

West District School



Student and Family Handbook 2017-2018

**West District School
Contact Information**

Kelly Sanders, Principal

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114 West District Road
Unionville, CT 06085**



Phone:

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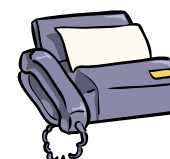
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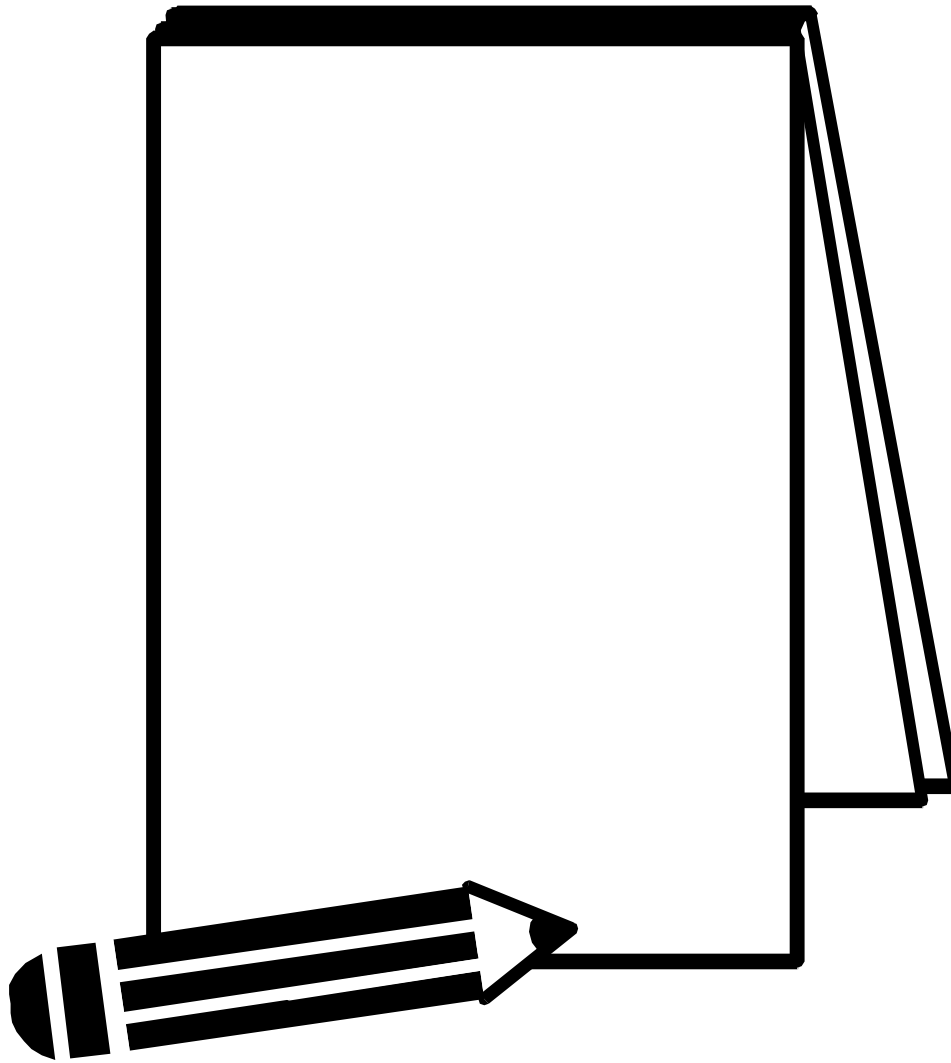
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Farmington Public Schools website:

www.fpsct.org/wd

- Friday Folder notices
- Lunch Menus
- PTO & Staff info
- West District Calendar
- EXCL (Extended Care and Learning)info
- ...and much more



Our vision is to create a learning-focused community in which all students can develop their talents in a caring and collaborative atmosphere that values diversity and promotes kindness, responsibility, and service to others. West District students will feel individually known and respected and have an important voice and role in our school. Through continual inquiry into our teaching practice, we seek to have each child succeed at significant learning tasks and achieve high standards through the combined effort of students, teachers, and West District families.

At West District School,
EFFORT = SUCCESS!



August, 2017

Dear West District Parents,

Welcome to West District School and the 2017-2018 school year! We look forward to working with you to make this a highly successful, challenging and rewarding year for your child.

Our West District School handbook provides you with the information on policies, practices, and procedures that will help you understand the workings of our school. Please review it carefully with your child and keep it handy as a reference during the school year. You will also receive an important **School District Booklet** in your email, which contains more detailed information on transportation, conduct, discipline, school lunch program, free lunch application and policies and procedures for the district.

All of us at West District value our partnership with you. We strongly believe that by working together, we can make your child's school and learning experience a successful one. We encourage you to participate in our Parent Teacher Organization (PTO), attend school functions, and communicate with your child's teacher. Our **weekly Friday Folder notices** and our **monthly newsletters** provide information on upcoming events. Together, we can make this the best school year ever.

Please take the time to discuss our discipline policy with your child. We thank you in advance for your support, and we look forward to this new school year. Please feel comfortable calling us *any* time you have a question or concern.

Warmly,

Kelly Sanders

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FARMINGTON PUBLIC SCHOOLS CORE BELIEFS

The Farmington Public Schools are committed to core beliefs that guide our work. These beliefs frame our goals, program development, and support systems. These beliefs focus instruction, curriculum, and assessment to ensure that all students achieve at high levels. Farmington communicates its rigorous expectations through its programs and core content standards.

Expectations Matter: Teachers maintain high expectations for all students through continual encouragement, specific and timely feedback, tenacity in providing targeted support, and through communicating that all students have the capacity to meet district standards. We believe that maintaining high expectations leads to higher levels of student achievement.

Effort Matters. Students in the Farmington Public Schools succeed at high levels through their own efforts and the collective efforts of their parents, educators, and the community. It is through students' own hard work and dedication to the pursuit of excellence that they will succeed. We believe that increasing effort leads to higher levels of student achievement.

Instruction Matters. Teachers refine their teaching craft through ongoing study and action research, observation of instruction, and collaboration with colleagues. Teachers are actively engaged and committed to applying proven instructional strategies to reach every student. All educators demonstrate their commitment to instructional and curricular development for the classroom, team, school, and district through their leadership in improvement efforts. We believe that improving instruction leads to higher levels of student achievement.

Results Matter. Administrators, teachers, and students measure progress toward meeting and exceeding defined standards and goals. Through the ongoing and collaborative analysis of student work and data, we hold students and each other accountable for continuous improvement. We believe that sharing and using results to inform our decisions about instruction, resources, curriculum, and program development leads to higher levels of student achievement.

Equity Matters. We recognize that students come to us with diverse experiences, interests, strengths, and needs. It is therefore essential that all students have access to challenging and personally meaningful curriculum and instruction. Teachers, administrators and staff are committed to the pursuit of excellence for all students, meeting them where they are, and providing resources, flexible pathways, and targeted support to remove barriers to opportunity. We believe that equity is a fundamental value of a high quality education and that diversity is an asset to our school community.

Relationships Matter. All staff members create and maintain an environment that promotes respect, trust, and understanding, and fosters communication and problem-solving. We nurture the whole child and ensure that each student receives a new opportunity every day to perform at his/her best. We believe that developing caring and supportive relationships between and among educators, students, and parents leads to higher levels of student achievement.

Farmington Public Schools Vision of the Graduate

Farmington Graduates: Reaching Global Standards of Achievement, Leadership and Citizenship

Farmington Public Schools' Graduates will acquire an understanding of the essential knowledge and skills in the core academic disciplines and develop the thinking and learning skills needed to meet the challenges of local, national and global citizenship in a rapidly changing world.

Critical Thinking and Reasoning: Students access, interpret, analyze, and evaluate ideas and information, draw evidence-based conclusions, synthesize new learning with prior knowledge, and reflect critically on learning.

