

West Woods School

Family Handbook



2019-2020

HAMDEN PUBLIC SCHOOLS

MISSION STATEMENT

The mission of Hamden Public Schools is to ensure all our students learn to the best of their potential each and every day they are entrusted to our care.

Message from the Principal

Dear Parents/Guardians:

I would like to welcome you to the "Woods"! Please accept this Family Handbook as a summary of important information that will assist you in getting the most out of your child's experience at West Woods School.

Our mission is to ensure all our students learn to the best of their potential each and every day they are entrusted to our care and our staff is committed to serving the educational needs of your child.

At West Woods School, your child will be a part of the "PACK", our positive behavioral support system, and will be encouraged to always be:

- P**: Positive and Respectful
- A**: Act Responsibly
- C**: Care for Others
- K**: Keep Safe



We encourage parent involvement as we appreciate that you are important partners in the education of your child. Please keep in close contact with your child's teachers and with me so that we may best support your child. You are always welcome to contact me at (203) 407-2054 or dlevy@hamden.org.

West Woods School is a wonderful learning community and I feel privileged to be a part of it.

Best wishes for a wonderful and successful school year.

Respectfully,

A handwritten signature in black ink that reads "Daniel M. Levy". The signature is written in a cursive, flowing style.

Daniel M. Levy



Principal

Hamden Board of Education

Chris Daur (*Chair*)

Lynn Campo

Gail Mitchell

Walter Morton, IV

Myron Hul (*Secretary*)

Melissa A. Kaplan

Vic Mitchell

M. Arturo Perez-Cabello

Melinda Saller

Hamden Public Schools

Superintendent

Jody Goeler

Assistant Superintendent

Chris Melillo

Chief Operating Officer

TBA

Athletic Director

Tom Dyer

Director of Adult Education and Pre-K

LuAnn Gallicchio

Director of Fine Arts

Eric Nyquist

Director of Human Resources

Gary Highsmith

Director of Language Arts

Julia McNamee

Director of Math

Linda Morbidelli

Director of Media, Assessment,
and Intervention

Sue Smey

Director of Physical Education and Health

Amanda Forcucci

Director of Pupil Personnel Services

TBA

Director of Science

Tracy Stockwell

Director of Social Studies

Jennifer Vienneau

Director of Technology

Karen Kaplan

Director of World Language

Elizabeth Lapman

Coordinator of Alternative Programming

Robin Riccitelli

Coordinator of Counseling and

Dan Cocchiola

Career Pathways

Coordinator of Early Childhood Education

Judith Antignani

Coordinator of Secondary Special Education

Mike McDermott

Coordinator of Special Services

Theresa Ott

West Woods School

Principal

Dan Levy

PTA President

Melissa Ciarleglio

Important Phone Numbers

Hamden Public Schools	(203) 407-2000
WWS Main Office	(203) 407-2050
WWS Fax	(203) 407-25863
WWS Nurse	(203) 407-3108
First Student Bus Company	(203) 288-2887
HPS Transportation Office	(203) 407-2423

