

WESTWOOD SCHOOL

"Soaring High With A Growth Mindset"



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Christopher Grant
Principal

**Student Handbook
2016-2017 School Year**

Westwood School Vision Statement

The vision of Westwood School is to create responsible and productive students with strong critical thinking and academic skills by providing a rigorous, curriculum delivered in partnership with the community, family and a competent, qualified staff in a safe and caring environment.

Mission Statement

At Westwood School, we are dedicated to student success through academic excellence. Our goal is to provide a positive, structured and nurturing environment for all children. Through family, educator and community partnerships, we will empower students to achieve academically and socially.

Principal's Message

Welcome to Westwood Elementary School. It is my sincere desire that the 2016-17 school year will be a very rewarding and productive one for all students, teachers, staff and parents.

This handbook has been prepared as a guide to the policies, procedures and programs of our school. I encourage you to familiarize yourselves with the contents and share the information with your children. The faculty staff and I are eager to work with you to ensure that every student's educational experience here at Westwood is a fulfilling one.

If you have any questions about any of the information found in this handbook, please feel free to contact me. All of us at Westwood look forward to working closely with you during the coming year.

Sincerely,

Christopher Grant, Principal

WESTWOOD SCHOOL STUDENT PLEDGE

“At Westwood School, I pledge to:

Welcome each day as a new opportunity;

Eagerly search for knowledge;

Stop and think;

Treat people and things with respect;

Work hard;

Obey school and classroom rules;

Only do what’s right; and ALWAYS,

Do my best!

I Pledge this to my teachers, my parents and most of all, to myself.”

Philosophy

Westwood School is committed to providing a positive learning environment

We believe:

-An orderly school environment is a prerequisite for learning.

-Self-discipline begins at home and is carried over in the school.

-Discipline is a learned behavior and can be taught.

-Children need and desire appropriate limits in keeping with their developmental needs.

-All children have the right to learn and all teachers have the right to teach.

-A well-disciplined school is a shared responsibility of all stakeholders – students, staff, parents and community.

-Regular attendance is mandatory if your child is to obtain successful academic achievement.

If a parent has an unresolved concern -- Please contact the Teacher. If the concern remains unresolved contact the Principal.

Westwood School Dress Code

Uniforms – Students may wear black or tan khaki pants or skirts, and during warm weather – shorts -- with red, black or white collared shirts.

Boys will wear black ties.

Jeans are not permitted.

Purpose: To help create a positive learning environment, to help maintain a focus on learning, and to provide a sense of school unity and purpose.

IMPORTANT GUIDELINES

1. Headgear is not permitted in building. This includes hats, hair nets, rollers, sweatbands, scarves, bandanas, non-prescriptive glasses and/or sunglasses.
2. Pants should be worn above the hip bone with a belt.
3. Both pant legs should be of the same length.
4. Skirts and shorts must be of an appropriate length.
5. Cosmetics, perfume/cologne and nail polish should not be applied in the classroom.
6. Outdoor coats and jackets are not to be worn in the classroom. Sweaters are permitted as some of the classrooms are colder than others.

Attendance Guidelines

1. The District requires you - the parent - to notify the school if your child is going to be absent.
2. Upon your child's return to school, they should have a "Return to School Form" from the doctor or a written note from home explaining the absence.
3. After the third unexcused absence your child will be referred to the School Social Worker.
4. When your child arrives late to school they must have a note explaining their tardiness.

WESTWOOD RESPONSIBILITIES

Students:

- have the responsibility to learn and follow classroom and school wide rules.
- have the responsibility to follow bus rules while riding the bus.
- are expected to practice self-discipline in the classroom, hallways, lunchroom and playground at all times.
- have the right to fair and equitable treatment regardless of race, gender, or socioeconomic and cultural origins. Due process in discipline issues is followed per Board policy.

Parents and Guardians:

- have the responsibility to support the behavior and uniform plan by helping their child learn and follow school policies and to contact the school with questions or concerns.
- have the right to equitable treatment of their child, and to be treated in a professional and respectful manner when addressing concerns. Due process procedures are outlined in the District Code of Behavior.

Staff Members:

- have the responsibility to maintain classroom control through the delivery of a strong instructional program. Classroom, school wide rules and the District Code of Conduct are taught in the opening weeks of school and will be consistently reinforced throughout the school year.
- have the right to work in a safe and orderly environment, with support from administration in contractual issues related to discipline. Mutual respect is practiced among administration, staff

and parents in resolving behavior issues.

- shall have the full support of the administration in maintaining classroom discipline. Professional support services shall be provided to ensure that every student's opportunity for a quality education is protected.
- may use such force as shall be reasonable and necessary to protect himself/herself from attack, to prevent school property from damage and/or destruction and/or to prevent possible injury to another person.
- shall have the right to remove students from class who are exhibiting disruptive behavior. Disruptive behavior includes the use of violence, force, coercion, threat, harassment, serious insubordination, or repeated acts of misbehavior, any of which cause disruption or obstruction to the educational process, including all curriculum and extracurricular activities affecting teachers while acting in the course of their employment.
- have the right to expect some other placement of chronically disruptive pupils, by the Board of Education, within the limits of the laws governing school attendance.