Students who demonstrate critical thinking and reasoning skills...

- Ask questions to revise or adjust understanding
- Use critical reading strategies to develop meaning from text
- Support arguments with clear and compelling evidence
- Make connections between new information and prior knowledge
- Analyze and evaluate data to draw conclusions
- Recognize values, beliefs, bias and perspective
- Acknowledge different opinions to foster new insight
- Notice patterns and analyze cause and effect

Communication and Collaboration: Students participate effectively in a variety of teams, actively listen and respond to the ideas of others, share responsibility for outcomes, articulate ideas clearly in multiple formats and use technology tools to enhance communication.

Students who effectively communicate and collaborate...

- Write and speak clearly for a variety of purposes
- Demonstrate an awareness of audience and adjust style and tone accordingly
- Use language effectively to enhance meaning and impact
- Use a variety of technology tools to enhance communication
- Access diverse perspectives and expertise to accomplish a goal
- Establish and adhere to group norms that facilitate effective performance
- Listen to and value the contributions of others on the team
- Adapt to and perform a variety of roles and responsibilities within a group

Problem Solving and Innovation: Students identify problems, analyze data, ask questions, utilize a variety of resources, think flexibly, make connections and seek practical, innovative and entrepreneurial solutions to a variety of problems.

Students who are problem solvers and innovators...

- Notice, examine and reframe problems
- Ask questions and brainstorm ideas
- Detect patterns and anomalies in data
- Embrace contradictions and divergent ideas
- Relate the apparently unrelated
- Produce novel and creative solutions and products
- Take risks and go beyond conventional parameters
- Employ strategic processes to learn from success and failure

Self-direction and Resourcefulness: Students explore interests, take initiative, set goals, demonstrate persistent effort, adapt to change with resiliency, and exhibit ethical leadership and responsible citizenship.

Self-directed and resourceful students...

- Act on curiosity and pursue interests
- Manage time and organize tasks
- Work to overcome obstacles and learn from mistakes
- Seek feedback and new resources to accomplish a goal
- Reflect on learning experiences
- Transfer knowledge and skills from one context to another
- Find opportunities for civic engagement and leadership
- Make ethical, responsible decisions

FPS SCHOOL CALENDAR

FARMINGTON PUBLIC SCHOOLS West District Elementary School 2017-2018 School Calendar

August – 4 Days					September – 19 Days					October – 20 Days					November – 19 Days				
M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F
					LB	5	6	7	8	CB	PD	11	12	13	6	PD	8	9	10
14	15	16	17	18	11	12	13	14	15	16	17	18	19	20	13	14	15	16	17
21	22	PD	PD	PD	18	19	20	RD	22	23	24	25	26	27	20	21	22	23	24
(28)	29	30	31		25	26	27	28	29	30	31				27	28	29	30	
December – 16 Days					January – 21 Days					February – 18 Days					March – 21 Days				
M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F
				1	WTD	2	3	4	5				1	2				1	2
4	5	6	7	8	8	9	10	11	12	5	6	>7	>8	9	5	6	7	8	9
11	12	>13	>14	15	13	14	15	16	17	12	13	14	15	16	12	13	14	15	16
18	19	20	21	22	22	23	24	25	26	19	20	21	22	23	19	20	21	22	23
25	26	27	28	29	29	30	31			26	27	28			26	27	28	29	30
April – 16 Days					May – 22 Days					June – 4 Days					180 Instructional Days (as mandated by the State of Connecticut) 185.5 Teacher workdays				
M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F	School Hours:				
2	3	4	5	6	7	8	9	10	11	4	5	6 ⁰⁰	7 ⁰⁰	8 ⁰⁰	Farmington High School 7:29am – 2:23pm IAR Middle School 7:40am – 2:30pm West Woods 8:45am – 3:15pm All Elementary Schools 8:45am – 3:15pm				
9	10	11	12	13	14	15	>16	>17	18	11 ⁰⁰	12 ⁰⁰	13 ⁰⁰	14	15					
16	17	18	19	20	21	22	23	24	25	18	19	20	21	22					
23	24	25	26	27	RD	29	30	31		25	26	27	28	29					
30																			

EXPLANATION OF DATES:

August 21 and 22	New Teacher Orientation Days (2 days)
August 23, 24, 25	Teacher Professional Development Days (PD)
August 28	First Day of School for All Students ()
September 4	Labor Day – Schools/Offices Closed
September 21	Rosh Hashanah – Schools Closed
October 9	Columbus Day – School & Offices Closed
October 10	Teacher Professional Development Day
November 7	Teacher Professional Development Day (Election Day) (PD)
November 22	Early Closing for Thanksgiving Recess
November 23-24	Thanksgiving Recess – Schools & Offices Closed
December 25-January 1	Holiday Recess
January 15	Martin Luther King, Jr. Day – Schools & Offices Closed
February 19-20	Winter Recess (Includes Presidents Day)
March 30	Good Friday
April 9-13	Spring Recess
May 28	Memorial Day – Schools & Offices Closed
June 8	Tentative Last Day for Students (Early closing schedule TBD)**
June 7	Tentative last half/day for teachers (TM)*
June 7, 8, 11, 12, 13	Make-up Days for Snow Days✓

*If the number of snow days exceeds five (5) days, any additional days may be taken from the Spring Recess beginning Mon, April 9. In cases of emergency, the Board can change the adopted calendar upon recommendation of the Superintendent.

Please note: There is no school for students on Professional Development Days (noted as PD on the calendar above)

Parent/Teacher Conferences

Parent conferences are held at various times throughout the school year, therefore, the school day is modified at the elementary schools, upper elementary school and middle school on the following dates:

Farmington High School	Evening Open House – September 14
♦IAR Middle School	12:31pm Dismissal – October 25, 26 and 27
○West Woods Upper Elementary School	1:15pm Dismissal – November 13 & 14 and March 19 & 20
○Elementary Schools	1:15pm Dismissal – November 13 & 14 and March 19 & 20

District wide Professional Development Half Days:

> All Schools to dismiss according to half day times above on December 13 & 14, February 7 & 8, May 16 & 17

Calendar Approved: 12/12/2016

STAFF LIST

Our office is open between 8 a.m. and 4 p.m. during school days. To leave a voicemail for the staff members listed below before or after hours, call 860-673-2579 and:

- Press 1 to access the Directory
- Press 2 for Our Nurse
- Press 3 for the Office
- Press 4 for EXCL

Main Office

Mrs. Sanders, Principal
Mrs. Schipper, Secretary
Mrs. Magnuson, Secretary
Mr. Melewski, Security
Mrs. Foote, School Nurse

Faculty

Mrs. Shamburg, Literacy Specialist
Mrs. Garrity, Math Specialist
Mr. Taylor, Library/Media Specialist
Mrs. Bastiaanse-Fritch, Art
Ms. Burbank, Art (Period 2)
Mrs. Raczkowski, Music
Mr. Deitz, Physical Education
Miss Mattie, Strings (T/W/Th)
Mrs. Fantozzi, Gr. 2 Strings (Th)
Ms. Ackerson, Child Psychologist
Mrs. Iannucci, Spec. Ed
Mrs. Ciccialione, Spec. Ed
Ms. Fedora, Spec. Ed (SLC)
Mrs. Myers, Social Worker
Mrs. Hewitt, SLP
Mrs. Magold, SLP
Mrs. Wegh, Special Ed - PreK

Kindergarten

Mrs. Kessler
Mrs. Lannon
Mrs. Ricciardiello

Grade One

Mrs. Brower
Mrs. Chaves
Mrs. Dube

Grade Two

Mrs. Daniel
Mrs. Grant
Mrs. Ladish

Grade Three

Ms. Calabrese
Mrs. Sauerbrunn
Mrs. Silberstein

Grade Four

Mrs. Fink
Mrs. Helfrich
Mrs. McKenney

Staff

Mr. Saucier, Custodian
Mr. Lee, Custodian
Ms. Crozier, Kitchen - Chartwells
Mrs. Ellis, Kitchen - Chartwells
Mrs. McCormack, EXCL
Mrs. Cruz, PreK EXCL

SCHOOL HOURS

Regular School Day

Grades K-4 *8:45 – 3:15 p.m.

