities that come with using technology. Beginning in the 2016 – 2017 school year, we began teaching a digital citizenship curriculum, which involves five 30 minute lessons on the appropriate use of technology. Every grade level will be exposed to this curriculum, which has different components at each grade level.

When students are using the devices in school, we ask that they take care of them as well. Since each of the students is assigned a specific device to use, it is their responsibility to take care of that device. At the beginning of the school year, each of the classroom teachers will make sure all of the students in their class will know how to care for their devices.

Occasionally, third, fourth and fifth grade students will be asked to use the devices during independent work time in reading and during math. We ask that during these independent times that students need to stay on task. If/when students do an inappropriate search administration is notified through an email. This email sends the link so administration can determine if it was an appropriate search or not. On the rare occasion students are not using technology appropriately, the classroom teacher and/or administration will have to determine appropriate consequences for the students. If a search is deemed completely inappropriate, parents will be contacted and consequences will be determined by administration.