



# Westfield Handbook

## ATTENDANCE POLICIES

*The Alpine School District Board of Education and Westfield Elementary School recognize that regular attendance at school increases the opportunities for students to profit from their educational programs. Frequent absences of students from the day-to-day classroom experience disrupt their instructional learning processes. The benefits of instruction once lost, are often difficult to regain. The entire process of education requires a continuity of instruction, class participation, learning experiences and study. Westfield follows these policies:*

*1. Tardiness - Students are expected to be at school on time. Class begins for Track 1 students at 8:00, Track 2 at 9:15. When children arrive late, it is disruptive to the classroom and can have an adverse effect on your child's educational process. If a student is late, please send a note to the teacher explaining the tardiness.*

*2. Early Arrivals - Early arrival at school is discouraged since no formal supervision is provided. Students are not to arrive more than fifteen minutes before the start of school. This would mean 8:00 a.m. students would arrive no earlier 7:45 a.m. unless they are eating breakfast, which begins at 7:40 a.m. Students who begin school at 9:15 a.m. should arrive no earlier than 9:00 a.m. Those eating breakfast should arrive between 8:55 and 9:10 a.m.*

### **Valid Excuse For Absence**

*Please contact the school by phone call or note to the teacher if your student is absent. The state legislature has passed a new bill that defines a "valid excuse" as illness, family death, approved school activity, or a pre-approved absence, which does not adversely impact the child's education. Anything else is unexcused. If the child is sick more than a few days, a doctor's note is required.*

### **Arriving at School**

*Students in grades 1-6 should only enter the school using the South door. On normal or "outside days," students will go to the playground until the bell rings and a teacher comes to open the door. On "inside days" (bad weather, 20 degrees or colder including the wind chill) a red flag will be posted by the south door, where students enter and students should wait in the gym until the bell rings and a teacher picks them up. Kindergarten students will enter their rooms through their room doors on the North kindergarten playground. On cold or wet days they may enter the front center door and go to the kindergarten hallway to wait for the start of school.*

### **Visitors and Volunteers**

*We encourage parents to visit our school any time and we welcome all our helpful volunteers. Always check in at the office to obtain a visitor or volunteer badge when you come to Westfield.*

## **Check Out of Students**

*Parents must come to the school office to pick up their children if they need to take them during school hours. This is the checkout procedure:*

- 1. Parents come to the office and sign the checkout log and tell secretary the name of their child and the teacher.*
- 2. The secretary will call the classroom and have the child sent to the office. Parents of Kindergarten children should pick the child up at their room after checking them out.*
- 3. Do not call and ask that your child walk home or meet you outside in front of the school. This is an Alpine School Board of Education policy.*

## **STUDENT HEALTH AND SAFETY**

### *Health and emergency forms*

*It is extremely important that each family fill out a Health and Emergency Form for the office records. We will use the information on this form in the event of illness or an emergency during the school day to contact families or designated friends and neighbors of a child that needs attention. Registration is not considered complete until a Health and emergency form is complete and handed into the office. . Your children WILL NOT be released to a neighbor, relative or any other person if they are not listed on this Emergency form! Please consider the following criteria when you authorize another person to pick up your child from school:*

- a. 18 years of age or older*
- b. Can walk to school, if necessary*
- c. Usually home during the day*
- d. Known to your child*
- e. Aware and able to assume this responsibility*
- f. Each member of your carpool should be listed*

*If there is not an emergency form, children will only be released to the parents.*

### **Emergency or Disaster**

*First and foremost, your children will be safe at school, trust this to be true. Should we have a major quake or disaster during school hours, your student(s) will be cared for at this school. Your cooperation is necessary in any emergency.*

- 1. If students are to be kept at school for an extended period of time, radio stations will be notified. In addition, information regarding day-to-day operations will be available thru a phone tree outbound from our teachers, an email system from our PTA, or by calling the District Office.*

2. Do not telephone the school. Telephone lines will be needed for emergency communication.

3. Impress upon your children the need for them to follow the directions of any school personnel in times of an emergency.

Students will be released ONLY to parents and persons identified on the School District Emergency form. The decision to keep students at school will be based upon whether or not streets in the area are open. . Planning ahead will help alleviate concern during these times.

### **Air Quality**

In recent years we have seen inversions, fires and other factors affect our outdoor air quality. There is a lot of concern about the effects of poor air quality on children's health and their ability to breath with ease. Because of these concerns, our school will daily check the Utah Department of Environmental Quality air quality index (AQI). This information will guide our outdoor physical activities. When the Air Quality Index (AQI) falls between 101-150, we will let "sensitive" students stay indoors. When the AQI rises above 151, outdoor physical activities will be avoided for all children.

### **Bicycles, Skate Boards, Roller Blades, Scooters**

1. Students riding bicycles, scooters or skateboards to school should ride in a safe manner and walk them as they enter the school grounds.,

2. All bicycles and scooters should be locked in the bicycle racks located on the north and west sides of the school and left there until time for students to return home.