Important Links

Hamden Public Schools: <https://www.hamden.org/>

WWS: <https://www.hamden.org/westwoods>

WWS PTA: <https://sites.google.com/westwoodspta.org/home>

HPS Calendar: <https://www.hamden.org/district-information/district-calendar>

Lunch Menus: <https://www.hamden.org/district-information/lunchmenu-clone>

Community Resources: <https://www.hamden.org/resources/community>



WWS Staff

Principal	Art	Secretary
Dan Levy	Pam Mancini	Amy Marena
Kindergarten	English Learner Specialist	Nurse
Robin Curcio	Tricia Ciaburri-Rodriguez	Delores Deer
Laura Perretta	Instrumental Music	Custodians
First Grade	Melissa Ferranti	Dan Griggs (Head Custodian)
Kathy Clark	Gary Orlofsky	Greg Lewis
Karyn Errico	Library/Media Specialist	Karl Wildman
Lisa Goodrich	Susan Martinez-Sendroff	Intern
Second Grade	Literacy Specialist	Emily Rosskopf
Ann Marie Blake	Anna Blanchard	Paraprofessionals
Carolyn Longyear	Math Specialist	Amy Balisciano
Emily Pollack	Renee Pietrosimone	Cheryl Capasso
Third Grade	Music	Logan Cathey
Jessica Essenter	Art Sousa	Ken Ditta
Laurie King	Physical Education	Jenn Gambardella
Nicole Miller	Alan Page	Lisa Hernandez
Fourth Grade	Psychologist	Janet Rowe
Therese Oneto	Jenn Wolcott	Patricia Sansone
Cathy Slattery	Social Worker	Julian Scott
Fifth Grade	Bailey Keehan	Denise Shea
Kristen Bell	Speech and Language Pathologists	Joanne Shultz
Raechel Grabarz	Colleen Cull	Lunch and Recess Aides
Caitlin Reardon	Elizabeth D'Souza	Janet Barbuto
Sixth Grade	Jennifer Disorbo	Darlene Gentile
Luke DeVoe	SRBI Coordinator	Lisa Leverich
Lauren Mollin	Melody Nowak	Sherry Perreira
Mike Virginelli	Tutors	Whitsons Staff (café)
Resource Teachers	Dorothy Althoff	Anna Marie DeStefano (Supervisor)
Elizabeth Ball	Randi Kurz	Karen Lupi
Courtney Dickson	Lauren Piscitelle	Frances Petrillo
	Diana Sanders	

Calendar

August	January
26: First Day of School	1: No School—New Year’s Day.
28: WWS PTA Welcome Back Picnic	20: No School—Dr. Martin Luther King, Jr. Day
September	30: Early Dismissal—Prof. Dev.
2: No School Labor Day	February
4: WWS Open House	17-18: No School—Winter Recess
27: No School—Prof. Dev.	27: Early Dismissal—Prof. Dev.
30: No School—Rosh Hashanah	March
October	19: Early Dismissal—Prof. Dev.
8: WWS Picture Day	25: Elem. Eve. Conf.
9: No School—Yom Kippur	26: Early Dismissal—Elem. Afternoon Conf.
14: No School—Columbus Day	27: Early Dismissal—Elem. Afternoon Conf.
24: Early Dismissal—Prof. Dev.	April
November	10: No School—Good Friday
5: No School—Election Day—Prof. Dev.	13-17: No School—Spring Recess
22: Early Dismissal—Elem. Afternoon Conf.	23: Early Dismissal—Prof. Dev.
25: Elem. Eve. Conf.	28: No School—Presidential Primary.
26: Early Dismissal—Elem. Evening Conf.	May
27: Early Dismissal—Thanksgiving Recess.	25: No School—Memorial Day.
28-29: No School—Thanksgiving Recess.	June
December	9: Last Day of School for Students.
12: Early Dismissal—Prof. Dev.	
23-31: No School—Holiday Recess	

School Hours

	Regular Day	Two-Hour Delayed Opening	Scheduled Early Dismissal
Arrival:	8:30 AM	10:30 AM	8:30 AM
Instruction begins:	8:45 AM	10:45 AM	8:45 AM
Dismissal	3:30 PM	3:30 PM	1:00 PM

Arrival

School opens at 8:30 AM. WWS staff members supervise students during morning arrival. Students are not permitted to enter the building before 8:30 AM as there is no adult supervision.

Students arriving after 8:45 AM must report to the main office.

Bus arrival:

Students arriving by bus will be dropped off directly in front of the building and will enter through the exterior doors to the right of the main entrance.

Drop off arrival:

Students who are dropped off by a parent should exit their vehicle on the passenger (curb) side. If a child needs assistance in exiting the vehicle, please park in the main parking lot and escort the child to the front of the building.

Dismissal

Dismissal begins at 3:30 PM. WWS staff members supervise students during afternoon dismissal.

Bus dismissal:

Students who take a bus home are invited to dismiss in the order that their buses arrive at school. Dismissal typically takes 10-15 minutes though may be delayed if buses arrive late at WWS.

Pick-up dismissal:

Students who are picked up from school at dismissal report to the corridor adjacent to the gymnasium. Parents will wait by the exterior door between the art room and gymnasium. Designated WWS staff members will greet parents and dismiss student to their care. Students may only be dismissed to authorized adults, who may be asked to confirm their identity with a government issued photo identification. Parents must supervise children in the parking area to ensure their safety.

Early dismissal and dismissal changes:

When it is necessary for a parent to pick up a child prior to 3:00 PM, please note the following procedures. There are no dismissals from the main office after 3:00 PM for safety reasons as our main office can become very busy during school-wide dismissal.