** Please note - our doors open at 8:30 a.m. for student arrival and there is no supervision before this time*



Early Release Days - Dismissal at 1:15 p.m.

Nov. 13, 14, 22

Dec. 13, 14

Feb. 7, 8

Mar. 19, 20

May 16, 17



RECESS AND LUNCH SCHEDULE

	<u>Lunch</u>	<u>Recess</u>
Kindergarten	11-11:30 a.m.	10:40 – 11:00 a.m.
Grade 1	12:30 – 1:00 p.m.	1:00 – 1:20 p.m.
Grade 2	11:30 – 12:00 p.m.	12 – 12:20 p.m.
Grade 3	1 – 1:30 p.m.	1:30 – 1:50 p.m.
Grade 4	12 – 12:30 p.m.	12:30 – 12:50 p.m.

ADMISSION OF STUDENTS

We may only admit children who become five years of age BEFORE January 1st into Kindergarten.

ARRIVAL

We do not have supervision for students before 8:30 a.m., so please make sure your child arrives between 8:30 and 8:40. For safety reasons, students may not be left at the parent drop off entrance or enter the main doors without an adult or until a staff member is present.

ASSEMBLIES

Celebration Assemblies

Our celebration assemblies will mostly be held the last school day of every month. Bring your family members and friends! The school newsletter and calendars post tentative times that may be subject to change.

Concerts

Our Choral and String concerts are held twice a year; once in the winter and once in the spring. We also hold a beginning strings concert in the spring. **In order to be fair to everyone, we request that there be no saving of seats.**

ATTENDANCE

Regular attendance at school is critical to students' success and is required by district policy and Connecticut law. This loss of classroom instructional time because of absences adversely impacts both student learning and academic success. Further it is not possible to replicate the classroom discussions and collaborative learning experiences for students who are not in school.

Notifying the School of Absences

If your child is absent from school, please call the Main Office at (860) 673-2579 as early in the day as possible. Students must bring any required documentation of their absence to the Main Office on the first day they return to school.

Absences Related to Vacations or Trips While School is in Session

We strongly discourage parents and guardians from taking students out of school for vacations or trips while school is in session. Thus we do not approve such vacations or other trips. Such absences cause students to miss important curriculum and instruction, collaborative work, tests and assignments that are essential for learning and academic success. **Parents should be aware that work is not provided in advance for students who will be absent for vacations or trips while school is in session.** See below for more information about excused and unexcused absences.

Excused and Unexcused Absences

Whether an absence is deemed excused or unexcused is determined by state law and Board policy.

Excused Absences

1. A student's first nine (9) absences are considered excused when his or her parent or guardian submits appropriate written documentation to the school, or speaks to a school official, to explain the reason for and length of the absence.
2. For the tenth (10th) absence and all subsequent absences, a student's absence from school is considered excused only for the following reasons:
 - a. student illness (*Note: all such student illness absences must be verified by an appropriately licensed medical professional to be deemed excused, regardless of the length of absence*);
 - b. student's observance of a religious holiday;
 - c. funeral or death in the student's family, or other emergency beyond the control of the student's family;
 - d. mandated court appearances (documentation required);
 - e. the lack of transportation that is normally provided by a district other than the one the student attends; or
 - f. extraordinary educational opportunities pre-approved by building administrators and in accordance with Connecticut State Department of Education guidance.

Unexcused Absences

A student's absence from school is considered unexcused unless the absence:

1. meets the definition for an excused absence and the documentation requirements are satisfied; or
2. is the result of school or district disciplinary action.

Truancy

Under Connecticut law and Board policy, a "**truant**" is defined as any student who has four (4) unexcused absences in a month or ten (10) unexcused absences in a school year.

Parents or guardians of students who are truant must attend a meeting with school administrators to review the reasons for the truancy and resolve the truancy problem. Under state law and Board policy, if the parent or guardian fails to attend the meeting or otherwise cooperate in attempting to solve the truancy problem, the district will make a referral to court.

BEFORE SCHOOL ACTIVITIES

For safety reasons, please do not drop students off at the door for before school activities or allow your child to attempt to enter the building unescorted. For all activities before school hours (our doors open for the regular school day at 8:30 a.m.), parents are required to buzz in and escort their child(ren) into the building and to the program they

are scheduled to attend (EXCL, Math Club, Student Council, Before School Sports, Orchestra, Chorus, or Silver Strings).

BOARD OF EDUCATION POLICIES AND REGULATIONS

This handbook provides information about school rules and procedures as well as the most commonly referenced policies and regulations of the Farmington Board of Education. It does not provide complete policies or regulations, which are available by visiting www.fpsct.org and clicking on the "Board of Education" tab.

BICYCLES

Students riding bicycles to school must park them in the designated area. Supervision of the bicycle area is not possible; therefore students must be made aware that they are bringing bicycles at their own risk and should always use a lock. Parents need to remind their children of the hazards of riding a bicycle. Because the vision of drivers is impaired on sunny mornings, students must ride their bicycles on the sidewalk. Students who use the Walnut Farms/Oakridge path **may not** bring bicycles to school for safety reasons.

All students 12 years and under are required to wear helmets when riding a bicycle, per Connecticut State legislation.

BIRTHDAY CELEBRATIONS

At West District, we have snack free celebrations. See more information under Snacks and Celebrations.

Please note: Birthday party invitations are not permitted to be distributed through the school. Parents may use the PTO School Directory to find addresses of classmates and send invitations via US mail. Thank you.

BULLYING

The Farmington Public Schools are committed to creating and maintaining a physically, emotionally, and intellectually safe educational environment free from bullying, harassment and discrimination. The Farmington Board of Education has developed a district-wide Safe School Climate Plan, a full copy of which is available at www.fpsct.org or upon request to the Main Office.

Prohibition Against Bullying & Retaliation

The Farmington Public Schools prohibit:

- any form of bullying behavior on school grounds; at any school-sponsored or school-related activity, function or program, whether on or off school grounds; at any school bus stop; on any school bus or other school vehicle; or through the use of any electronic device provided by the school;
- any form of bullying behavior outside of school if such bullying (1) creates a hostile environment at school for the student against whom the bullying was directed, (2)

infringes at school on the rights of the student against whom the bullying was directed, or (3) substantially disrupts the education process or the orderly operation of the school; and

- discrimination and/or retaliation against any individual who reports or assists in the investigation of any act of bullying.

Students who engage in bullying behavior (or in discrimination or retaliation as described above) are subject to appropriate school consequences, up to and including suspension or expulsion, in accordance with the district's Safe School Climate Plan, other Board policies and regulations, and applicable law. In addition, school administrators will notify appropriate law enforcement officers of any act of bullying that they believe constitutes a criminal offense.

Definitions of Bullying & Cyberbullying

"Bullying" means the repeated use by one or more students of a written, verbal or electronic communication, such as cyberbullying, or a physical act or gesture directed at another student attending any Farmington Public School that:

- causes physical or emotional harm to the other student or damage to his or her property;
- places the other student in reasonable fear of harm to himself or herself, or of damage to his or her property;
- creates a hostile environment at school for the other student (i.e., when the bullying is so severe or pervasive as to alter the conditions of the school climate);
- infringes on the rights of the other student at school; or
- substantially disrupts the education process or the orderly operation of a school.

Bullying includes, but is not limited to, any communication, act or gesture described above that is based on a student's actual or perceived race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity or expression, socioeconomic status, academic status, physical appearance, or mental, physical, developmental or sensory disability, or his/her association with another individual or group who has or is perceived to have such a characteristic.