3. Students should obey traffic safety rules (i.e. not riding down the middle of the road, getting off at crosswalks and walking bicycles, scooters, or skateboards.

4. At recess time, students should not play around or on the bicycle racks or ride their bicycles, scooters, or skateboards.

5. Students with roller blades, scooters or skateboards should go directly to their classroom and put them away. Rollerblades, "heelies," or anything with wheels must be removed and shoes put on as students enter and leave the school playground.

### **Parking Lot Safety**

For the safety of all of our school children please remember that there is NO PARKING in the lane (red zone) directly in front of the school. This is a fire lane and parked cars are an obstruction. There should be ample parking in our north and south parking lots as well as overflow parking at the church.

### **Student Issues**

#### **School Meals**

Elementary school students pay \$1.50 for lunch and .85 cents for breakfast. Adult lunch is \$2.50. A "smilie" face stamp will be stamped on the child's hand when his/her account is negative. Lunch tickets need to be purchased in the morning before school begins. Lunch ticket checks should be made payable to Alpine School District Food Services. Parents may

choose the convenience of paying on line at [www.mealpay.com](http://www.mealpay.com), or by calling toll free (866) 575-5352. If a student comes through the lunch line on a given day without provision for paying for his/her lunch, the lunch clerk will be allowed to charge his/her lunch that day.

Breakfast is served daily from 7:40-7:55 for the first session and 8:55-9:10 for the second session. The price is \$.85. If you have a problem or a question, please call the school at 610-8720 and ask for the lunch manager.

### **Student Dress Code**

1. *Hair - Hair should be clean and well groomed. Hairstyles distracting in appearance or needing constant attention are not appropriate.*

2. *Footwear - All students are required to wear appropriate footwear to school. Flip flops are not appropriate footwear. Footwear must not mark or damage floors. Shoes with wheels are not acceptable at school.*

3. *Clothing- Clothing that is ragged, tattered, or deliberately distracting in appearance must be avoided. Shorts and skirts that are shorter than fingertip length, halter-tops, bare midriffs, cutoffs, tank tops, "bike" shorts, and jeans of a "grubby" type are not acceptable. Clothing, which contains slogans, or insignia, which are contrary to the educational purposes of the district, should not be worn. This includes, but is not limited to vulgar words, profane or obscene slogans, and pictures or advertisements for alcohol, tobacco, and drugs. If a child comes to school inappropriately dressed, parents will be called to bring appropriate clothing for the child to change into.*

4. *Hats- Students are not allowed to wear hats of any kind in the school, except on "Hat Day."*

### **Cell Phones/ Electronic Devices**

*Students should not bring hand held devices like game boys and i-pods to school. They are distracting, expensive, and tend to disappear. Also, regarding cell phones brought to school. They should be left in backpacks and only used in cases of emergencies. If cell phones are being used without teacher knowledge or permission, they will be secured in the office and parents will be asked to pick them up after school.*

### **Media Center**

*Westfield's media center will be open from 8:45 am to 3:30 pm. each school day. Students will be allowed to check out books/audio tapes from the media center each week. Books/audio tapes will be checked out for one week. Students may keep books/audio tapes as long as they are reading them. If a book is very popular and there are students waiting for a title, the students will be given a limited time to have the book read and returned. Students with overdue items are not allowed to check out additional items until outstanding items are returned or paid. The student will be responsible to pay for items not returned, lost or damaged. If the lost book/audio tape is found, the money will be returned.*

### **Discipline**

*We are a Love & Logic School.*

- \* We believe in an environment of mutual respect between teachers and students.*
- \* We believe in students and teachers working together to create an environment that inspires excitement for life and learning.*
- \* We believe in providing opportunities for each student to reach his or her greatest potential.*
- \* We believe that students should have the opportunity to make age appropriate choices and experience the consequences of those choices.*

*Once a student has been referred to the Principal's office, the following will occur:*

*First Offense - simple reprimand and discussion*

*Second Offense -call home to mom or dad*

*Third Offense - student is put on probation and possibly suspended*

### **SCHOOL TO HOME COMMUNICATION**

*Keeping the lines of communication open is extremely important in a school community. Westfield Elementary uses many ways to try to let you know what is happening here at school.*

#### **PTA Newsletter- Monday Mail**

*Westfield PTA sends out, via e-mail, a weekly school newsletter. It is sent out each Monday. The newsletter contains schedules, upcoming events and other important information, we suggest you print it off and keep it for later reference. If you are not receiving this mailer please contact the school.*

#### **Marquee**

*Reminders for important dates are posted on the school marquee. Please check it frequently when dropping off or picking up your children from school.*

#### **Parent Link**

*When roll is taken at 9:15, if your child is absent from school, an automated calling system will phone your home and alert you. When your child returns to school, please give a note to your child's teacher so that the absence will be counted as excused. This Parent Link system is also used to relay messages and notice of up-coming events at the school.*

#### **School Web Site**

*We maintain a school web site that can keep you informed and updated on school events and happenings.*

*Find us at [www.westfield.alpineschools.org](http://www.westfield.alpineschools.org).*