- Please provide a note to your child's teacher stating the date and time for the dismissal as well as the name of the adult authorized to pick up your child.
- The adult picking up the child must report to the main office; students will be called to the main office for early dismissal once the identity of the authorized adult is verified.

If you need to change the dismissal plan for your child, please call the main office at (203) 407-2050 (followed by written notice; email is acceptable) before 2:00 PM. Students should only change buses due to child care issues and this must be done in writing prior to the date of change. After 2:00 PM we may not be able to get a message to your child prior to dismissal. This will help alleviate any confusion for students, teachers and the bus company.

Cafeteria Information

2019-2020 recess and lunch schedule:

Time	Recess	Lunch
11:00 -- 11:20 AM	Grade 1	
11:25 -- 11:45 AM	Grade 5	Grade 1
11:50 AM -- 12:10 PM	Kindergarten	Grade 5
12:15 -- 12:35 PM	Grade 6	Kindergarten
12:40 -- 1:00 PM	Grades 3 and 4	Grade 6
1:05 -- 1:25 PM	Grade 2	Grades 3 and 4
1:30 -- 1:50 PM		Grade 2

Cafeteria expectations:

Students should follow the PACK expectations for the café in order to provide a healthful, pleasant atmosphere for lunch. In addition:

- Good table manners are expected.
- Wait your turn in line. Don't try to squeeze ahead of others.
- Seating is assigned by class. **Do not move from one table to another.** Once you are seated, stay seated. If you need something, raise your hand and wait for an adult on duty to assist you.

Be a Part of the PACK in the Cafeteria

P Positive and Respectful	<ul style="list-style-type: none"> Say "Please" and "Thank You" Follow Adult Directions
A Act Responsibly	<ul style="list-style-type: none"> Clear Your Place Raise Your Hand for Help
C Care for Others	<ul style="list-style-type: none"> Use an Inside Voice Invite and Include Others
K Keep Safe	<ul style="list-style-type: none"> Walk Carefully Eat Your Lunch Only

Be Your Best Self!

Payment information:

Families may use the online account (<https://www.myschoolbucks.com/ver2/login/getmain.action>) to access a student's change account, make payments, or view purchases. Parents may also send cash/checks to the cafeteria through the classroom teacher payable to "Hamden Lunch Fund".

As a courtesy and convenience, the Food Service Department at Hamden Public Schools extends "credit" to elementary students purchasing lunch, with the understanding that there are occasional moments when lunch money is lost, forgotten, or inadvertently overlooked. Please be aware that we rely on all lunch revenue to sustain the lunch program and to continue serving nutritious, appetizing meals. We ask that "charging privileges" be exercised as infrequently as possible and not used as a payment practice. All cafeteria charges must be paid by the close of each school year.

Free and Reduced Price meal program:

Meal plans for free and reduced price lunch remain in effect until September 30th of each school year. All families who are interested in the free and reduced price lunch program must re-apply each year prior to October 1st. Application forms are available in the main office and on the District website: <https://www.hamden.org/district-information/lunchmenu-clone>. Please be sure to complete a Free or Reduced price lunch form, even if you are not sure if you will qualify.

Breakfast:

Elementary school students can get breakfast at school. The cost is \$1.15 daily (\$5.75 per week) for grades K-6. The cost is \$1.50 per week for all students who receive a reduced cost breakfast. Students receiving free lunch also get breakfast for free.

Parents must send in a note on the Thursday before the week stating that you would like your child to receive breakfast.

Lunch:

Lunch is available for students each day. Lunch choice options are listed on the monthly menu found on the HPS Website: <https://www.hamden.org/district-information/lunchmenu-clone>
The cost of lunch is \$2.75 (full price) or \$0.40 (reduced price).

Classroom snacks:

All students will have a snack time during the school day. While snacks cannot be purchased from the cafeteria, students in kindergarten through 3rd grade may purchase milk ("snack milk") using their MySchoolBucks account.

