

WESTPORT ELEMENTARY SCHOOL

STUDENT & FAMILY HANDBOOK

2020-2021



WESTPORT ELEMENTARY SCHOOL

380 OLD COUNTY ROAD

WESTPORT, MA 02790

TEL. (508) 636-1075 FAX. (508) 636-1077

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TRANSLATIONS

Contact the Superintendent of Schools at (504)-636-1137 for a translation of this or any other school notice.

Portuguese

Contate por favor o superintendente das escolas pelo telephone (508) 636-1137 para qualquer tradução relacionada com esta ou outras notícias da escola.

Spanish

Contacta por favor al superintendente de escuelas en(508) 636 1137 para una traducción de este o de cualquier otro ávido de la escuela.

French

Veuillez contacter le surveillant des écoles a (508) 636-1137 pour une traduction de ceci ou de n'importe quelle autre notification d'école.

German

Treten Sie bitte mit dem Betriebsleiter der Schulen bei (508) 636-1137 für eine Übersetzung von diesem oder von jedem möglichem anderen Schulbegriff in Verbindung.

NONDISCRIMINATION AGREEMENTS

Nondiscrimination

It is the policy of the Westport Community Schools to maintain a learning and working environment that is free from harassment, violence or discrimination based on actual or perceived race, color, creed, religion, national origin, sex/gender, marital status, homelessness, disability, sexual orientation, gender identity or expression, age, family care leave status or military/veteran status.

Nondiscrimination on the Basis of Physical Challenge

The School Committee has designated the Student Services Supervisor as the responsible employee to coordinate school district compliance with Section 504 of the Rehabilitation Act and its administrative regulations. The Student Services Supervisor, as the district's Section 504 compliance officer, shall be responsible for continuing compliance with Section 504 and its administrative regulations. Any student has a ready means of resolving any claim of discrimination on the basis of physical challenge in the educational programs or activities of the district. In the event a student believes that there has been a violation of Section 504, s/he shall deliver to the Student Services Supervisor a written statement setting out the alleged violations, describing the incident or activity involved, the individuals involved and the dates, times and locations involved. The Student Services Supervisor shall provide the individual filing the written statement an opportunity to discuss the matter personally, if requested. The Student Services Supervisor shall make such investigation as is necessary to determine the complete facts involved. The Superintendent shall then take action as appropriate to bring the district in compliance with all federal and state regulations or refer the matter to the School Committee for action as appropriate. If the student submitting the written statement of an alleged violation is not satisfied with the handling of the matter by the district, s/he may present the matter directly to the School Committee by contacting the Committee Chairperson.

PRECEDENT STATEMENT

In the event of conflict between the contents of this guidebook and those of the Education Policy Manual of the Westport Community Schools, the contents of the Education Policy Manual shall govern. The Policy Manual is available at the Principal's office during school hours.

A letter from the principal....



Westport Elementary School

380 Old County Road, Westport, MA 02790
(508) 636-1075 Fax (508) 636-1077

Stacey Duquette, *Principal*

Leah Chesney, *Assistant Principal*

Dear Parents and Students:

Welcome to a new school year *and* a new world at Westport Elementary School. As we return to school during the era of COVID-19, our school will definitely look and feel quite different. We may be wearing masks, sitting far apart, or even watching from our screens, but our goal remains the same. Whether student or staff, WES is a community of learners who work to be **respectful**, **responsible**, and **ready** to learn each school day. To help in this journey, WES Staff and school council members have created the 2020-2021 WES Student/Family handbook.

This handbook contains district and school information, policies, procedures, and expectations for student conduct throughout the year. We have also updated our policies to comply with CDC and Board of Health recommendations, ensuring that our school is as safe as possible. Please review this handbook carefully and support our expectations for safe and appropriate learning behaviors with your child. In addition, please refer to this handbook throughout the year as issues arise.

This handbook parallels Westport Community School's *Student Citizen Handbook*. All policies and practices of the Westport Community Schools reflect the core values, belief statement, and mission statement as stated in the *Westport Community Schools (WCS) Education Policy Codes: AD, ADA, & ADAA*. The WES School Council reviews the *Student and Family Handbook* each year and makes changes as necessary.

If you have any questions or concerns regarding this handbook, please do not hesitate to contact us.

Sincerely,

Stacey Duquette
Principal

Leah Chesney
Assistant Principal

SCHOOL YEAR CALENDAR 2020-2021

August 28: New Teacher Orientation/AFSCME Training
August 31: Staff Convocation
September 1-15: Staff Training Days
September 2: Kindergarten Screening
September 4: No School
September 7: Labor Day - No School
September 14-15: Kindergarten & Pre-K Orientation
September 16: First Day of School Grades PK through 12
October 12: Columbus Day - No School
November 3: Staff Training Day / Election Day - No School
November 11: Veterans' Day - No School
November 25: Half-Day/ Thanksgiving Break
November 26-27: Thanksgiving Break
December 10: First Trimester Ends (MAC/WES)
December 23: Early Release Day Students & Staff
December 24-January 1: Winter Break
January 14: Early Release Day / Staff Training
January 18: Dr. Martin Luther King Jr. Day - No School
February 15-19: President's Day/Winter Vacation
March 3: Early Release for Students / Staff Training
March 18: Second Trimester Ends (MAC/WES)
April 2: Good Friday - No School
April 13: Early Release for Students/Staff Training
April 19-23: Patriot's Day/Spring Vacation
May 31: Memorial Day - No School
TBA: Last Day of School for Seniors
June 8: Early Release for Students/ Staff Training
June TBD: High School Graduation
June 15: Last Day for Grades K-11/Early Release for Students Marks Close - Third Term Ends

The School Committee has approved a 170-day school year calendar with an additional 5 days for emergencies, in accordance with the advisory from DESE on July 27, 2020. . The actual last day of school for grades K-11 will be no earlier than June 15th. and no later than June 30th. Early release for seniors may be no sooner than 12 school days before the close of the school year.

SCHOOL CANCELLATION

School cancellations and delays due to emergencies will be posted on www.westportschools.org and aired on the following television stations: WCVB (Channel 5), WLNE (Channel 6), WHDH (Channel 7), WJAR (Channel 10), WPRI (Channel 12), WFXT (Channel 25), WNAC (Channel 64), NECN (New England Cable News) and the following radio stations: WSAR-AM 1480, WHJJ-AM 920, WPRO-AM 630, WBSM-AM 1420, WWBB-FM 101, WHJY-FM 101, WSNE-FM 93.3. **"SCHOOL BRAINS"** will also notify you by phone or email regarding delays or cancellations. If you would like to be contacted directly by **ONE CALL NOW** go to www.westportschools.org and click on the **ONE CALL NOW**.

SCHOOL INFORMATION

Westport Elementary School Mission Statement

Westport Elementary School's mission is to educate all students to become 21st century learners, to seek and value knowledge, and to learn core values that will help them emerge as productive citizens in a global community.