"Cyberbullying" means any act of bullying through the use of the Internet, interactive and digital technologies, cellular mobile telephone or other electronic device, or any electronic or digital communications.

Reporting Complaints of Bullying

- Written Reports. Students and their parents/guardians may file written reports of bullying with any building administrator or school counselor. Written reports of bullying should be reasonably specific as to the basis for the report, including the time and place of the alleged conduct, the number of incidents, the target of the suspected bullying, and the names of potential witnesses. All bullying reports are forwarded to the school's administration for review and investigation.
- Anonymous Reports. Students may make anonymous reports of bullying to any school employee. Students may also request anonymity when making a report, even if the student's identity is known to the school employee. In such a case, an administrator (or his/her designee) will meet with the student (if his/her identity is known) to review the request for anonymity and discuss how maintaining anonymity may impact the investigation and possible actions to remedy the situation. Administrators will review all anonymous complaints and take reasonable

action to address the situation without disclosing the source of the complaint and consistent with the due process rights of student(s) alleged to have committed acts of bullying. No disciplinary action is taken solely on the basis of an anonymous complaint.

CARE OF SCHOOL PROPERTY

All students should respect school property. Parents or guardians of students who deface, destroy, or lose school property will be held liable for repair or replacement of the property.

CLOTHING - DRESS CODE

Students are expected to dress appropriately. Extreme or distracting dress is not permitted, including clothing that carries inappropriate messages. Students may not wear hats in the building and should be dressed in footwear appropriate for school activities. Students are asked to avoid wearing mesh shirts, bare midriffs and short shorts.

Physical Education - Children participate in physical education classes every third day. All students must wear appropriate gym shoes for physical education. If a student is not prepared for class three times during a marking period, we will send a note home to parents. If a special event cancels any of the special classes on a particular day, the schedule moves to the next day in the rotation. Students are aware of their rotation of specials. Check with your child's teacher if you are not aware of the schedule.

Art - "Protective" clothing for art class is suggested for kindergarten students. We suggest a large shirt, labeled with your child's name that can be disposed at the end of the year.

Recess - Recess periods are taken outdoors whenever possible. This may include days when our playground is snow covered or wet. Be sure your child dresses warmly for recess during cold weather with a hat, ski pants, boots, mittens, and a warm coat. Flip flops, crocs, and clog type shoes are not appropriate for the playscape. All students who are in school are expected to participate in recess.

CURRICULUM

The curriculum of the West District School includes academic study of the basic subjects: reading, mathematics, writing, social studies, and science. A Parent Guide to Curriculum is distributed in the fall with additional information shared by classroom teachers, and is available on the Farmington Public Schools website.

Children also receive regular instruction in art, music, and physical education, with weekly visits to the school library. In grades K – 2, students receive instruction in Spanish. In grades 2, 3, and 4, students may receive instruction to play a stringed instrument as well.

DISCIPLINE/Behavior Management

Good discipline is central to an effective school. Discipline is a process that helps students to develop habits of self-control and responsibility and to develop values that are needed for good citizenship. As part of our ongoing efforts to establish a positive disciplinary climate and educate children in acceptable behavior, we will again address student citizenship through a school wide program of activities designed to foster community building across the school and to help students develop respect for and responsibility to self, to school, to family and to community. The following provides a framework for our discipline work with students.

Common Code of Conduct to Promote a Positive Climate for Learning in the Farmington Public Schools

Beliefs:

1. We believe that all members of the Farmington School Community shall be valued as individuals who have a right to respect and personal acceptance.
2. We believe that the school community must foster and protect the personal safety and security of all of its members through specific policies and the enforcement of school regulations. We believe that whenever possible the disciplinary process should be educative. However, acts of aggression, threats, and intimidation will continue to result in swift and appropriate consequences.
3. We believe that the use of language in a school helps define its culture. The school community finds unacceptable the use of offensive, disrespectful, and vulgar language or gestures or symbols because it interferes with the constructive relationships of its members and detracts from the quality of the learning environment.
4. We believe that our students must accept responsibility for their actions, and for developing a healthy life-style and respect for school rules and the law. We believe that parents, teachers, and other adults must work together to support children throughout their development in order to help them to acquire the attitudes and behaviors of responsible citizens.
5. We believe that teachers, administrators, and staff must model appropriate behaviors for the students entrusted to their care.

P.B.I.S

We expect students to act in ways that are safe to themselves and others, to be honest, to demonstrate respect for self, others and the environment, and to do their personal best in all endeavors. This year we are introducing a new Positive Behavior plan at West District. Your child will learn more about it starting on the first day of school.

West District School's Expectations for Student Behavior:

In the Hall

- Walk facing forward
- Carry items by your side
- Class lines are single file
- Level 0 voice
- Level 1 voice walking into the building
- Hands by your side and away from the walls
- Keep hallways clean

In the Cafeteria

- Walk facing forward
- Ask permission to leave your seat
- Focus on your food
- Have a calm body
- Level 2 voice
- Include others in conversations
- Keep conversation at your own table
- Pick up after yourself
- Give kind reminders to your tablemates

During Recess

- Follow playground rules
- Stay where a teacher can see you
- Walk quickly to line up
- Level 4 voice
- Include others
- Speak politely
- Line up quietly
- Take turns on the equipment
- Be kind to others

In the Bathroom

- Keep water in the sink
- Keep feet on the floor
- Wash your hands
- Respect others' privacy
- Pick up trash
- Flush the toilet
- Return immediately to class
- Report a problem

On the Bus

- Sit down
- Keep hands and feet to yourself
- Ask permission to open the windows
- Food is not allowed
- Level 2 voice
- Speak kindly
- Follow the bus driver's directions

- Get on/off the bus in an orderly fashion
- Report a problem
- Clean up around your seat

In the Classroom

Teachers will work with their students to collaboratively create rules with the same focus on being safe, being respectful, and doing one's personal best.

During Assemblies

- Sitting down with a calm body
- Keeping hands and feet to self
- Being a "whole body listener"
- Giving others personal space
- Following the leader's directions
- Clapping respectfully after performance
- Show an example of Body Basics ("Give Me Five" signal), and raising a hand, having a smile on one's face

Consequences for Student Misbehavior

When students behave inappropriately, we have strategies and protocols in place reflecting the seriousness and/or frequency of the misbehavior. All consequences are intended to be opportunities for students to learn and to address any harm caused by their misbehavior. One or more of the following actions may be taken by school personnel: verbal/non-verbal reminder, student/teacher conference, telephone or written communication home, parent/teacher or parent/teacher/student conference, reflection time and/or time out, "private" work area/study carrels, written problem-solving exercise or written apology, loss of privilege, modification in schedule, written behavior plan, referral to principal (parents always notified).

When a student chooses to participate in repeated or extreme misbehavior, he or she will be referred to the principal.

These consequences may occur:

- parent/administrator/student conference
- written problem solving exercise or written apology
- detention, before or after school
- loss of privilege
- in-school suspension, out of school suspension

It is important to note that the goal is to help the student understand why the behavior was a poor choice, and we will work with the child to develop strategies so that s/he is prepared to make better choices in the future.

Suspension

The Farmington Board of Education policy (5131) states that students may be disciplined for conduct (on school grounds or at any school-sponsored activity) that endangers persons or property, is seriously disruptive of the education process, or that violates a publicized policy of the Board.

DISCRIMINATION AND HARASSMENT POLICY

It is the policy of the Farmington Board of Education that no person shall be excluded from participation in, denied the benefits of, or otherwise discriminated against under any program, including employment, on the basis of race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, past/present history of mental disorder, learning disability, and /or physical disability. The Board Policy also forbids any form of sexual harassment on the part of teachers, staff, or students. Any person who wishes to register a complaint concerning alleged discrimination in the Farmington Public Schools shall have an opportunity to bring such concerns to the attention of the Civil Rights Officer (Assistant Superintendent) or Superintendent, who have the authority to resolve such complaints.