Medical Information

Illness:

If your child complains of “not feeling well” or was sent home ill the previous day, please assess his /her condition before sending him/her to school. Students who come to school ill or return too soon are often unable to function at their best and may cause other students to become sick. Please note the following guidelines:

1. Any child with an elevated temperature of 100 degrees or more should remain home until his/her temperature has been normal without medication for 24 hours.
2. If your child vomits or has diarrhea in the morning before school, he/she should stay home. Generally, children should stay home at least 24 hours after the last episode of fever, vomiting or diarrhea.
3. If your child has a rash which you would like to be checked by the school nurse, please accompany him/her to school in the event exclusion from school due to suspicion of communicable disease is necessary.
4. Inform the school nurse regarding any diagnosis of communicable disease (strep throat, chicken pox, mononucleosis, head lice, pink-eye, etc.). Children being treated for a communicable disease may return to school after a full 24 hours of antibiotic therapy. Students must also be fever free for 24 hours without the use of fever reducing medication. Please contact the school nurse if you have any questions

Administration of medication in school:

If your child must take medication while at school, including any over the counter drugs, it can be administered under the following conditions only.

1. An authorization form provided by school personnel is completed and signed by both the primary health care provider and parent/guardian (even for over the counter drugs).
2. Medication, not to exceed a 45-day supply, comes to school in the original bottle or container, properly labeled with the child’s name; the name, strength and dosage of the medication; time for administration; date and number of prescription.
3. An adult delivers the medication to the school nurse or the principal.

- Children are not allowed to transport medication to and from school. Please contact the school nurse if you have any questions or need the proper forms for these authorizations.

Change in health:

Please report any change in the health status of your child (injury, illness, surgery or family stress, etc.) as it could affect your child's school performance. Health records are kept on each child and are strictly confidential.

Sixth Grade Physicals:

It is important that all sixth grade physicals be completed and submitted by May 1. If they are received after this date, there is no guarantee that the forms will be processed in time for the first day of school in the fall. This can affect your child's entry into Hamden Middle School.

West Woods School Nurse

Delores Deer, RN

203-407-3108

The nurse's office is adjacent to the main office.

Absences

Regular attendance and punctuality is highly encouraged for all students. A student is considered to be in attendance if s/he is present for at least half of the regular school day. If a student is going to be absent, parents must call the main office by 9:00 AM. Parents may also leave a voicemail at (203) 407-2050 to report an absence with the student's name, teacher's name, reason for absence, and the name of the person calling.

The State Board of Education, in accordance with Connecticut General Statute 10-198a, established two levels of criteria for an absence to be excused. While the first nine absences in a school year can be deemed excused without documentation, the 10th and

each subsequent absence thereafter requires a parent note and may only be excused or the following reasons:

- Student illness (all student illness must be verified by an appropriately licensed medical professional, including the school's health office, to be deemed excused, regardless of the length of absence);
- Student's observance of a religious holiday;
- Death in the student's family or other emergency beyond the control of the student's family;
- Mandated court appearances (additional documentation required);
- The lack of transportation that is normally provided by a district other than the one the student attends (no parental documentation is required for this reason);
- Extraordinary educational opportunities pre-approved by district administrators and in accordance with Connecticut Department of Education guidance.

Acceptable Use Policy

Hamden Public Schools offers students access to technology, including the computer network and Internet to enhance and support student learning. It is important for students to use all technology in a safe and respectful manner. Students who wish to use the technology must have an Acceptable Use Policy signed by a parent or guardian and by the student. This document will remain a part of a permanent record for students. A student may be denied use of the technology if the Acceptable Use Policy is not signed. Inappropriate use of or damage to a computer or other equipment will result in a consequence and a possible replacement fee. Students and parents should be aware that e-mail communications and social media sites should be used responsibly at home. Misuse of media at home, if found to seriously impact the learning environment, can result in school consequences.

Address Change

Report change of address, all phone numbers, and emergency contacts promptly. In the event of a new address, parents must provide two proofs of residency. It is critically important to update the emergency contact forms.

Automated Phone Calls

West Woods School uses an automated communication system to efficiently and effectively contact parents. Emergency closings, delayed openings, and reminders of important events are some of the reasons for an automated phone call. Please keep the office informed of contact numbers. Parents may opt out of the notification system by completing a form.

Bicycles

Fourth, fifth, and sixth grade students may ride bicycles to and from school as long as they follow the safety rules and have permission from a parent. Students must obtain a bicycle permission form from the main office and return the completed form signed by a parent. West Woods School is not responsible for theft or damage to bicycles while on the school property.