Core Values

The Westport Elementary School lives by the following values:

- ❖ **Pride** - We will be passionate champions for the Westport Community Schools.
- ❖ **Integrity** - We will be sincere in our adherence to ethical principles and do what is in the best interest of all we serve.
- ❖ **Respect** - We will demonstrate an appreciation for the value of all. We will foster an environment that is safe and nurturing for students and staff.
- ❖ **Responsibility** - We will take ownership for following through with our mission. We will expect staff, parents, students and community members to be accountable for their contribution to the educational process.
- ❖ **Achievement** - We will continually improve.
- ❖ **Communication** - We will seek the input of all our stakeholders; sharing information openly and honestly and expect the same of all stakeholders.

Expectations for Student Learning

- All students will read and listen critically for understanding.
- All students will communicate effectively through speaking, writing, and other appropriate media to a variety of audiences and for a variety of purposes.
- All students will analyze, interpret, evaluate, and think logically to reason and solve problems using multiple resources and strategies.
- All students will utilize technology to conduct research, to support critical thinking, and to present information.
- All students will work collaboratively with peers.

Expectations for Student Conduct

In addition to our learning expectations, we expect students to practice being respectful, responsible, and ready throughout the entire school day.

Students are expected to be respectful by:

- choosing safe behaviors in all school areas, including school trips, buses, and after school events
- choosing words and behavior that acknowledge and honor the rights of others
- using school grounds, property, and materials in the way they were intended

Students are expected to be responsible by:

- completing work in a timely manner
- asking for help if needed
- taking care of one's belongings, school property, and work areas
- advocating for themselves and others

Students are expected to be ready by:

- providing their best effort in all areas of school
- persevering through difficult problems
- coming to each remote or in-person class with all necessary supplies and completed assignments

Westport Community Schools School Committee

Thomas Aubin, Acting Superintendent

Antonio Viveiros, Chair

Nancy Tavares, Vice Chair

Michelle Orlando

Melissa Pacheco

Nancy Stanton-Cross

Central Office Administrative Team

Darren Elwell, Director of Curriculum

Kristin McDaniel, Human Resources Coordinator

Anthony Tomah, Director of Technology

Michelle Rapoza, Business Manager

Elaine Santos, Director of Pupil Personnel Services

Melissa Sousa, Executive Business Services

Westport Elementary School Staff Directory 2020-2021

Stacey Duquette – Principal

Leah Chesney - Assistant Principal

Loriann Melo - Executive Secretary
Patricia Amaral - Student Services Clerk

GRADE 3

Erin Connors - Math/Sci
Lindsey Gosson - Math/Sci
Julie Morotti - Math/Sci
Susan Porter - ELA/SS
Katherine Reis - ELA/SS
Jessica Silva - ELA/SS

GRADE 4

Elizabeth Chouinard - ELA/SS
Jillian Davenport - Math/Sci
Teal Gildea - ELA/SS
Cheryl Guild - Math/Sci
Alison Higham - ELA/SS
Shelley Rego - Math/Sci

GRADE 5

Diane Comeau - ELA/SS
Lauren Driscoll - Math/Sci
Jodi Ferreira - Math/Sci
Trisha Paiva - Math/Sci
Matthew Shunney - ELA/SS
Michelle Tripp - ELA/SS

GRADE 6

Andrea Cottrill - Math
Kelly Croft - ELA
Deborah Janik - ELA
Nicole Sirois - Science
Ryan Struthers - Social Studies
Paul Tetrault - Math

Specialist Teachers

Cynthia Bell - STEM
Elizabeth Carvalho - Music
Chantal Allen - Art
Christopher Nunes - Music
Gary Parziale - Health & Wellness
Amy Teixeira - Health & Wellness
Susan Viveiros - Technology

Special Educators

Renee Rego - Special Education Teacher
Karen Robinson - Special Education Teacher
Faith Roberts - 3rd Grade Inclusion
Avery Smith - 4th Grade Inclusion
Catherine Howland - 5th Grade Inclusion
Elizabeth Teixeira - 6th Grade Inclusion
Jaclyn MacDonald - Multi-Grade Inclusion

Interventionists

Kelly Araujo
Andrew Cottrill
Amanda Melo
Kara Raposo
Kristina Pontes
Michelle Scott

School Counselors

Elizabeth Bacchiocchi - Guidance/SAC
Jennifer Borelli - 0.5 SAC

Social/Emotional Learning

Julie White - Psychologist
Sandi Mauk - BCBA
Kelly Cooper - BCBA Assistant

Therapist Providers

Ginger Cameron - OT
Amanda Manton - OT COTA
Jessica Randall - Physical Therapy
Allison Whitty - Speech Therapy
Cynthia DeFreitas - Speech Therapy
Angela Dullea - TVI/COMS

Extended Day

Jennifer Chaves - Director

Nurse

Nicole Machado, School Nurse
Mary Ann Kelly, Special Ed. LPN

Teaching Assistants

Sherry Amaral
Donna Bedard
Natalie Branco
Debra Darkow
Sherry Lees
Madeline Lesieur
Susan Martin
Kerri Pierce
Stephanie Rego Carvalho
Robin Sullivan
Janet Vachon
Jody Williams

Food Services

Maria Raposo-Manager
Karen Arruda
Roseanna Correia
Terry Fitzsimmons
Janet Pacheco

Custodians

Paul Malenfant - Day Shift
Michael Costa - Night Shift
Jacob Mauk - Night Shift

District Resource Officer

Kyle Fernandes

ARRIVAL/DISMISSAL PROCEDURES

School Hours

Student Arrival: 8:15 a.m. - 8:30 a.m.

Grades 3 through 6: 8:30 a.m. - 2:50 p.m.

Arrival Procedures

Students who ride the bus will be dropped off at the school between 8:12 and 8:15 a.m. Students will exit the bus by grade levels and go directly to their rooms. Students are expected to wear masks when exiting the bus and entering the building. Students should practice social distancing when traveling in the hallways at all times. Stickers have been placed throughout the hallways as a visual reminder.

After buses depart, parents should drop off children in the same lane that the buses use, staying close to the curb on the right. Cars will be allowed in the drop off lane **no earlier than 8:20 a.m., as there will not be any supervision for students until that time.** For the safety of the students, parents should not use the employee parking area as a drop off point. Students who need to be dropped off earlier than 8:20 a.m. may participate in WCS Extended Day program which provides care from 7:00 a.m. until the start of school. (Note: Extended Day forms and payment information can be found on the WCS website by clicking [here](#).)

When dropping off your child, please **stay in a single-file lane** and follow the directions of the drop-off monitors. To protect the safety of the students and staff, refrain from passing other vehicles.

Dismissal Procedures

Parent Pick-up Procedure: Students who do not ride the bus are dismissed directly to their vehicles in the parent pick-up lane starting at 2:40 p.m. Parents who regularly pick up students will receive a numbered tag to display from a rear view mirror or on a dash and will form a line on the right side of the school driveway. Do not block any intersections. For the safety of staff and students, do not attempt to pass other vehicles and follow the instructions of staff directing traffic. **Parents will not be allowed to pick-up students for dismissal in the building after 2:30 p.m..** All students must be dismissed to an appropriate adult.

In case of an emergency and you will not make it in time to pick-up your child at the assigned doors by 3:15 p.m., you will need to pick-up your child in the main office.