GENERAL INFORMATION

Arrival

- Students may begin arriving to school at 7:25 a.m.
- NO SUPERVISION WILL BE PROVIDED BEFORE THAT TIME AND THE BUILDING WILL NOT BE OPEN – EVEN IN INCLEMENT WEATHER.
- Breakfast is served for all students beginning at 7:25am daily

GENERAL INFORMATION (cont'd)

- Games or use of playground equipment is permitted only at lunch recess.
- Students arriving after 7:45 are marked tardy and must report to the **Office** for a late note.
- Please help your child arrive at school on time. The time of arrival can set the tone for the whole day for your child. A child who arrives late will miss instruction, cause disruption to the class and feel self-conscious. Tardy arrivals are reported on a child's school attendance record.
- **Please try to make all appointments for your child before or after school.** If your child must leave early, only a parent, guardian or adult designated by the parent or guardian may withdraw a child. Please call the office or send a note to designate another person to pick up your child. Students may be picked up at the Office after the early dismissal book has been signed there. Teachers will not send students to the Office until an approved adult signs the child out.
- Teachers monitor halls, steps and doors.
- Everyone passes through right side doors.
- Once dismissed, students may not re-enter the building unless accompanied by an adult or with adult permission. If absolutely necessary to re-enter the building, adult and child will need to enter through the main Office.
- Students not picked up by 2:25 will be escorted to the office. Parents will be contacted by the teacher.
- Because there is no supervision provided, playground equipment should not be used before school or at dismissal
- Parents must adhere to the "No Parking Signs" along the bus line. **Please do not park there even for "just a minute"**. It creates congestion for buses and other cars trying to pass.

Dismissal

- Parents who pick children up to walk with them or drive them will wait outside.
- Students will be dismissed at 2:15 p.m.
- Teachers will escort students to the dismissal doors and position themselves on the grounds or bus area to assist in the safe, orderly exit of students as they leave the school grounds.

SCHOOLWIDE EXPECTATIONS

General

-Arrive at school on time (7:45 a.m.)

-Report problems immediately to the adult in charge.

-Always stay on the school grounds

-Walk in the building

-Obey all adults

-Students may only use a telephone with permission of a staff member

-Beepers/pagers, any electronic equipment and/or games, headsets, watches with alarms are **not** permitted at school.

-At dismissal, board buses or walk home immediately. Walkers are responsible for appropriate behavior when walking through the neighborhood. Cross only at crosswalks.

Lunchroom

- Come to the lunchroom at scheduled time
- Use quiet voices
 - Use appropriate manners while eating; raise hands to be excused
 - Eat food only in lunchroom
 - Leave glass bottles at home

- Clean up properly after eating
- Visit the restrooms after eating lunch
- Follow In/Out day directions for play period.

Out Days

- Play in assigned areas
- Stay on playground at all times
- Report problems on playground to adults in charge
- Use equipment safely
- Respect and help others
- Play organized games only in assigned areas
- No chasing
- Remain quiet for announcements
- Follow adult directions when entering the building

In Days

- Remain seated
- Report problems to adults in charge
- Students not following rules will be removed
- Keep voices low

SCHOOLWIDE EXPECTATIONS (cont'd)

Hallways

- Walk on the right side of the hall
- Carry hall passes
- Move quietly through the halls

- Respect the rights of others
- Remove hats/head coverings when entering the building
- Respect hall displays; do not touch hall displays

Teachers will monitor hallways throughout the building.

Steps

- Down- one line on right and one line on left with the teacher in middle or at teacher discretion
- Up – approaching traffic moves through the middle or to the right

Be courteous and accommodate others

Classroom

- In the morning, teachers will greet students at the classroom door/cafeteria
- Have a note from the office when late
- Have a note from home when returning from absence
- Leave gum, candy and toys at home
- Gum chewing is not permitted at any time
- Carry a note or pass when leaving classroom
- Respect neighboring classes
- Respect rights of others

Auditorium

- Come quietly to the auditorium
- Sit in assigned areas as directed
- Show courtesy to speakers

- Follow directions for participation
- Remain seated until directed to leave
- Be good listeners

Restrooms

PRIMARY (K-3)

- Visit restroom as a class in the morning and afternoon
- Visit restroom before school and after eating lunch

Intermediate (4-6)

- Visit restrooms before school and after eating lunch

EMERGENCIES

- Students may be excused with pass
- Chronic use of restroom requires a note from home
- NO MORE THAN TWO STUDENTS AT ONE TIME

Abuse of Privilege

- Any student who vandalizes the restroom will be suspended under the CPS Code of Conduct and the parent/guardian will pay for damages

SCHOOLWIDE EXPECTATIONS (cont'd)

- Report before and after school problems immediately to an adult

Early Dismissal

Under no circumstances are students permitted to leave school property without adult permission. Parents must sign students out in the office. Doctor's appointments should be scheduled after school whenever possible.

Dispensing Medication

Students are not permitted to carry medication at school. All medications (pills, cough syrup, inhalers, etc.) must be brought to the office by a parent/guardian with the appropriate doctor's permission form completed. Forms are available in the office. All medication will be dispensed and documented by the Nurse/office.

School-Wide Rewards

Positive incentives for appropriate behavior and improvement in behavior are designed to help each child learn responsibility and good values in the school setting. They include:

- Verbal affirmations on a daily basis
- Certificates, stickers
- Quarterly recognition programs
- End of quarter Good Behavior incentives which include special activities

School-Wide Consequences

Misbehavior will be documented by teachers and support staff; parents/guardians will be notified of disciplinary actions which may include the following progressive steps:

- Verbal reminder/warning;
teacher/student conference
- Loss of privilege: detention, work detail, loss of recess or special activity (program, field trip, etc.)
- Time out in room or in "buddy" classroom
- Parent contact (phone, note or conference)
- Referral to office with documented discipline form
- In-School Suspension
- Removal for Parent Conference; teacher, parent and administrator
- Alternative to Suspension/Expulsion Program

These steps do not apply to mandatory suspensions or expulsions.