Birthdays

The faculty and staff are committed to recognizing students for a variety of reasons, including birthdays. Classroom teachers and room parents will coordinate procedures for celebrating student birthdays. All celebrations will conform to the requirements of Hamden's Wellness Plan, specifically that "all foods available on school grounds and at school-sponsored activities before and during the instructional day must meet or exceed Connecticut's Healthy Snack Standards for Food and Beverages at School or selected from the list of recommended healthy food choices listed in Appendix B." We strongly encourage non-food ways to celebrate, such as serving as a guest reader, donating a favorite book to the classroom library, or sharing celebratory pencils. Please contact school administration if you have any questions.



Bullying

The Hamden Board of Education promotes a secure and happy school climate conducive to teaching and learning that is free from threat, harassment and any type of bullying behavior. Therefore it shall be the policy of the Board that bullying of a student by another student is prohibited.

"Bullying" means an act that is direct or indirect and severe, persistent or pervasive which:

- causes physical or emotional harm to an individual,
- places an individual in reasonable fear of physical or emotional harm, or
- infringes on the rights and opportunities of an individual at school.

Bullying shall include, but need not be limited to, a written, oral or electronic communication or physical act or gesture based on any actual or perceived differentiating characteristic, such as 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 by association with an individual or group who has or is perceived to have one or more of such characteristics.

(The student against whom the activity is directed must be attending school in the same district as the students engaged in the activity.)

Examples of bullying include, but are not limited to:

1. physical violence and attacks;
2. verbal taunts, name-calling and put-downs including ethnically-based or gender-based verbal put-downs;
3. threats and intimidation;
4. extortion or stealing of money and/or possessions;
5. exclusion from peer groups within the school;
6. The misuse of electronic communications for the purpose of bullying, harassing, or sexually harassing other students within school or out of school ("cyberbullying");
7. Targeting of a student based on the student's actual or perceived "differentiating" characteristics such as race; color;

religion; ancestry; national origin; gender; sexual orientation; gender identity or expression; socioeconomic or academic status; physical appearance; or mental, physical, developmental, or sensory disability.

Such conduct is disruptive of the educational process and, therefore, bullying is not acceptable behavior in this district and is prohibited.

Students who engage in any act of bullying, on school grounds, at a school-sponsored or school-related activity, function or program whether on or off school grounds, at a school bus stop, on a school bus or other vehicle owned, leased or used by the Board of Education, or through the use of an electronic device or an electronic mobile device owned, leased or used by the Board of Education, and outside of the school setting if such bullying:

1. creates a hostile environment at school for the victim,
2. infringes on the rights of the victim at school, or
3. substantially disrupts the education process or the orderly operation of a school,

are subject to appropriate disciplinary action up to and including suspension, expulsion and/or referral to law enforcement officials.

School officials must investigate bullying when it occurs:

- A. On school grounds, at a school-sponsored or school related activity, function, or program whether on or off school grounds, at a school bus stop, on a school bus or other vehicle owned, leased or used by a local or regional board of education, or through the use of an electronic device or an electronic mobile device owned, leased, or used by the local or regional board of education, and
- B. Outside of the school setting if such bullying:
 1. creates a hostile environment at school for the student against whom such bullying was directed,
 2. infringes on the rights of the student against whom such bullying was directed at school, or
 3. substantially disrupts the education process or the orderly operation of a school.

If a student feels that s/he has been bullied, or a parent feels that his/her child has been bullied, s/he should report this to any WWS staff member who will begin an investigation per Board of Education policy. Reports of suspected bullying should be specific as to the actions giving rise to the suspicion of bullying, including time and place of the conduct alleged, the number of such incidents, the target of such suspected bullying, and the names of any potential student or staff witnesses. When acts of bullying are verified and a disciplinary response is warranted, students are subject to the full range of disciplinary consequences.



Bus Transportation

Riding the bus is an extension of school and appropriate behavior is expected. For the safety and comfort of all children, students are expected to follow the PACK expectations (see right):

Kindergarten and first grade students will be returned to the school if an adult is not there to meet them at the stop.

Bus Assignments

Bus routes are posted on the district's website (<https://www.hamden.org/district-information/bus-routestransportation>). Please contact the school should you have any additional questions.