If you need to pick-up your child for doctor appointments or early dismissal, it must be before 2:30 p.m. Dismissal time is a very busy time of day for our students and staff. Please be cooperative with staff and work together to ensure each child's safety.

Bus Dismissal Procedure: Students who ride the bus are dismissed directly from their classroom. Buses are announced via the intercom, starting at 2:50 p.m. Students exit from the front of the building to their respective buses. Students need to wear masks throughout the bus ride home.

Please Note: Any changes to your child's dismissal plan must be made by 1:00 in writing. Because of contact tracing issues, students are only allowed to ride their assigned bus both to and from school.

ATTENDANCE

Regular and punctual school attendance is essential for success in school. However, students may be temporarily excused from school for the following reasons (in accordance with district policies JE and JHR):

- illness
- a death in the immediate family
- observance of family religious holidays
- appearance in court
- medical and dental appointments which cannot possibly be scheduled outside school hours.
- other exceptional reasons with approval of the principal or assistant principal

Absences **must** be explained **in writing** to the classroom teacher the day of the student's return to school. A doctor's note may be requested following absences of five (5) or more days. If a student is dismissed before 11:30 or arrives after 11:30, she/he is considered absent for the entire day. Parents are encouraged to use good judgment in keeping children home from school. Children who are ill will have a difficult time attending to schoolwork and will expose other children to illness. **Please call the school when your child is going to be absent. Phone messages may be left at any time on the school's voice mail system (508-636-1075).**

COVID-19 Procedures

If a student is attending school in-person and is determined to be positive with COVID-19, but is asymptomatic or otherwise able to engage in learning, the student will be able to opt into remote learning. Students who have a known exposure to COVID and are required to quarantine for a period of time will also be able to opt into remote learning. With proper documentation, these absences will be considered excused.

REMOTE ATTENDANCE

During remote school days, students are considered "present" if they:

- attend scheduled meetings for the entire block
- keep their cameras on

Students who do not attend at least 50% of their scheduled classes will be marked absent for the day.

Please note: If a student is having difficulty accessing Google classroom sessions, immediately contact the office at (508) 636-1075 for support.

Period Attendance

Attendance is taken for remote students at the start of each live session. A student is considered present for a period if they are present for most of the class, with the camera on. Students who miss more than 50% of their scheduled periods will be marked absent for the day.

If your child is going to miss all or part of a specific period, please let your child's teacher know by email. Please copy all attendance correspondence to Mrs. Pat Amaralpur clerk, at pamaral@westportschools.org.

UNEXCUSED ABSENCES

Even if a parent sends a note after an absence, it still **may** be considered **unexcused**. Examples of unexcused absences include:

- repetitive and chronic absence due to illness or injury. In these cases, for the absence to be excused, the parent must submit a letter from a physician – within five (5) school days of the absence – verifying that the student was too sick or injured to go to school.
- family vacation
- extension of a religious or cultural holiday beyond the designated day or days on the school calendar

Student absences for family vacations scheduled at times other than the weeks or days identified in the school calendar are strongly discouraged. Due to the challenging content of the required curriculum, these absences create significant teaching and learning problems. Effective instruction in standards-based education requires discussion, group activities, and in-school practice. Many classroom activities are designed to address the readiness, interests, and learning styles of students through grouping and differentiation of instruction. These learning opportunities cannot be replicated for students who have been absent. Please see the section on homework policy in this handbook for more information (p.21).

Excessive tardiness or absenteeism will be monitored and addressed by the school's administration. A student missing 7 or more days in a trimester may result in the following:

- Reminder attendance phone calls
- Excessive absenteeism letter from administration
- Recovery plan to make up work (i.e. after-school sessions)
- Failure of a subject/summer school
- Court proceedings

Please note: Students must attend school for at least half of the school day in order to participate in any school-sponsored after-school activities.

For additional information regarding WCS attendance policy, including that of "Excessive Absences" reference WCS Student Policy Handbook.

TARDINESS

Students arriving to in-person school after 8:35 a.m. are considered tardy and must report to the office before proceeding to class. Please remember that late students will interrupt instruction as they enter the classroom and likely will have missed important directions or introduction of a concept or skill. Constant tardiness will have an adverse effect on your child's education. Excessive tardiness may result in consequences including, but not limited to, parent meetings and detention. **Students who arrive to school after 11:30 a.m. or dismissed before 11:30 a.m. will be marked as absent.**

Remote students should strive to attend all live Google Meetings as scheduled, and records are kept by period on students' attendance or tardiness. If your student is going to be tardy for a live Google Classroom session, please email your child's teacher and copy all correspondence to Mrs. Amaral, our attendance clerk at pamaral@westportschools.org.

DISMISSING CHILDREN DURING THE SCHOOL DAY

Parents/guardians wishing to dismiss their child before the close of school must inform the office in writing the morning of the early dismissal. If your child is being picked up by someone other than their parent/guardian, authorization must be included in the note. Please be advised that early dismissals are very disruptive to the classroom and should be limited to emergency situations. Due to the State's regulations regarding learning time we cannot dismiss students early on a regular basis. Dismissals are also recorded on student report cards and attendance records. **Please note: Students can be picked up and returned to school.**

If you need to pick-up your child for doctor appointments or early dismissal, **it must be before 2:30 P.M.** Dismissal time is a very busy time of day for our students and staff. Please be cooperative with staff and work together to ensure each child's safety.

EMERGENCY INFORMATION FORMS

Emergency information sheets are sent home at the beginning of each school year. The sheet records phone numbers of parents, relatives, and physicians to be notified in an emergency. **It is extremely important that this information be kept up-to-date and accurate. Please notify the school office in writing of any changes.**

STUDENT CONDUCT

Good citizenship in school is based on personal responsibility, respect, and consideration for the rights of others. Students will be expected to conduct themselves in a way that the rights and privileges of others are not violated. They will be required to respect constituted authority, to conform to school rules and to follow the provisions of law that apply to their personal conduct. In general, students must engage in conduct that will ensure the maintenance of school discipline. Student conduct will guarantee smooth, continued school operation, and will be orderly, compliant, and upholding of school rules and common standards of behavior.