DISMISSAL

Early Dismissal

We urge parents to schedule appointments for students after school hours. When it is **essential** to schedule a medical appointment during the school day, **parents need to come into the office and sign their child out.** However, we are unable to dismiss a student prior to 3:15 p.m. in order to simply avoid the delay of parent pick-up. We also cannot support students leaving school regularly to attend after-school activities, as it interferes with receiving important instruction. If it is necessary for your child to be dismissed early, please send a note and meet your child in the office. **For your child's safety, children are not permitted to leave school unaccompanied to meet a parent outside of the building.**

Dismissal Changes

We discourage routine phone call requests to the office during the school day. Last minute changes may cause confusion for your child. Instead, please plan play dates and organize schedules prior to the school day, and write a note to your child's teacher on the day of the change. In a true emergency, you may call the school office to change your child's dismissal. **Please do not send e-mails to communicate a last minute dismissal change.** Teachers cannot always access e-mail during the school day or may be absent. A phone call to the office is the best way to communicate a dismissal change as early in the day as possible, when a note is not possible.



EMERGENCY CONTACT INFORMATION

It is important that parents provide changes in emergency information at the beginning of each school year. The Farmington Public Schools is using an online student registration/information update system again this school year, powered by **InfoSnap**. The system is a secure and green process, which allows the district to verify all student demographic, emergency and medical information for your child prior to the start of the new school year. The system allows parents/guardians to electronically sign annual permission forms for school district

policies. Returning families have received an email from the Farmington Public Schools with instructions on how to access the system for your student. The email contains a link/instructions and a secure “snapcode” that links directly to your student’s information. Parents are asked to create an account, that you will use each year for this process, and submit a form for each student in your family. It is important for all families to take action and complete these updates as soon as possible. Your student’s demographic update will not be complete until the forms have been submitted. New families will have the opportunity to create an InfoSnap account at the end of the student’s first year in our district, and will provide emergency information using handwritten forms which will be kept in our health office. Emergency information is very important and allows the school to reach a parent/guardian at any time. Please include phone numbers that connect the caller to a person (not just a voice mail system). If you do not have access to the Internet, contact our school office and you can make an appointment to use a school computer to complete the process or you may use a computer at the public library.

Additionally, please remember to communicate any changes to your child’s emergency information such as telephone number changes (including parents’ work numbers and cell phones) and e-mail address updates to the school office when such changes are made during the school year.

FIELD TRIPS

Each field trip will require a permission slip signed by the parent or guardian. **We cannot allow any student to participate in any field trip without a returned signed permission slip.**

Field trips are an extension of classroom learning experiences. In order for a child to benefit from field experiences, it is necessary that he/she demonstrates a consistent pattern of cooperative behaviors with peers and adults, exercise self-control throughout the typical school day, and follow school rules.

FIRE DRILLS AND SECURE BUILDING PROCEDURES

Fire drills and secure building drills are held regularly to ensure the safety of all children and staff. Classroom teachers instruct children in these procedures on the first day of classes.

During drills, children are expected to:

1. Follow teacher directions
2. Remain silent and orderly
3. Remain with their class/group.



FRAMEWORK FOR TEACHING AND LEARNING STUDENT EXPECTATIONS

Core Principles of Learning Student Learning Expectations

Principle # 1: ACTIVE LEARNING COMMUNITY

Students learn best when they have a sense of belonging to a positive learning community in which they have regular opportunities to work collaboratively.

Students...

- Establish and reflect on classroom and small group norms for respectful behavior and effective communication
- Participate actively in discussions and collaborative tasks
- Speak and write clearly to communicate with others
- Exchange meaningful and constructive feedback
- Clarify ideas by asking questions, listening to others
- Investigate and appreciate multiple points of view
- Share their work publicly and engage in dialogue about process and product

Principle # 2: CHALLENGING EXPECTATIONS

Students learn best when they understand performance expectations and are individually supported in meeting challenging standards.

Students...

- Ask questions to clarify expectations and learning goals
- Use and maintain organizational systems to support academic achievement
- Persist in the face of challenging learning tasks
- Evaluate and revise work using rubrics, models, and feedback
- Overcome obstacles to understanding by seeking teacher or peer support
- Seek new resources and strategies for learning

Principle # 3: MEANINGFUL KNOWLEDGE

Students learn best when they see content as meaningful and organized around big ideas and questions and can transfer learning to new contexts.

Students...

- Look for connections between what they are learning and what they already know
- Articulate the purpose of their learning to themselves and others
- Transfer learning skills and knowledge from one context to another
- Recognize bias, values and beliefs and understand their impact on knowledge
- Access, analyze and create data to understand conceptual ideas
- Support thinking with clear, logical and relevant evidence

Principle # 4: PURPOSEFUL ENGAGEMENT

Students learn best when they are actively engaged in authentic learning tasks and given opportunities to construct meaning and develop understanding.

Students...

- Actively seek answers to their own questions and explore their interests
- Hypothesize, analyze, question, and evaluate ideas within the work of the discipline
- Accept opportunities to assume partnership and leadership roles in the classroom
- Take initiative to bring interesting ideas and resources into the classroom community
- Think critically and use reasoning skills to develop understanding
- Think creatively and use problem solving skills to develop innovative ideas

Principle # 5: INDIVIDUAL RESPONSIBILITY

Students learn best when they make choices about and take responsibility for their own learning goals and progress.

Students...

- Evaluate the quality of their performances / work products
- Set learning goals and reflect on progress
- Learn from their own mistakes and develop new strategies
- Advocate for themselves by asking for help when needed
- Learn to become self-directed to make choices that match interests and learning needs
- Assume responsibility for good work habits
- Develop leadership skills in areas of interest

FRIDAY FOLDER

Our primary method of written communication is via e-mail. We send an e-mail notification on Friday of each week, with a link to the Farmington Public Schools website, which contains important school, PTO, and community information. Please provide current e-mail addresses for your family and update our office with changes as necessary. Contact the school office if you do not have computer access.

HEALTH SERVICE



The school nurse is in the building between the hours of 8:30 a.m. and 3:30 p.m. on school days.

The school nurse will notify you if your child becomes ill while at school. The emergency card is a vital link when your child is ill. **Make certain we have your daytime telephone number** and the name of a nearby neighbor who could be called in case of your absence. Emergency contact information is kept in the school office. **Please keep these numbers current.**

Any child complaining of illness or showing symptoms of illness should remain at home. This practice reduces the spread of disease among the children. If it is necessary for a child to be excused from physical education classes or recess for a prolonged period, a doctor's certificate is required.

Disease Re-Admission

The following are minimum periods during which pupils may not be re-admitted to school because their presence may endanger the health of others. Longer periods may very often be needed for convalescence.

Disease

Re-Admission To School

Chicken pox:	7 days from onset of rash. All lesions must be crusted and dry.
Conjunctivitis:	May return to school after 24 hours of antibiotic treatment or at the recommendation of a physician
Fever:	Temperature must be less than 100 degrees for at least 24 hours without use of fever reducing medicines
Fifth's Disease:	Appearance of rash
German measles:	4 days from onset of rash
Measles:	7 days from onset of rash
Mumps:	10 days from onset or after all swelling has subsided, whichever is longer
Poliomyelitis:	Doctor's certificate required
Hepatitis (Infectious):	Doctor's certificate required

Scarlet fever:	24 hours after beginning specific treatment by physician
Skin infections:	Upon complete clearing or recommendation of a physician
Streptococcal:	24 hours after beginning specific treatment by a physician.
Tuberculosis:	*Clearance by Health Officer
Vomiting/Diarrhea:	More than two episodes in the last 24 hours requires exclusion for a minimum of 24 hours after last episode.
Whooping Cough:	*Clearance by Health Officer

Pediculosis (head lice) is a persistent school health problem. If unchecked, they multiply and spread quickly in a school setting. If your child develops head lice, please call the school nurse who can recommend quick and proper treatment. Children with pediculosis need to stay home until they are completely treated.