Students may only ride their assigned bus and may only exit the bus at their assigned stop unless prior written permission has been provided by a student's parents to the main office.


Late Buses

Parents may call First Student at (203) 288-2887 if a bus is extremely late, either picking students up or dropping students off.

Bus Violations

Students must always engage in safe behavior while riding the bus and while waiting at a bus stop or returning from the bus stop to their home. If a student's behavior is unsafe or does not correspond to the PACK expectations, the student may be referred to the principal who may assign disciplinary appropriate consequences, including possible bus suspension. Disciplinary action is at the discretion of the school principal, or her designee, in accordance with the Hamden Board of Education School Policy.

Be a Part of the PACK on the Bus	
P Positive and Respectful	 Greet Your Driver  Follow Adult Directions
A Act Responsibly	 Use an Inside Voice  Be Alert to Your Stop
C Care for Others	 Share a Seat  Use Kind Words
K Keep Safe	 Stay Seated with Aisles Free  Hands and Feet to Self

 **Be Your Best Self!**

Confidentiality

Due to state statutes, school personnel are not allowed to give out the names, addresses, or phone numbers of students. During the course of the school year, our PTA seeks volunteers to assist in special events for your children. If you do not wish to have your phone number given to the PTA, please notify us in writing and the information will not be shared.

Delayed Openings and School Closings

A delayed opening, early dismissal, or an emergency closing for the day may occur at anytime during the school year. These are done for emergency reasons that can be the result of, but are not exclusive to inclement weather. When school is closed for the day, all afternoon or evening activities are canceled except when special permission is granted by the superintendent. Media outlets will report these closings as "Hamden Public Schools".

Delayed Opening

During a delayed opening, school buses will pick up your child at the normal time plus the time of the delay. (Ex: If the bus normally picks your child up at 8:10 AM and there is a 2-hour delay, the bus will pick your child up at 10:10 AM).

Emergency Closing

There is no set time to dismiss school for an emergency school closing. An automated call and/or text message will be made from the district in the event there is an emergency closing so it is imperative that we always have current contact information.

District-Wide Testing

Hamden Public Schools is mandated to offer the SBAC (Smarter Balanced Assessment Consortium) assessment in the spring each year to all students in grades 3-6 who meet eligibility requirements. The SBAC is intended to assess student knowledge in the areas of mathematics and reading. In grade 5, students are also assessed utilizing the Next Generation Science Assessment.

Other district-wide assessments are given to students to determine academic progress and to inform teachers who will plan appropriate instruction for students. NWEA's MAP assessment, Concepts About

Print (CAP), Developmental Reading Assessment (DRA2), Fountas & Pinell Reading Assessment (F&P), and Math Benchmark Assessments are some examples of assessment tools.

Dress Code

Students are expected to dress appropriately and safely for school. Children should be comfortable in school, but a child's attire should not be distracting or take away from the learning process. Parents may be called to bring a change of clothing to the school, if a student is wearing inappropriate clothing. Additional information on Hamden's Board of Education dress code policy is available here: https://www.hamden.org/uploaded/Policies/Series_5000/HAMDEN_5132.pdf

Electronic Devices (including cell phones)

Students must be focused on learning throughout the school day. The use of hand held games, electronic devices, and cellular phones are prohibited. These items must remain turned off and stored appropriately during the instructional day. If a device is improperly stored or is being used during the school day, it will be collected by a staff member and turned in to the office. Additionally, students are not allowed to bring laser light pens to school. These devices can cause possible harm to eyes and can be disruptive to the learning environment. A parent or guardian must come in to claim the phone. The school is NOT responsible for the loss or damage to any of these devices.

Emergency Forms

The school must have an emergency form for EVERY student. These are important, since they provide valuable information to the school, particularly in case of an emergency. Please keep them updated during the school year.

Field Trips

Students will go on field trips throughout the school year. These trips are planned by teachers and designed to enrich the curriculum. Specific objectives are determined in advance and activities are planned both prior to and after the field trip. It is expected that students follow the same standards of behavior on field trips as in school. A signed permission slip from a parent or guardian is

required for every student in order to participate in any field trip. Students who demonstrate inappropriate or unsafe behavior in school may be excluded from a trip or may require supervision on the trip by a parent or guardian.