Students will face consequences for violations such as (but not limited to) the following:

-
- Refusal to comply with COVID-19 safety precautions (such as mask-wearing, social distancing, etc.)
 - Defiance of authority
 - Refusal to identify oneself or giving false verbal or written information to a school employee.
 - Stealing or forgery, or the attempt to do either
 - Possession of any weapon, knife, gun, explosive device, instrument or article that might injure, threaten, or intimidate a person or destroy property (including realistic simulations)
 - Violation of the District's drug and alcohol policy and/or use or possession of tobacco products
 - Physical assault or cause of injury, including non-consensual touching
 - Verbally assault or threat through any media
 - Verbal abuse, such as name-calling, ethnic or racial slurs, or derogatory statements through any media
 - Psychological intimidation toward other students or school staff including conspiring with others to commit such violence through any media
 - Violation of public criminal or civil statute, law, or School Committee regulation
 - Cheating, including on tests, assignments, etc.
 - Throwing objects, whether within school building, outside in the playground or during supervised school activities in a manner that can cause bodily injury or damage property
 - Leaving school grounds when not permitted to do so
 - Use of profanity, vulgarity, obscenity, or sexual innuendo toward students or staff
 - Stealing
 - Vandalism or damage to school property, including (but not limited to) school building, school equipment, and school buses
 - Misconduct on school buses or at bus stops (see detailed bus section below)
 - Attempt to coerce, threaten, or blackmail, i.e., obtaining money or other object of value from an unwilling person, or forcing an individual to act through the use of force or threat of force
 - Violation of the School District's Acceptable Use Policy while using on-line services
 - Tampering with, changing, or altering school records or documents by any method including electronic means
 - Engaging in immoral conduct not in conformity with accepted principles of right and wrong behavior and which is contrary to the moral standards of our community
 - Participation or engagement in any activity which interferes with or disrupts the educational process
 - Lying or the giving of false information, either verbally or in writing, to a school employee
 - Gambling
 - Hazing as defined by state law (See Policy JICFA)
 - Bullying (see section below)

For more information, please see WCS Policy JIC-R from the WCS district policy manual.

MASK WEARING REQUIREMENTS

Students are required to wear masks at all times, unless during a lunch or mask break, including when traveling on buses. Because of the health risk in mask refusal, students who refuse to wear a mask will be immediately isolated and sent home. Students who refuse to wear a mask on the bus will immediately lose bus privileges.

DISCIPLINE

Students have a personal responsibility to act in a way that does not violate others' rights. A student whose actions violate the rights of others will be subject to consequences, which may include (but are not limited to):

- Loss of privileges
- Detention (teacher/office)
- In-school Suspension
- Short-term suspension - fewer than 10 days
- Long-term suspension - more than 10 days, including expulsion
- Restitution or community service activity
- Participation in a rehabilitation program
- Summary recommendation for permanent exclusion

Loss of Privileges

A student may lose the privilege to participate in incentive classroom activities, special programs/events, field trips, after school events/clubs or any other privilege as deemed appropriate by the administration as a consequence for behavior infractions.

Detention

There are various types of detention - lunch, recess, teacher and office detention. **Teacher detention** is served after school and is assigned by teachers for violations of classroom rules and/or minor violations of school rules. The principal, assistant principal, or their designee assigns **office detention**. Office detention is served after school for:

1. Violations of school rules in common areas such as the cafeteria, corridors, or outside on the school grounds
2. Major violations of school rules
3. Chronic minor violations of school and/or classroom rules.
4. Skipping a Teacher, Recess, or Lunch detention

Detention takes precedence over all engagements, except suspensions ex: clubs, activities & sports. Failure to report for detention may result in serious additional consequences.

Teacher Detention

A teacher detention requires that students and parents be given a minimum of twenty-four (24) hour notice as it will require a student to miss his 2:50 PM bus, unless this requirement is waived by a parent/guardian. A teacher detention may be served until 3:45 p.m. A student must follow the teacher's rules during a teacher detention. A student who fails to report for a teacher detention will be assigned an office detention.

Office Detention

Unless waived by a parent/guardian, an office detention requires that students and parents be given a minimum of twenty-four (24) hour notice. Office detention takes precedence over any teacher detention. Office detention is served on a date agreed upon with a parent and runs until 4:00. Students should report to detention with their

books and coats, as they will be dismissed from school directly from detention. Students who do not follow the rules during an office detention will be subject to additional discipline by the principal or designee. *Parents and guardians are responsible for their child's transportation after detentions.*

Note: Students in grades 5 and 6 who are assigned an office detention for disciplinary reasons are not eligible to attend the next scheduled school dance or other comparable event as designated by administration

SUSPENSIONS

Emergency Removal

Students may be removed temporarily when the student's behavior poses a danger to people, property, or disrupts the order of the school.

In-School Suspension

If a suspension is warranted, in-school suspension will be considered first, as to provide the student with continued access to a structured, educational environment. In-school suspensions may range from 1-5 days, depending on the infraction. Students who have served in-school suspensions may not attend after-school activities sponsored by the school.

Out-of-School Suspension

When a student is suspended from school, he or she is prohibited from attending school, may not attend school events and is prohibited from being on school grounds. Suspended students are responsible for completing all assigned work during out-of-school suspension. A student who has served out-of-school suspension must have a meeting with the principal/assistant principal and a parent/guardian prior to returning to school.

Suspension Notification/Hearing

The principal will provide oral and written notice to the student to be suspended outlining the disciplinary offense, the potential consequences, and the opportunity for the student to have a hearing with the principal concerning the proposed suspension. The purpose of the hearing with the principal is to hear and consider information regarding the alleged incident for which the student may be suspended. The student also shall have an opportunity to present information. The principal shall provide the parent, if present, an opportunity to discuss the student's conduct and offer information.

For more information regarding policies governing suspension and expulsion, please see policy JIC from WSC Policy Manual.

STUDENT CONDUCT ON BUSES

Safety is of prime importance for our students as we transport them to and from school and for school sponsored activities. Safety requires the cooperation of students, parents/guardians and school personnel. Parents/guardians should review and discuss the school bus rules to help students understand and assume responsibility for good school bus conduct.

Students are charged with the responsibility of conduct, which will result in safe transportation, respect for school personnel, and respect for other students.

1. The school bus driver has complete responsibility and authority while transporting students on the bus. However, only the principal is authorized to suspend bus-riding privileges.

2. All school rules (see Actions and Consequences from WCS Student Policy Handbook) apply to students beginning at the moment the school bus is in the sight of the student at the bus stop and until the bus is out of sight of the student at the bus stop.
3. In addition to suspension of bus-riding privileges, a student may also be suspended from school for violation of school bus rules in keeping with the Actions and Consequences policy.
4. The principal may suspend bus-riding privileges for up to one school year, depending on the severity of the endangerment of the safety of the bus driver and/or students. Usually, a warning will be given to parents before the bus riding privilege is suspended. Due process protection will apply to school bus suspension of longer than 10 days.

5. Refusal to Wear a Mask

Students who refuse to wear a mask will lose bus privileges for the remainder of the school year.

6. The following suspensions are guidelines only and the principal reserves the right to waive warning, increase the suspension, or attach additional consequences depending on the severity of the offense or of the frequency of offenses:

First Violation: Verbal warning by driver

Second Violation: Written Warning

Third Violation: Five day suspension

Fourth Violation: Ten day suspension

Fifth Violation: Long term suspension up to one school year

Any of the above may be accompanied by an out of school suspension, assignment to a particular seat, restitution for damages, or other consequence pursuant to the specific action of the student.

7. Student behaviors which may lead to suspension for up to one school year:
 - Unsafe boarding/departing
 - Use of cell phone or electronic device
 - Possession of an unsafe, dangerous/illegal item
 - Failure to remain properly seated in assigned seat
 - Tampering with or damaging property
 - Throwing an object at or from the bus
 - Loud talk or yelling
 - Failure to obey the bus driver
 - Physical/verbal assault or intimidation of others including the driver
 - Failure to ride in assigned seat
 - Consuming food/drink
 - Other behavior that endangers the safety, well-being of others

Failure to abide by these school bus rules and comply with requests of school personnel may result in a student being issued a School Bus Incident Report and subsequent suspension or denial of bus transportation.