Medication Administration

- 1. Written parental consent AND a written order from a physician, dentist, Advance Nurse Practitioner, or a Physician's Assistant** is required prior to the administration of prescription medication and all over the counter **medication** except ibuprofen and acetaminophen. The required form is available from the school nurse.
- Ibuprofen (Advil, Motrin) or acetaminophen (Tylenol) can be administered at school by the nurse with annual written consent and authorization of a parent or guardian. Permission can be granted via the InfoSnap demographic update or by checking "yes" and signing your name on the bottom of the yellow emergency form.
- All medication taken by students during the school day shall be administered by the school nurse.
- To ensure the safety of all students, all medications shall be delivered to the school **by the parent** or a **responsible adult** and shall be stored in the nurse's office. Children should not carry medication to school, from school or during school. Exceptions to this policy will only be made after careful evaluation by the school nurse and consultation with the child's physician.
- Medication for students that is stored at school may not exceed a 45-school day supply.
- All medicines prescribed three times a day should be given at home, e.g., antibiotics can be given before school, after school, and at bedtime.
- If students require medication during class trips, parents are encouraged to attend and chaperone so they can administer the medication. If this is not possible, each parent must discuss the student's individual case with the nurse and come to an agreeable solution.

Health Screenings

Snellen vision tests will be done each year for grades kindergarten to six inclusive (with the exception of second) and grade nine. Hearing tests, using an audiometer, shall be completed annually in grades kindergarten through three inclusive (with the exception of second) and grades five and eight. In cases where screening tests are failed, a re-screening will be completed within one month. If the student does not pass the re-screening, a referral notice will be sent to the parent. Any of the general screening tests may be required of a student at any time if the school physician or nurse deems it necessary.

Physical Examination Requirement

The Farmington Board of Education, in accord with Connecticut State Statutes, requires each child enrolled in our school system to undergo a complete physical examination including proof of immunization before entering grade kindergarten and grade six. New students entering from outside of Connecticut are also required to have a complete physical examination and proof of immunizations regardless of grade level.

Husky Healthcare (Information on this program is in the Insurance section.)

HOMEWORK

Homework serves several important purposes:

- It extends school learning by giving students the opportunity to prepare for instruction, to practice what has been taught, to apply lessons to other materials, and to prepare for subsequent instruction.

- It helps students develop responsibility by completing assignments at home, *independently*, and returning them to school on time.

Difficult or new work is reserved for the classroom, with sufficient time allotted for explanation and practice. A balance of long and short-term assignments will be offered to all students and where appropriate, homework will be tailored to the needs, levels, and interests of students.

All teachers at each grade level will assign homework Monday through Thursday, according to the minimum guidelines following:

Time Allocations

Kindergarten: Periodic assignments with teacher follow-up to establish the "homework habit".

Grades 1 & 2: Twenty minutes daily

Grade 3: Thirty minutes daily

Grade 4: Forty-five minutes daily

If your child's homework is taking more time than these guidelines, or he/she is experiencing difficulty doing homework independently, please contact your child's teacher for a phone or personal conference about homework.

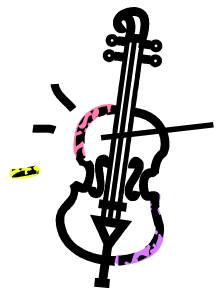
These time allocations do not include independent reading. It is expected that every Farmington elementary student will read independently at home for 15 to 30 minutes a night in addition to the homework time guidelines listed below.

If your child is absent for **two or more consecutive days**, parents may call the office to request to pick up the homework at the end of the school day. We want children who are ill to rest and recover.

Homework will not be given ahead of time, as for vacations.

INSTRUMENTAL STRING LESSONS

Children in grades 2-4 may receive school-sponsored violin, viola, or cello lessons. A sign up period for lessons is held each spring for the following year. Parents are responsible for obtaining instruments. If you have any questions about the string program, please contact Miss Mattie.



INSURANCE

Accident insurance is available for children enrolled at West District School. The plan protects the child during school hours and while traveling to and from school. We distribute enrollment information in September.

Husky Healthcare

HUSKY is Healthcare for Uninsured Kids and Youth in Connecticut. HUSKY provides free or low cost medical insurance for children. The HUSKY program offers comprehensive health insurance to all eligible children in Connecticut under the age of 19. For more information on the low cost or sometimes free medical insurance for children, call 1-877-CT-HUSKY (1-877-284-8759). An information and application kit is available from the school nurse.

INTRAMURAL ACTIVITIES

Intramural sports and other activities will be offered periodically through our EXCL (Extended Care and Learning) program. The schedule of specific activities will be posted in the Virtual Friday Folder and/or sent home with your child. Parents are required to provide transportation and pick up or drop off their children promptly. Failure to do so may result in a students' termination from the program. Students may not participate in these after school activities on days when they are absent.

KINDERGARTEN REGISTRATION

Our annual program called "A Good Start" for four-year-olds and their parents begins with an evening meeting in February, 2018. This program is designed for children who plan to attend our kindergarten during the 2016-2017 school year. If your child is eligible (will be 5 years of age by 12/31/2013), you may pre-register for this program online at www.fpsct.org and click on School Registration, beginning in October.



LIBRARY

Our students have regular library periods for skill lessons, book talks, and book exchange. Students may visit the library at other times, with their teacher's permission, to return or select new books. There is no fee for returning late books. However, children with a number of overdue books will be unable to check out additional books until overdue books are returned.

LOST AND FOUND

Please label coats, hats, boots, sweaters, mittens, lunchboxes, etc. with your child's name to prevent loss. We encourage students to check the blue lost and found bins under the counter outside the office and notify the teacher if any of their belongings are lost. Because of limited storage, found items will be donated to a local charities twice a year (during winter and summer vacations).

LUNCH PROGRAM

Students may bring lunch from home. The Farmington Public Schools also offers a nutritious lunch program for our students. A daily hot lunch may be purchased for **\$2.80**.

Milk may be purchased for .50 cents. Additional snacks are also offered for sale. **Students who do not have money for lunch, for whatever reason, will be offered a sandwich and a carton of milk. Students who are given a free sandwich and milk may not purchase "snacks."** Students may also receive free or reduced lunches if eligible. The application for free and reduced lunches can be found in the Farmington Public School District Information booklet which is e-mailed to parent/guardian e-mail addresses in August or at www.fpsct.org under the District tab.

With the rise in childhood obesity, our cafeteria is providing more healthful options for meals and snacks. We encourage parents who provide their children's lunches and snacks to consider healthy foods.

At the end of each month, a menu is available online to advise parents of the daily choices for the next month. Lunches will be served on shortened days except for the last day of school.

A 30 minute lunch period is provided for each child. If a child has not finished eating at the end of the lunch period, additional time will be provided.

Visitors Lunch

Visitors are welcome to come for lunch. The cafeteria requests that visitors telephone the school office by 10:00 a.m. to reserve lunch, since walk-in visitors at lunchtime cannot always be accommodated. When you arrive for lunch, please sign in at the office and plan to meet your child outside the cafeteria door. The cost for an adult lunch is \$4.50 and \$2.75 for a child. **Visitors are asked not to bring commercial fast food to the cafeteria. It is also important for visitors not to distribute special snacks or food to children other than their own.**



Advance Lunch Payment

Advance payment may be made for school cafeteria lunches. There are three options to choose from. Option 1 allows a child to purchase the hot lunch of the day only. Option 2 is a cash account, which allows your child to purchase lunch or snacks. Option 3 allows a combination of prepaid meals and cash on account. Please refer to the School District Information Booklet that was e-mailed to each family in mid - August for more information and can also be found on the website

Lunch Behavior

Lunchtime is considered a part of the school day and our cafeteria monitors work to maintain an environment that is conducive to relaxation and quiet socialization. To help maintain a pleasant and safe cafeteria, children are expected to behave appropriately before, during, and after meals.