Financial Assistance

Students will not be denied the opportunity to participate in any class or school sponsored activity because of inability to pay for material fees, transportation costs, admission prices, or any other related expenses. Any parent who needs financial assistance for school activities should contact the principal or social worker to request confidential help.

Homework

Homework will be assigned in accordance with Hamden Board of Education homework policy guidelines. Additionally:

1. Homework assignments should have an authentic and meaningful focus that is relevant to the learning experiences that take place in the classroom. Students should be committed to their homework. In the case of incomplete homework assignments, teachers will use discretion as to the appropriate and reasonable consequences that students may serve to complete their work.
2. With the exception of reading, long-term projects (i.e., book reports, research projects, make-up work) or other activities requiring a longer process to complete, students will *usually* not be assigned homework over a weekend.
3. Every attempt will be made to avoid administering any tests on a day following a weekend or holiday vacation.

Library Media Center

The library/media center is a place for information and research and books, magazines, technology, and research materials are available to all students. In order to operate efficiently, guidelines must be followed:

1. The library/media center opens and closes with the school day, unless other arrangements have been made.
2. A replacement fee will be charged for books lost, destroyed or not returned.
3. Students must have permission from a teacher to visit the library/media center.

4. Failure to return borrowed items, or make restitution, may affect a child's ability to borrow books and/or a student's report card being held at the end of the school year until the obligation to the school is met.

Lost and Found

Lost and found items are located in the cafeteria (eyeglasses, house keys and other "valuable" items are kept in the school office). To avoid the loss of personal items, please be sure a student's belongings are clearly marked with his/her name. The lost and found will be cleaned out on the last day of each marking period.

Newsletters and Notices

A newsletter is sent home weekly via email to keep parents informed of school events and activities. Please be sure that we have accurate email addresses on file. This newsletter is also posted each week on the school website. Other important notices or teacher's letters are sent home on Thursdays. Please be sure to check student backpacks and remember to return forms/notices in a timely manner.

Parking

Please do not park in handicapped or reserved spaces or in the Fire Lane when you come into the building as this creates a safety hazard. If a car is illegally parked, an announcement may be made within the building for you to move your car before it is towed at your expense.

Reporting Student Progress

Report Cards

Report cards give parents a broad view of a student's progress in school based on grade-level learning standards. The report card is directly linked to the various learning experiences in which your child is participating and measures their progress in a variety of areas. Elementary Report Cards are issued three times a year: November, March and June.

Parent-Teacher Conferences

Parent-teacher conferences provide parents with detailed and specific information about their child. Below are a few guidelines that you

might find helpful in preparing for a conference:

- Make a list of questions or concerns you would like to discuss.
- Talk with your child before you attend.
- Please be on time. Each conference is scheduled for 15 minutes.
- Stress the positives and discuss possible suggestions for improvement.
- Discuss key points with your child when you get home.

Although parent-teacher conferences are officially held in November and March, we encourage you to schedule additional meetings if concerns develop that need additional conversation. Teachers will try to accommodate parents, as best as they can, to find a mutually agreeable time to meet.

Recess

Recess is an important time when students can socialize with their peers. During this time, students learn how to cooperate with others to organize or create games and activities and converse with friends. Weather permitting, children will have recess outside. Please make sure your child is wearing appropriate clothing and footwear and these articles are clearly labeled. In the event of inclement weather, students will have indoor recess. Students should not bring any toys, games sports equipment, electronic games or other devices to school for recess. This will eliminate any difficulty with personal property damage or theft. Although we believe that students need exercise and structured social time, there may be occasions when a student may need an alternative recess placement for safety reasons, at the discretion of the principal.

**Be a Part of the P A C K
at Recess**

P Positive and Respectful	<ul style="list-style-type: none">  Follow Adult Directions  Play Fairly
A Act Responsibly	<ul style="list-style-type: none">  Use Equipment Properly  Report Problems to an Adult
C Care for Others	<ul style="list-style-type: none">  Invite and Include Others  Use Kind Words
K Keep Safe	<ul style="list-style-type: none">  Play with Care  Control Your Body



**Be Your
Best Self!**

Recognition

We believe in the importance of celebrating and reinforcing students' good choices and accomplishments. We have several methods for doing so:

Superintendent's Student of the Month

Each month, staff members will submit the name of one student to receive recognition by the superintendent for academic excellence and good citizenship.