7. The school district reserves the right to refuse to allow a student to board a school bus on short notice if there is an obvious safety issue and/or disrupting concern that would negatively impact school disciplinary standards.

CORRIDOR COURTESY

All students will be escorted by an adult and practice social distancing when passing through the hallways. Masks must be worn at all times when traveling in the hallway. Students should use the sticker guides to maintain proper distance. Students must sanitize their hands when exiting and reentering their classroom.

CAFETERIA

The school cafeteria is maintained as a vital part of the health program of the school. To encourage good nutrition, a well-balanced lunch is offered free to all students for the 2020-2021 school year. Students are expected to comply with the following cafeteria rules:

1. Sanitize hands upon entering and exiting the cafeteria.
2. Wear a mask when getting lunch or walking to the restroom.
3. Leave the table and floor around your place in a clean condition for others.
4. Stay in your assigned seat. Seating charts are maintained for contact tracing by staff.
5. Students need to stay facing forward as much as possible when their masks are off.
6. Only one student is allowed to use the restroom at a time.
7. Due to allergies and safety reasons, there is no sharing of food.
8. Get permission from a staff member on duty to leave the cafeteria.
9. **NO FOOD OR BEVERAGES MAY BE TAKEN FROM THE CAFETERIA.**

DRESS CODE

The appearance of any young person is primarily the responsibility of the individual and his/her parents. However, should a student's dress violate health or safety standards, the school reserves the right to require the student to make all necessary changes. The administration believes that students should dress in such a manner as to indicate their respect for the importance of their activities in school. Any child deemed inappropriately dressed will be given appropriate clothing to borrow from the school or will need to call home for other clothing. The guidelines below provide some specific restrictions regarding dress:

Students should wear garments, shoes, jewelry, accessories that:

- reflect a positive image of the school
- contribute to a distraction-free learning environment, including (but not limited to)
 - For example, clothing should*
 - be free of lights, spikes, or any other element that may injure someone or damage property
 - be free of written profanity, sexually explicit language, images of weapons, etc.
- do not pose a threat or safety issue to themselves or others
 - For example:*
 - All shoes should have backs (i.e. no flip flops, clogs, etc.)
 - Earrings/necklaces/belts should be at a length that do not pose a distraction or safety issue.
 - Shoes should be wheel-free.
- do not cover face, head, or eyes while inside the school building
 - For example:*
 - Students should not wear sunglasses unless prescribed by a physician.
 - Students should not wear hats, bandanas, head coverings or hoods.
- cover all undergarments
- cover the chest, back, midriff, buttocks, etc (i.e. shirts must overlap waistband of pants)

Please note: Masks are required unless a student is on a scheduled mask break time. Masks should be supplied by students' families. Students should have multiple masks available in a ziploc bag in their backpacks. Any student who refuses to wear a mask will be isolated from the classroom and sent home.

Please Note: Any tank top like shirt worn must have straps from the neckline to shoulder at least 1 1/2 inches wide.

Note: **The administration reserves the right to determine what is considered acceptable.** Students whose dress is questionable, as well as those not following the dress code, will be required to change into acceptable attire or will be sent home. Parent support is appreciated and necessary. When students comply with the dress code, staff and administration spend much less time dealing with inappropriate dress and can dedicate that time to student learning. It is our goal to promote an orderly learning environment.

BULLYING/HARASSMENT

Bullying is the repeated attempt of one or more students to cause physical or emotional harm to a specific target. Bullying is **not** defined as a singular incident of inappropriate behavior from one student to another or group. Bullying is a repeated behavior to a specific target, with the intention of creating a pervasive hostile environment for the target. Similar to bullying, harassment is the effort to demean, verbally abuse, or threaten a person based on (but not limited to) his or her race, color, gender, sexual identity, or religion. Bullying and harassment are both prohibited:

- On school grounds;
- On property immediately adjacent to school grounds;
- At school-sponsored or school-related activities;
- At functions or programs whether on or off school grounds
- At school bus stops;
- On school buses or other vehicles owned, leased or used by the school district; or,
- Through the use of technology or an electronic device owned, leased or used by the school district;

Students who believe that they are a target of bullying or witness acts of bullying (as defined above) should report the incidents to any staff member. Any student who knowingly makes a false accusation of bullying shall be subject to disciplinary action. Parents and guardians are encouraged to report an incident of bullying as soon as possible. After receiving notice of a bullying incident, the principal, assistant principal, or designee will immediately investigate.

For more information on bullying policies, please see policy JICFB/JBA from the WCS School Committee

WEAPONS

Possession or use of a weapon in a school building is prohibited. A student found to be in possession of a weapon on school premises before, during, or after school or at any school sponsored activity is subject to administrative and/or legal action. Weapons can be defined as:

- a) Articles commonly used or designed to inflict bodily harm such as firearms, knuckles, switchblade/butterfly knives, chains, clubs, stars, etc.
- b) Articles designed for other purposes but which could easily be used to inflict bodily harm and/or intimidate such as belts, combs, pencils, files, compasses, scissors, etc.

A student acting in an aggressive or belligerent manner with any article will be administratively judged to be in possession of a weapon. *For more information, please see policy JICI from WCS School Committee Policy Manual.*

TOBACCO PRODUCTS

The use of tobacco products in any form is not allowed by any individual in the school building or on school grounds. Tobacco products include but are not limited to cigarettes, chewing tobacco, and electronic cigarettes. NOTE: Cigarette lighters and/or matches are not to be brought to school for any reason. Students found using tobacco products or in possession of cigarette lighters and/or matches will be referred to the principal or assistant principal. *For more information, please see policy JICH from the WCS School Committee Policy Manual.*

USE OF INTERNET AND DIGITAL DEVICES

The primary purpose of providing digital technology within the district is to support the educational goals and objectives of Westport Elementary School. All digital technology users will respect the rights of others and will act in a way that reflects proper ethical and legal standards. Improper use of digital technology can distract users and others from our educational purposes or be a means for inappropriate behavior. In addition, improper use of digital technology may violate the privacy rights of students or staff members. WES students will:

- Only use digital technology under the direction of a staff member
- Only use devices provided by the school district (i.e. no personal devices allowed)
- Follow the directions for the use of digital technology explicitly (i.e. use the technology at the appropriate time, or only using approved sites/apps)
- refrain from using personal devices during the school day, arrival/dismissal, bus rides, field trips, and school-sponsored events
- refrain from posting images from school or school-sponsored events

Personal devices are prohibited. If a student insists on bringing a personal device to school, they must leave the device turned off and in their backpack. Cell phones found in use will be confiscated to the office until the end of the school day. A student who violates the internet acceptable use or electronic device policy will be subject to consequences. ***Please note: Westport Elementary School is not responsible for damage, loss or theft of personal devices brought into school in violation of this policy and will NOT replace the value of any device damaged, lost or stolen from school.***

HOMEWORK

Homework has proven to be an effective supplement to instructional activities introduced at school. Assignments may vary according to grade level and need. Please consult with your child's teacher for her/his specific expectations. Please check homework daily, since these assignments may be factored into your child's grades. Teachers may opt to assign homework on a daily, monthly, or weekly basis, depending on the needs of the class or grade. The following is the average expected range of homework by grade level:

Grade Three: 30-45 minutes per night

Grade Four: 45-60 minutes per night

Grades Five/Six: 60 minutes per night

Every effort will be made to ensure that all students understand the concepts and possess the skills needed to complete any homework assignment. Teachers maintain the discretion to determine meaningful homework assignments, length of assignments, and consequences for missed assignments.

