

Weston Intermediate School

Community Handbook

2018 – 2019



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# SCHOOL ORGANIZATION

## IMPORTANT PHONE NUMBERS

### WESTON INTERMEDIATE SCHOOL DIRECTORY

#### 95 SCHOOL ROAD

PRINCIPAL – Mrs. Patricia Falber	221-6332
ASSISTANT PRINCIPAL-- Mrs. Nicole Wilhelm	221-6334
PRINCIPAL’S ADMIN ASST. – Mrs. Cheryl Churchill	221-6333
MAIN OFFICE -- Mrs. Lisa Russo	221-6335
SPECIAL EDUCATION ADMIN ASST.-- Mrs. Jodi Sacchetta	291-2729
SCHOOL FAX	291-2717
GUIDANCE	221-6339
HEALTH OFFICE -- Mrs. Nancy Gorkin	221-6336
<b>ATTENDANCE</b>	<b>221-2001</b>
CENTRAL OFFICE	221-6550
HURLBUTT ELEMENTARY	221-6300
WESTON MIDDLE SCHOOL	221-6360
WESTON HIGH SCHOOL	221-6500
FIRST STUDENT (BUS)	454-1984

#### *The Mission of the Weston Public Schools*

*The Mission of the Weston Public Schools, as a caring and supportive community partnership, is to empower each student to achieve success and contribute to our global society by developing and cultivating character, knowledge and creativity through a dynamic learning experience that challenges each student to continually pursue personal excellence.*

#### *The Mission of Weston Intermediate School*

*As a caring community of learners, Weston Intermediate School fosters pride in developing abilities, promotes positive social development, and encourages an appreciation of individual differences. Our dynamic program builds a foundation for success by providing a balanced learning environment, which supports problem solving, creativity, and independent thinking.*

# Weston Public Schools Pre-K-12

## Learning Expectations

By successfully meeting the Weston Public Schools' graduation requirements, students will demonstrate proficiency in the following foundational, academic, personal and social competencies:

- **Visual, Verbal, Aural and Written Language**  
Comprehension and analysis of visual, verbal, aural and written language necessary for adult learning.
- **Communication Through the Written Word**  
Clear and effective communication through the written word.
- **Presentation Skills**  
Preparation and delivery of clear and effective presentations to a variety of audiences.
- **Quantitative Problem Solving**  
The ability to use quantitative methods for problem solving.
- **Critical and Creative Thinking**  
The ability to think critically and creatively: assess, interpret, evaluate, analyze, and synthesize information.
- **Information Literacy**  
The ability to research, apply knowledge and skills across disciplines and synthesize information in order to solve authentic problems.
- **Technology Skills**  
The ability to effectively apply technological skills to effective communications and authentic problem solving.
- **Integrity in Identity and Community**  
The development of a commitment to act cooperatively, responsibly, and with civility and integrity.
- **Health and Well Being**  
The ability to make positive decisions related to physical and emotional wellness.

### **Non-Discrimination**

The Weston Board of Education prohibits harassment and discrimination in educational programs, services, or employment on the basis of race, gender, color, religious creed, age, marital status, military or veteran status, national origin, sexual orientation, or past or present physical or mental disability in accordance with Titles VI, VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments Act of 1973, Section 504 of the Rehabilitation Act of 1973, and Americans with Disabilities Act of 1991, applicable State of Connecticut laws and Board policies 4111, 4118.11, 5141.6, and 6121.

The Weston Board of Education agrees to comply with the above statutes and the regulations promulgated pursuant thereto. The Board shall designate an appropriate compliance officer and the procedures for processing grievances. All persons associated with the district community including, but not limited to the Board, the administration, the staff, and the students are expected to conduct themselves at all times so as to provide an atmosphere free from sexual harassment. Any person who engages in sexual harassment while acting as a member of the school community will be in violation of this policy. All matters involving sexual harassment complaints will remain confidential to the extent possible.

#### **Title VI, Title IX Compliance Officer**

Mr. Richard Rudl  
Weston Public Schools  
24 School Road  
Weston CT 06883  
203 291 1408

#### **Section 504 Compliance Officer**

Lois Pernice, Director of Pupil Services  
Weston Public Schools  
24 School Road  
Weston CT 06883  
203 291 1405

#### **Grievance Procedure**

If a person experiences some difficulty or feels he/she has been treated unfairly, he/she should first try to solve the problem with the person(s) involved. Counselors, psychologists, and administrators are available to assist in solving conflicts. If, after discussing the problem, it has not been resolved, the person should bring the matter to the attention of a counselor, psychologist or administrator who will provide written complaint procedures.