Weekly PACK awards

Students receive "PACK cards" when they demonstrate exemplary examples of our PACK expectations. Each week one PACK card is selected from among the PACK cards received and that student receives recognition on our school website and special privileges for the week.

Principal's List

This program recognizes students for achievement, citizenship, and good deeds each marking period. Any staff member may nominate a student. Students and their families are invited to a "Bagel Breakfast" to celebrate.

Safety

Safety Drills

On occasion, West Woods School will practice important safety drills including: evacuations, lockdown, shelter in place, and full or partial evacuations. Students will be taught these procedures during the first week of school.

Weapons

Students are NEVER to bring weapons or any other item that may cause a distraction or harm another person to school. Such items include, but are not limited to: real guns, toy guns, water guns, cap guns, laser pointers, knives, nail clippers, Swiss army knives, fireworks, matches, lighters, drugs, alcohol or cigarettes. Possession of items that can potentially endanger others can lead to severe consequences.

Student Support Services

Teachers are trained to recognize learning problems and to seek special help for students when needed. Pupil Personnel staff (School Psychologist and Social Worker and/or Special Education instructional staff) act as consultants to classroom teachers and work closely with them to provide interventions or individualized educational services for students, as authorized by the Planning and Placement Team (PPT). Parents should keep the school informed of any changes or concerns that may impact their child's performance in school. An appointment can be arranged to speak with an administrator or staff member to discuss support for students, available resources or referrals to agencies that may provide assistance.

Please contact the Principal or Social Worker as soon as possible if your child is experiencing any issue at school that interferes with his or her learning.

Valuables

Students are to bring only items that are needed for learning to school. Students should not bring valuables to school such as toys, sentimental jewelry, cameras, hobby collections, handheld computers, video games, CDs, cell phones or other electronic devices. The school is not responsible for loss or damage. Such items will be collected from students and returned only to a parent.

Visitors

To ensure the safety of all children, all guests entering the school building must sign in at the main office and be prepared to show a government issued photo identification. A visitor's badge must be worn while in the building. Staff personnel will direct guests to the office if the guest is not wearing a badge.

Parents are welcome at West Woods School. As a courtesy, parents should make arrangements with a child's teacher prior to visiting a classroom.

WEST WOODS PTA

The West Woods PTA provides a variety of programs and services including beautification of school grounds, coordination of after-school activities, family activities, cultural enhancement programs, Field Day, scholarships, enhancing academic materials and offering subsidies for field trips.

The PTA works on behalf of its members, providing state and national information, influence and recognition to help unite parents, teachers and the community for the common good of all children. Together, members can create a healthy, nurturing environment for improving opportunities for all children. Visit our website at www.westwoodspta.com for more information about the PTA.

WWS PTA Executive Board

President	Melissa Ciarleglio	president@westwoodspta.org
Vice-President	Sarah Gagne	vicepresident@westwoodspta.org
Treasurer	Stefanie Summerer	treasurer@westwoodspta.org
Secretary	Jennifer Schmitz	secretary@westwoodspta.org

Fundraising

Fundraising activities support and fund WW PTA sponsored programs including: Cultural Arts, Curriculum Enhancement Materials, and Special Grants for teacher’s projects, Scholarships, Field Trips and the operating expenses of WW PTA. Monetary donations in lieu of family participation are accepted.

Membership

Parents, guardians, teachers and community members are invited and encouraged to join and support WW PTA. Membership allows you to have a voice and make a difference at West Woods School. You must be a paid WW PTA member to serve on the Board of Directors or as a Committee Chairperson. A portion of the membership dues go to Connecticut and National PTA as well as West Woods PTA. Join now and be an informed parent!

PTA Meetings

PTA meetings are held on the second Wednesday each month in 2019-2020 on September 11th, October 10th **, November 13th, December 11th, January 8th, February 12th, March 11th, April 9th**, and May 13th. (** Thursday meetings due to Yom Kippur in October and Passover in April). All members of the West Woods School community are welcome to attend. Meetings provide opportunities to interact with the principal, teachers and other parents. Topics of discussion include: school climate, classroom activities, current events, etc.

Volunteer Opportunities

There are many opportunities to volunteer. After-school programs, the WWS Yearbook, the "Tree Shop" school store, and room parents all are supported by parent volunteer service. Please see the WWS PTA website for additional information.