We have the following cafeteria expectations for students:

In the Cafeteria

- Walk facing forward
- Ask permission to leave your seat
- Focus on your food
- Have a calm body

- Level 2 voice
- Include others in conversations
- Keep conversation at your own table
- Pick up after yourself
- Give kind reminders to your tablemates

MORNING OPENING EXERCISES

The morning opening exercises include an opportunity to start each school day allowing those students who wish to do so to observe a moment of silent meditation and an opportunity to recite the Pledge of Allegiance. The morning opening exercises may also include activities such as one or a combination of the following: patriotic song, reading, music, sharing experiences, announcements, planning the day's work, appropriate activities for special days, and assignment of duties. For more information, please refer to Board policy number 6115, available on our website.

NEWSLETTER

Our Principal's Newsletter is available the last Friday of each month in the Virtual Friday Folder via e-mail. This communication summarizes happenings in the school, focuses on interesting events and programs, and contains the lunch menu and calendar for the next month.

NO SCHOOL NOTICES AND EMERGENCY PROCEDURES

No School or Delays

"No School" and "Delayed Opening" announcements will be posted on the Farmington Public Schools website at www.fpsct.org or on the FPSCT app. Local radio and television stations (WTIC and Channels 3, 8, & 30) will also broadcast the information between 7:00 and 8:00 a.m. Please do not call the stations OR THE SCHOOL for this information. Unnecessary calls can prevent an announcement from being received.

There will be no "before school" activities on delayed opening days.

Emergency Closing

The district has implemented a parent notification system (Parent Link) for use in emergency situations and early dismissals. Information will also be posted on our website at www.fpsct.org and on the radio and television stations listed above.

It's important for parents to develop an alternative plan for children to follow in the event they arrive home when parents are absent. Make arrangements for children to go to a neighbor's house in such an emergency.

Every child should have an emergency plan so that he or she knows where to go and what to do if no one is home. *Please do not call the school to verify an emergency announcement.*

NUT ALLERGIES

To protect students with identified nut allergies, we have adopted the following cafeteria policy:

- We do not serve peanut butter sandwiches or prepackaged peanuts.
- Efforts have been made to avoid serving foods containing peanuts or tree nuts. 100% accuracy cannot be guaranteed.
- A nut free table is provided in the cafeteria for students as needed.
- Sharing food is not allowed.
- It is highly recommended that those students with life-threatening food allergies eat only foods brought from home.

PARENT COMMUNICATION

Conferences

Student progress is reported to parents during our November parent-teacher conference and our March student led conferences and by written reports. Conferences may be scheduled by the parent or the teacher by request at any time. Though we will do our best, it may not be possible for families with more than one child to have multiple conferences consecutively.

Special Accommodations

In the case of separated parents, we will gladly mail or e-mail **important** parent communication (e.g., newsletters, copies of report cards, and pupil placement team meetings) to both parents unless prohibited by a court order. However, it is essential that this instruction be given to our school secretary and classroom teacher. The custodial parent will receive all of the daily communication.

PARENT-TEACHER ORGANIZATION (PTO)

West District School has a very active and supportive PTO. Volunteers are always needed to maintain the important PTO programs that benefit our students. If you are interested in becoming involved, contact one of the officers listed below or visit the website for more information.

2017-2018 PTO Officers:

Co-Presidents: Nicole Giampaola and Emily Pettit

Co Vice-Presidents: Jordan Beaudoin and Ericka Nowakowski

Secretary: AmyBeth Wahl

Treasurer: Rebecca Ranucci

PESTICIDE APPLICATION

The Board of Education is committed to minimizing the use of pesticides. Therefore, the primary practice of pest control will involve reducing or eliminating the conditions necessary for pest survival. If pesticides are applied, they will be applied after regular

school hours or planned activities. If you wish to be notified prior to any pesticide application, you should complete a "Pesticide Application Notice Request" form that will remain on file while your child is enrolled in the Farmington Public Schools. This form is available in InfoSnap, as part of the student registration update and hard copies are available in the office as well.

PROHIBITED ITEMS

Videogames, electronics, cell phones, i-pods, or battery-operated games and toys like fidget spinners are not permitted in school. Please make certain that these fragile, expensive, and distracting items are kept at home. Similarly, Yu-gi-oh or other collecting cards, silly bandz, expensive toys, or toys that promote aggressive play (such as boxing gloves, swords, or guns, etc.) are not permitted at school.

PROMOTION/RETENTION

Student promotion is dependent on each student's mastery and acquisition of the learning standards. Normally, students will progress annually from grade to grade. Students who fail to master basic learning standards will be provided remediation by the teaching staff during the school year and their parents will be notified of such. If remediation efforts fail to result in mastery of the learning standards, retention will be considered. Decisions will be the responsibility of the teaching staff and principal, after prior notification and discussions with parents. The final decisions rest with the principal in accordance with regulations established by the superintendent. For more information, please refer to Board policy number 5123(a) and regulation number 5123, available on our website.

REPORT CARDS/GRADES

The Farmington Elementary Progress Report is a standards-based report card, measuring the attainment of Farmington's content and performance standards. Annually, the Superintendent reports on these measures to the Board of Education and the public through the annual Results and Outcomes Report. Reporting progress in academic, learning, attitude, effort and attendance to students and their parents is done three times a year. Parent conferences are held shortly after the November and March report cards are sent home. Student performance is assessed by teachers throughout the year in a variety of ways, and samples of student work will be shared with parents at parent-teacher conferences. Parents are encouraged to contact their child's teacher if they have any questions or concerns.

RETAINING CHILDREN BEYOND THE REGULAR SCHOOL DAY

In the event of an emergency, disaster, or other unsafe conditions, the Superintendent of Schools or her designee will make the decision to retain students in school. The local radio stations listed under Emergency Early Dismissal will carry the announcement. The school calling chain will be utilized to notify parents. Once the decision is made to retain students, and parents are notified, parents will be permitted to accompany their child from school by the normal sign out procedure.

SCHOOL DEVELOPMENT COUNCIL

The School Development Council is comprised of parents, teachers, staff members and the principal. The Council meets periodically throughout the school year to plan for ongoing school improvements, to advise the principal on various issues of school operations, and to promote stakeholder feedback. Parents who are interested in serving on this Council should contact the principal. Meeting dates for the upcoming school year will be in October, February, and June.

SCHOOL SECURITY

For the protection of your students, we use a video camera monitoring system which is in place at the front door and allows our security and office staff to monitor those who enter our school. To enter, press the call button, wait for the buzzer sound and then open the marked door.

It is necessary that you sign in at the security desk or the office and receive a visitor's badge when visiting the building. Our staff members wear identification badges and have been instructed to kindly direct those without badges to our office. Thank you for your help in ensuring the safety of all students at our school by following these procedures and keeping yourself and your family informed as our school security measures evolve and are communicated to you.

SNACKS AND CELEBRATIONS

Farmington Public Schools promote healthy schools by supporting wellness, good nutrition and regular physical activity as part of the total learning environment. We work to provide a healthy environment where children learn and participate in positive dietary and lifestyle practices. In addition, we are committed to providing a safe and inclusive environment for students with life-threatening food allergies and dietary restrictions due to personal or health reasons. In order to provide a safe, healthy, and inclusive environment for everyone, we ask that all students follow the West District School snack and school celebration guidelines below:

Snacks: Children may bring a light snack for mid-morning or afternoon, depending on your child's lunchtime schedule. Snack guidelines include:

- "Nut-free" and packed separately from lunches to avoid possible contamination by peanuts, tree nuts or other allergens
- Healthy snacks, such as fresh fruits or vegetables, pretzels, cheese sticks, graham crackers, Goldfish crackers, Smart Food popcorn, raisins, rice cakes, granola bars (peanut/nut-free please)
- Packed in easy to open containers so the children can manage it themselves whenever possible

- Water is the only beverage — No juice

Birthdays: At West District, our birthday celebrations **are food free**. Teachers recognize each child in a variety of ways on their birthdays and special occasions, e.g. special decorated chairs, songs, etc. If you would like to recognize your child's birthday in school, you may donate a book to the classroom library or school library. Soon, you will be receiving more information on the Birthday Book Club. Each class has their own traditions and parents should speak with their child's teacher if there are any questions. Due to latex allergies, we cannot allow balloons in school.