Homework During Unexcused Absences

Parents/guardians who insist on taking students out of school for vacations at times other than those designated on school calendars should understand that **teachers cannot provide school work in advance per school committee policy**. Students returning to school after such an absence will be expected to participate fully in all

class activities, including scheduled examinations. **Upon request, graded assignments and/or tests will be provided to students when they return to school.** Assignments and/or tests that are not completed within one calendar week of a student's return, or learning expectations that have not been mastered, will adversely affect academic progress and report card performance levels.

AGENDA BOOKS

Agenda books are provided by the school for school and parent use. These books are an excellent tool to keep track of homework assignments, upcoming quizzes, tests, and other significant information. It also provides a means of keeping parents informed about related school work, and it is a vehicle of communication between parents and teachers. Students are required to have their agenda books with them for all classes. **Agendas should be signed or initialed by a parent nightly.** Replacement of lost agenda books will cost a student \$5.00 for each replacement.

REPORT CARDS/PROGRESS REPORTS

Report cards are issued at the end of each Trimester. They include progress in all academic areas and specialists, student responsibilities, comments, and number of absences, times tardy, and times dismissed.

- Grades 3 + 4: Progress reports are sent home with students at the middle of each trimester IF they are having difficulty in any area.
- Grades 5 + 6: Progress reports are sent home for each student every trimester

Note: Report Card/Progress Report envelopes MUST be signed and returned to school.

RETENTION (POLICY IKE)

Research, common sense, and our own life experience show us that social promotion (assignment) and retention in grade are not effective solutions to the problem of underachieving or underperforming students. While social promotion does provide the advantage of socialization with peers of the same chronological age, social promotion sidesteps the achievement problem because students enter the next grade unprepared and the gap between expectations and performance widens each year. Only infrequently, where a child's social/emotional maturity or developmental readiness is an issue, will retention bring about expected results.

The problem of underachieving students should be viewed in context, and individual plans should be developed to match individual solutions to individual achievement problems. A student's failure in school must be reviewed in multiple contexts. The family, the health care provider, the school, the classroom, and the peer group impact on a student's ability to cope with the academic program. Finding the answer to underperformance means viewing the student in these many contexts.

Students must be prepared to meet the challenges of each grade level and are expected to demonstrate mastery of skills and content as reflected on standardized tests, MCAS scores, and teacher grades. The Superintendent will develop regulations in keeping with a standard of academic performance that provides for promotion when a student has achieved competency and that provides sufficient time for remediation.

PROMOTION/RETENTION POLICY GRADE 5 & 6

Promotion

A student is considered to be promoted to the next grade level when she/he has demonstrated competency in grade level standards based upon teacher grades and other appropriate assessments, including portfolios, standardized tests, homework, daily classwork, class participation, and attendance.

Retention

Students who receive failing grades in any two major subjects will not be promoted. These students will have the opportunity to attend a summer program to achieve a passing grade to be granted promotion to the next grade.

HEALTH and WELLNESS

Health Requirements:

In order to be registered for school, children must present documentation of the following immunizations: Diphtheria, Pertussis and Tetanus (DPT); Measles, Mumps and Rubella (MMR); Polio, Varicella, and Hepatitis B. In addition, all students entering Kindergarten must have documentation of a Lead and TB screening.

State and local laws prevent us from making any exceptions to this policy. Parents must also submit a copy of a physical exam, done prior to and within one year of registration and at the beginning of Grade 3.

When to Contact the School Nurse:

- If your child is newly diagnosed with a chronic health problem (seizures, diabetes, asthma, severe allergies, ADD, ADHD, etc.)
- If your child is on a daily medication for an extended period of time.
- If your child has a communicable disease (Chicken Pox, Scarlet Fever, Hepatitis, TB, Head Lice, etc.)
- If your child has had a health problem that may affect his/her school performance.
- If your child has had a recent immunization.
- If your child is under treatment for an orthopedic problem, head injury, or any other problem that may restrict physical education or recess.
- If your child has been hospitalized for any reason.
- If your child is under the care of a specialist for vision or hearing, or has just started wearing glasses.

Keep Your Child Home if He or She...

- has an elevated temperature
- has a suspicious rash
- has sore or discharging eyes or ears
- has had an upset stomach or vomiting within the past 24 hours
- has diarrhea
- has a contagious disease (i.e., Strep Throat, Tonsillitis, Bronchitis, Conjunctivitis, etc.) and has not been on medication at least 24 - 48 hours from the first dose
- has head lice

Communicable Diseases:

If your child has a communicable disease (i.e., Chicken Pox), please notify your child's teacher and nurse. Before returning to school, your child will need to be checked by the school nurse or have a certificate from your doctor (contact the school nurse to see which is applicable). Regulations are as follows:

- Chicken Pox: 5-7 days from appearance of first eruption, lesions crusted and fever free
- Conjunctivitis: 24 hours after medication has begun, no drainage
- Impetigo: 24 hours after medical treatment began
- Pneumonia: Doctor's certificate for re-entry
- Scabies: Note from doctor that child has been treated and may return to school
- Scarlet Fever: 24 hours after prescribed medication has started
- Strep Throat: 24 - 48 hours after first dose of medication

Head Lice (Pediculosis):

Head Lice are transmitted by personal contact and are common among school children. The school nurse, to help prevent children from contracting this condition, does Pediculosis screenings periodically. In the event of an outbreak, parents of the classroom having a student with this condition will be notified by letter and be given suggestions to help prevent the spread of Pediculosis.

- Students found to have head lice shall be medically dismissed from school pending treatment of such condition. The principal will be notified of the reason for the child's dismissal.
- Students will be dismissed from school only with a parent, relative or designated responsible adult.
- At the time of a positive identification of head lice, all possible known contacts such as siblings, classmates, etc., will be checked by the nurse.
- Students excluded by the school or kept home by a parent because of this condition cannot re-enter school until he/she has been seen by the school nurse. A parent must accompany their child to the school nurse on his/her return.
- Once the treatment has been completed successfully and the nurse has approved re-entry, the child will be checked weekly until they have been found lice free and/or nit free for four consecutive weeks.