Celebrations: Classroom celebrations are limited to two per year. Because of the wide variety of food allergies in the community and the emphasis on good health and wellness, West District School strongly discourages any food celebrations at school. Parents and P.T.O. room parents are encouraged to work with classroom teachers to plan celebrations that promote healthy living and include all students. If a snack is to be provided at an in-school event, the school nurse must approve the snack item and a permission slip must be sent home prior to the event. Your cooperation is greatly appreciated. Our goal is to keep all students safe and healthy while maintaining our supportive and caring community.

STUDENT RECORDS

Each of the school principals has been designated as custodian of school records and is charged with the responsibility of maintaining their security and confidentiality. Cumulative records for each student are kept in the main office. These records contain test data, parent-teacher conference reports, and other useful information. **Please review these records prior to students' arrival** and make sure to keep them up to date during the school year.

It is important to note that Board policy states that: "Neither subjective judgments nor unverified data shall be placed in any part of the student record. There shall be an appeals procedure for parents, guardians, or adult students who believe information on the cumulative record to be incorrect." Each classroom teacher may review only the records of his/her class.

Parents have a right of access to these records and can arrange a record review by making a request in writing to the school principal. Special education and special services records are maintained in separate files within the school office. Access to these records is also available to parents through the principal.

A copy of relevant Federal, State, and Local policy and requirements regarding student records is available for review in the office of the Director of Special Services. Should parents wish to have changes made in their child's records or challenge the content of the record, the following are the procedures to be followed:

1. The parent shall make his/her request or change in writing to the building principal or the Director of Special Services.
2. The parent's written request will be answered with a decision in writing within ten days or receipt at the office of the principal or Director of Special Services.
3. If a parent request is not met, then parents have a right to an impartial hearing. To obtain said hearing, the parents should file a written request with the Superintendent of Schools who will arrange for either a resolution of the request or a formal hearing.

Should it be necessary to have a hearing, the hearing will take place within thirty school days of notification to the Superintendent of Schools and will consist of parties knowledgeable of policies relating to confidentiality who are employees of the agency involved. They shall be appointed by the Superintendent of Schools subject to the consent of the parent or guardian. If you have any questions regarding school records, please call Dr. Laurie Singer, Director of Special Services, Farmington Public Schools.

TELEPHONE USE

Student use of the office telephone should occur only when absolutely essential. We cannot allow students to use school telephones to make social plans or arrangements to stay after school, so please make these arrangements beforehand. **Students are not permitted to bring cell phones to school.**

TESTING

In addition to teacher designed and administered tests, which are part of our reading management system, children participate in a formal, standardized testing program which includes:

1. Degrees of Reading Power (DRP) – Reading Test administered to grades 3 and 4 in the fall and spring.
2. SBA (Smarter Balanced Assessment) – administered to grades 3 & 4 in the spring.

TRANSPORTATION

Bus

Students are expected to use good behavior at all times while on the school bus. Regulations for the conduct of pupils riding on school buses are included in the **SCHOOL DISTRICT BOOKLET** sent via e-mail to all families before school begins.

Important notes:

Food is not allowed on the bus

Students who are returned to school by the bus due to an adult not being present in the afternoon will be supervised by the EXCL staff and parents will be charged \$30 per day, per child.

For any student misconduct, the bus driver will complete a school bus complaint sheet and submit the form to the principal. Parents will be notified of the misconduct. If there is another incident or misbehavior, the child may lose bus privileges. Transportation will then be the responsibility of the parents.

Bus Pass



A child who needs to ride a bus other than the child's own **must** bring a note from a parent to school for approval by the office. A bus pass will be given to the bus driver only if space is available. Buses generally are filled to capacity, so we are unable to honor requests for transportation to meetings, classes, or birthday parties.

Parent Transportation

* **Parent Drop Off at 8:30 a.m.** - In order to ensure safe arrival, it is critical for parents who transport children to follow the following safety guidelines during parent drop off:

1. Cars are not permitted in the bus lane.
2. Stay in line in the Parent Drop Off area.
3. Follow the direction of staff in order to minimize congestion.
4. Have students **exit the car on the passenger side** making sure the vehicle is at a complete stop.

* **Parent Pick-up at 3:15 p.m.** - We ask that parents park in the back (EAST) lot, the same lot where the morning drop-off takes place, to avoid the path of buses. Please wait for students outside the East Exit door marked for Parent Pick Up. Students will be dismissed at 3:15, and staff members will be on duty to assist with a safe dismissal for all. As you approach the door, your student will be called for dismissal and a staff member will take note. **Students will not be dismissed to adults other than parents/guardians/authorized adults without written parental permission.** Parents then take the responsibility of escorting their children to their cars. Students who are to be dismissed regularly by parent pick-up should bring a note at the beginning of the year for the entire year. You may include authorized adults who have your permission to pick up your child. Students who only occasionally are dismissed by parent pick-up, require a note on each requested day of pick up.

Walkers

Many West District students walk to school. The crossing guards have developed rules to ensure students' safe arrival and appropriate conduct. Students must remain on the sidewalks, stay out of the woods, road, and off lawns. **Referrals for misconduct from the crossing guards will be treated in the same manner as referrals from bus drivers.** Students who use the Walnut Farms/Oakridge path **may not** bring bicycles to school for safety reasons.



VIDEOTAPING AND PHOTOGRAPHY

During the course of the year teachers and student teachers may be videotaping and photographing students for the purpose of teacher training and action research. If you are uncomfortable with your child being photographed or videotaped, please contact the principal.

VISITORS AND VOLUNTEERS

Visitors and [volunteers](#) (please review the newly adopted Board of Education policy for school volunteers) are welcome at West District School! As a courtesy to the teachers, we ask you to provide 24-hour notice prior to your visit in the classroom.

For safety reasons, it is important that all visitors and parents sign in at the security desk (or school office in absence of security monitor) where they will receive a name badge. This procedure must also be followed even if a parent merely wants to drop something off in the office.

The West District PTO has an active volunteer program. Volunteers are needed to assist with our library program, academic support (either making materials or helping out in a classroom), publishing center, and computer program. If you are able to assist, we would love to have you! Please contact the PTO Volunteer Coordinator.

VOICE MAIL

Each teacher has a voicemail box for receiving messages that do not require immediate attention. This is an excellent vehicle for parents to use to convey important information about their child to their child's teacher.

Absences should continue to be reported on the office voice mail or directly to the secretary or nurse. **Please do not leave absence messages, changes in your child's transportation, or urgent messages on a teacher's voice mail.**

WEB SITE

The Farmington Public Schools has a Website at www.fpsct.org, which contains information about all Farmington schools including West District School. We encourage parents to access the web site for school news as well as the West District School newsletter, calendar, and Friday Folder notices.

WEAPONS AND DANGEROUS INSTRUMENTS

The Board of Education is concerned for the safety and welfare of all students and school personnel. For this reason, it is the policy of the Board that no student or other persons may possess, carry, or use any type of firearm, deadly weapon, dangerous instrument, federal weapon electronic defense weapon, martial arts weapon, or any other type of weapon while on or in school property, grounds, buildings, vehicles and buses, or while at school-sponsored events, whether on or off school property, or while off school policy if the off-campus conduct seriously disrupts the educational process. Notwithstanding the foregoing, police officers may carry weapons in the performance of their duty. For details on the Farmington Public School weapons policy, see Board of Education policy in the School District Booklet sent in August.