Medications:

1. If a student's physician determines that it is necessary for the student to receive medication during school hours, the written physician's order and specific instructions must be provided to the school.
2. Each medication must be accompanied by a parent's consent for administration of medication form.
3. An Administration of Medication Care Plan for the student will be developed by the nurse and signed by the parent.
4. Medications must be provided by the parent in the original container with the prescription label or manufacturer's label intact. Upon request, pharmacists will provide identical containers and divide medications for school and home.
5. If a medication is to be given for more than 10 school days, it must be accompanied by a written physician's order (prescription label serves as physician's order for short-term medications).
6. Medications will be administered by the school nurses employed by Westport Community Schools with the following exceptions:
 - a. Self administration according to the following:
 - i. All medications to be self administered in schools must be approved by the school nurse.
 - ii. Self administration will be limited to inhalers and epipens if deemed appropriate by the nurse, parent, and physician.
7. Medications should be delivered to school by an adult. Upon delivery, medications will be dated and counted.
8. Medications will be stored in locked cabinets in the Health Offices, except for epipens.
9. All medications will be documented on the student's medication record.
10. If any emergency should occur involving response to medication, the prescribing physician will be notified, and medical treatment will be provided according to the physician's advice and the nurse's assessment.
11. If any error should occur involving administration of medication, the parent will be notified and a report will be filed with the Superintendent of Schools. The parent may consult the prescribing physician or the nurse as deemed appropriate.
12. The first dose of a newly prescribed medication must be given at home.
13. Administration of early a.m. or first daily dose of medications at school is discouraged, and given only after careful consideration on an individual basis.

Additional Health Services:

1. Annual Vision and Hearing Tests (parents are notified only if an abnormality is found).
2. Physical Exams (routine for entering Kindergarten and Grade 3, plus new students and interscholastic sports). For parents with insufficient or no health insurance, please contact the school nurse at 636-1075 for information.
3. General first aid for school related minor accidents. If a serious illness or an accident occurs, parents will be asked to take their child for further medical evaluation / treatments.
4. Maintaining medical records for your child. This includes medical history, results of screenings, exams, immunization status, etc.
5. Puberty / menstrual classes for students in age appropriate grade
6. Services to students with chronic medical needs, including medications and treatments

SCHOOL DISTRICT WELLNESS PROGRAM

The School Committee recognizes the relationship between student well-being and student achievement as well as the importance of a comprehensive district wellness program. Therefore, the school district will provide developmentally appropriate and sequential nutrition and physical education as well as opportunities for physical activity. The wellness program will be implemented in a multidisciplinary fashion and will be evidence based. **For more information, please see policy ADF in WCS School Committee Policy Manual.**

WELLNESS POLICY (WCS Policy ADF)

The Westport Community Schools has a wellness policy that was approved by the school committee. This policy addresses issues such as:

1. Nutritional Quality of Foods and Beverages Sold and Served on Campus
2. Nutritional and Physical Activity Promotion and Food Marketing
3. Physical Activity Opportunities and Physical Education
4. Monitoring and Policy Review
5. Sharing of Foods and Beverages: Students are strongly discouraged from sharing their foods or beverages with one another during meal or snack time.
6. Celebrations: Celebrating will be limited to no more than one party per class per month.

For more information on the district's wellness policy, please see policy ADF from the WCS SC policy manual.

PHYSICAL EDUCATION

Each student in grades 3 - 6 participates in physical education. It is important that each child be dressed properly for class. Children should wear appropriate attire and sneakers. (Hiking boots, indoor soccer or football cleats, or dress shoes of any kind ARE NOT ALLOWED). Children should not wear long earrings or large hand or wrist jewelry. Necklaces should be removed or tucked inside clothing. Long hair should be pulled back. When your child needs to be excused from Physical Education class, please send a note in so that the school nurse and P.E. teacher are aware of the medical problem.

SNACKS

Students may have a snack during the course of the day per the discretion of their teacher. Please be advised these should be healthy snacks, and please do not send any glass bottles or soda to school. Please note: Classes of students who have Life Threatening Allergies will receive notification from the school nurse requesting parents to avoid sending their children in with certain items.

MEALS

Breakfast and lunch are provided free of charge for the remainder of the school year. Students will still pay if they want a double portion or milk.

Meal Charges and Balances

Students will pay for **double meals** at the regular rate approved by the School Committee and for their meal status (regular, reduced-price, or free) each day. Payment options will be delineated in student handbooks and provided to parents of incoming students. After the balance reaches zero and enters the negative, students will not be allowed to purchase double meals until the balance is zero. The student will still be allowed a single portion meal.

Payments

Parents/Guardians are responsible for all meal payments to the food service program. Notices of low or deficit balances will be sent directly to parents/guardians via email or regular postal mail at regular intervals during the school year. At no time shall any staff member give payment notices to students unless that student is known to be an emancipated minor who is fully responsible for themselves or over the age of 18. If parents/guardians have issues with student purchases they should contact food services for assistance. Parents/Guardians may pay for meals in advance. Further details are available on the school district webpage and in student handbooks. Funds should be maintained in accounts to minimize the possibility that a child may be without meal money on any given day. Any positive remaining funds for a particular student will be carried over to the next school year.

All school cafeterias possess computerized point of sale/cash register systems that maintain records of all monies deposited and spent for each student and those records are available to parents by setting up an online account (see student handbooks for more details) or by speaking with the school's food service manager. The point of sale system is designed to prevent direct identification of a student's meal status. Parents will receive automated low balance emails or mailed notices weekly, if applicable. If notices do not result in payment, parents will receive a phone call from food services. If the phone call does not result in payment the food service manager shall turn the account over to the business office.

Refunds

Refunds for withdrawn and/or graduating students require a written request (email, postal, or in person) for a refund of any money remaining in their account to be submitted. Graduating students also have the option to transfer funds to a sibling's account or to donate to a student in need with a written request.

Delinquent Accounts/Collections

Failure of a parent or guardian to maintain reasonably current accounts may result in a referral to the Superintendent for his/her review. The Superintendent shall ensure that there are appropriate and effective collection procedures and internal controls within the school district's business office that meet the requirements of law. If a student is without meal money on a consistent basis, the administration may investigate the situation more closely and take further action as needed. If financial hardship exists, parents and families are encouraged to apply for free or reduced price lunches for their child. Each school handbook shall contain detailed instructions for

parental assistance. Policy Communications This policy shall be communicated to all staff and families at the beginning of each school year and to families transferring to the district during the year.

LEGAL REFS: MGL 71:72; USDA School Meal Program Guidelines May 2017 CROSS REFS: JQ, Student Fees, Fines & Charges SOURCE: MASC February 2018

SCHOOL RESOURCE OFFICER

The School Resource Officer assigned to the Westport schools has three functions:

1. As a police officer, he/she handles all civil and criminal acts regarding students and schools.
2. The resource officer visits the classrooms as a guest speaker and discusses topics for which he/she has been trained. Pamphlets on a variety of subjects are available at his/her office at the high school.
3. The officer is available to speak with the students regarding a variety of problems.
4. The officer follows up on multiple tardiness, absences and residency verification.

INTERROGATION SEARCHES: SEARCHES BY STAFF (POLICYJIH)

The right of inspection of students' belongings is inherent in the authority granted by the School Committees and Administrators. School officials will exercise that authority so as to protect each child's constitutional rights to personal privacy and coercion, and to act in the best interest of all students and the school.

Searches by school officials of the student him/herself, will be conducted in a way that protects the students' rights consistent with the responsibility of the school system to provide an atmosphere conducive to the educational process.

Administration has the right to search any child's backpack at any time if there is a suspicion of negative or illegal activity.

ADDITIONAL STUDENT SERVICES

ELL

Education is a basic right of all children in the United States. The federal No Child Left Behind Act of 2001 (NCLB) added important new educational rights for English language learners and their parents. Federal laws, such as NCLB, Title VI of the Civil Rights Act of 1964 and the Equal Educational Opportunities Act of 1974, and Massachusetts state laws recognize that students who are new to the United States and who are English language learners need extra support. They need help to learn English and, at the same time, to master academic standards.

The Westport Community Schools is committed to ensuring that all educational programs meet the diverse needs of all students. Students who are English Language Learners (ELLs) in grades K-12 are provided with a comprehensive ELL Program that is staffed by highly qualified ELL teachers. These teachers focus on meeting the needs of all students in the program in two areas: becoming proficient in the English language and adjusting to the school and community culture.

State and federal laws use the terms “students with limited English proficiency” (or, LEP students), “English language learners” (or, ELLs), and “English learners” to describe the same group of students.

The Westport Community School’s English Language Learner (ELL) program assists students whose first language at home is not English. Students are supported in language development, particularly in listening and reading comprehension, and language production - speaking and writing.

Special Education

The Eligibility Guidelines for Special Education were developed by the MA Dept. of Ed. at the direction of the Legislature as a result of the January 1992 amendment to chapter 71B (the State Law for Special Education). These included the establishment of an effective pre-referral process; increasing the capacity of regular classroom teachers to make modifications to curricula and instructional strategies and to measure the effectiveness of those interventions. All assessments are an ongoing process of gathering information about the student and the learning environment. It is a problem solving process aimed at generating the kinds of information necessary for effective decision-making and learning.

Section 504 Accommodation Plan

Section 504 of the Rehabilitation Act of 1973 is designed to ensure that individuals with disabilities are not excluded from the participation in, be denied the benefit of, or be subjected to discrimination under any program, organization, or activity receiving federal financial assistance, such as a public school district. Section 504 does require school districts to reasonably accommodate students with disabilities so that they may receive the benefits of the school district’s educational programs. Reasonable accommodations do not require major or substantial modification in the school district’s program. A Section 504 Plan is a written plan that outlines accommodations that are necessary in order for a person with a handicap to be able to access general education services.

TITLE I

The Title I Program is one of the key components of the *No Child Left Behind Educational [NCLB] Act* of 2001. Specifically, *NCLB* is working toward the goal that all students will reach high standards, at a minimum, attaining proficiency or better in reading and mathematics. One of the primary goals of the Title I Program is to help all children become proficient and confident readers in the early grades. This provides a foundation to become better learners throughout their school years and beyond. Your child may receive support provided by one of our interventionists or reading specialists. Selection for this program is based on various assessments, end-of-year testing, and teacher recommendations, all of which help us assess the needs of each child. Services vary according to the needs of students. These might range from receiving extra help in sounding out words and spelling, while other students are assisted in vocabulary and comprehension development.

SCHOOL GUIDANCE COUNSELOR

Children experiencing emotional or social problems have access to the guidance counselor who works with both the families and students to bring about improvements. The counselor may provide students with direct assistance in the form of crisis intervention and/ or individual or group guidance. The Counselor also assists in the implementation of health-related and complete guidance programs in all classrooms. The department also offers programs to parents and children to help them deal with contemporary societal problems. **A student cannot attend counseling unless a consent form is signed by the parent/guardian.**

Response to Intervention (RTI)

RTI is a school-based, problem-solving group whose purpose is to assist with strategies for working with students who have difficulties in learning and/or behavior. Based upon the discussions of the meeting, students may be provided with a tiered system of support. The committee includes the Principal or designee, the student's teacher(s) and possibly one or more of the following: reading specialist, nurse, school adjustment counselor, school psychologist, behavior specialist, occupational therapist or speech pathologist. An intervention plan is developed and put into place for a specified period of time and monitored throughout that period. A follow up meeting is scheduled to evaluate the effectiveness of the plan. If necessary, a second plan can be formulated.

MEDIA CENTER

The Media Center provides books and audio/visual materials to fill curriculum needs, as well as supplementary and recreational reading demands. Students are allowed to check out books for two weeks (with renewal). Students are responsible for loaned books and parents/guardians will be asked to pay for any that is lost.

PARENT/SCHOOL CONNECTIONS

PTO

WES/MAC PTO is composed of parents whose children attend either Westport Elementary School or the Macomber Primary School. All parents are automatically members. The general purposes of the group are to facilitate communication between school and home, to serve as an organizational framework for providing service to the school, and to enrich the children's school experience. WES/MAC invites you to participate in one of the following committee activities: Fundraiser, Membership, Newsletter, PR and playground. Meetings are held monthly and are open to all parents, teachers and administrators. Please join us with your ideas and energy!

WEF

The Westport Education Foundation's mission is to provide transforming and innovative enrichment programs to enhance the core curriculum in the Westport Community Schools and be the catalyst through which Westport public education strengthens the future of the town. The Board is composed of parents and town residents who want to support the education system in Westport. Please visit their website at www.westporteducationfoundation.com to view meeting dates, programs, current events and to sign up to receive updates via email. Volunteers are needed and greatly appreciated!

Visitors

Due to risks from COVID-19, visits from individuals outside the school community is discouraged.

Volunteers

Parent volunteers are not allowed at this time, in compliance with COVID-19 precautions detailed by the Westport Board of Health.

Chaperones

Field trips have been cancelled for the remainder of the school year in accordance with the DESE recommendations.

School Council

The school council is a representative, school-based committee composed of the principal, parents, teachers, and community representatives. The school council is the main instrument through which participatory site-based management is practiced. The Council has an advisory role in shaping the policies and programs of the school. Volunteers are recruited in the fall.

Newsletters

In our efforts to help with home to school communication, W.E.S. provides a monthly newsletter you can view on our school webpage; www.westportschools.org. Click on schools then Westport Elementary.

Open House

Open House is held for all parents at the beginning of the school year. At this time, each teacher gives an overview of his/her class, which includes curriculum description, expectations, and routines. Please note this is not a time to discuss individual situations.

Conference

Parent teacher conferences help to provide an overall picture of a student's progress. Conferences are held at a predetermined date during the first trimester, which will be posted on the school calendar. However, regular and open conversation between parent and teacher is the most important part of understanding a child's development. With this in mind, parents can request meetings with their student's teacher at an agreed upon time.

LOST & FOUND

Lost and found articles are collected and displayed in the cafeteria. Students should personally check this area. Unclaimed articles will eventually be given to charity. **Students should not bring valuable items to school** (including electronic equipment, i.e. Ipods, Ipads, tablets, cell phones, headphones and trading cards). **Please identify your child's clothing (hats, mittens, coats, etc.) in a manner you feel comfortable with. (i.e. last name, first initial and teacher's name).**

FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)

FERPA affords parents and students over the age of 18 years of age, certain rights with respect to the student's educational records. Please refer to the main section of the Student Handbook.