#### **U.S. Department of Education Office of Civil Rights**

The Office of Civil Rights enforces several Federal civil rights laws that prohibit discrimination in programs or activities that receive federal financial assistance from the Department of Education. Discrimination on the basis of race, color, or national origin is prohibited by Title VI of the Civil Rights Act of 1964; sex discrimination is prohibited by Title IX of the Education Amendments of 1972; discrimination on the basis of disability is prohibited by Section 504 of the Rehabilitation Act of 1973; and age discrimination is prohibited by the Age Discrimination Act of 1975, OCR enforces the Boy Scouts of America Equal Access Act (Section 9525 of the Elementary and Secondary Education Act of 1965 as amended by No Child Left Behind Act of 2001). [<http://www.ed.gov/OCR>]

U.S. Department of Education  
Office of Civil Rights  
33 Arch Street, Suite 900  
Boston, MA 02110-1491  
Phone 617 289 0111

### **Bullying**

Bullying behavior by any student in the Weston Public Schools is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. "Bullying" means any overt acts by a student or a group of students directed against another student with the intent to ridicule, harass, humiliate or intimidate the other student while on school grounds, on a school bus, or at a school-sponsored activity, which acts are committed more than once against any student during the school year. Students and parents may file verbal or written complaints concerning suspected bullying behavior (see appendix), and students shall be permitted to anonymously report acts of bullying to teachers and school administrators. Any report of suspected bullying behavior will be promptly reviewed. If acts of bullying are verified, prompt disciplinary action may be taken against the perpetrator, consistent with his/her rights of due process. Board policy and regulation 5131.911 set forth in this prohibition and the related procedures in detail, and are available to students and their parents/guardians upon request.

### **Child Abuse**

Connecticut State Statute and Weston Board of Education policy 5141.4 requires that when any certified staff member and/or school nurse suspects child abuse as a mandated reporter he or she must make a report to the Department of Children and Families.

### **Immunizations**

Connecticut law and Weston School policy requires that all new students, present immunization and health assessments prior to the first day of school. No child can be admitted to school without these.

The following Immunizations are required:

- Series of polio inoculations (4)
- Whooping cough (4)
- Tetanus (4)
- Diphtheria (4)
- Measles, Rubella, Mumps (after 1 year)

### **Right to Search**

Student cubbies and desks are the property of the Weston School System. They are provided to students for the temporary storage of personal belongings and school related materials. According to Connecticut General Statutes (10-221) student desks and cubbies may be inspected by authorized school administrators if the administrator has reason to suspect that materials injurious to the best interests of the school are on school property. They may also be inspected in the interest of maintenance, health and safety. Reasonable care shall be taken to protect the Fourth Amendment rights of students. The complete Weston Board of Education Search and seizure Policy #5145.12 can be found in the Weston Board of Education Policy Handbook.

## Daily Procedures

### Arrival:

School begins at 8:30 a.m. except on delayed opening days. To ensure that the children have enough time to arrive in class on time, students will be allowed in the building beginning at 8:15 a.m.

**Delayed opening:** In the case of a two hour delayed opening, children will be allowed in the building beginning at 10:15 a.m. There is no adult supervision available before 10:15 a.m. on a delayed opening day. All before school activities are also cancelled on those days (i.e., orchestra, chorus, chess, etc.)

### Attendance:

Consistent attendance is essential for effective learning. When a student is late for school, they miss important details at the start of the day. Also, students who are tardy can disrupt the flow of instruction for his or her classmates. It is crucial that students arrive on time for school each day school is in session unless they are ill or there is another family emergency. If a student is excessively tardy or absent, the parents will receive a letter from the school counselor, and may be asked to meet with the counselor and principal to discuss ways of improving a child's attendance.

If a child arrives at school after 8:30am, he or she must sign in at the Office and fill out a late pass for the classroom teacher. If he or she is buying lunch, the lunch order will be handled in the office. In the event that your child will not be arriving until after 8:45 a.m., please call the attendance line to report him/her being tardy.

### Absences:

Students are expected to be in school each day that school is in session except in cases of illness or family emergency. If your child is going to be absent from school for any reason, we need to know as early as possible. Please place a call to our attendance line at **291-2703**; you can call anytime during the night if you know about the absence in advance. If your child's teacher informs the office that your child is absent *and* we have not heard from you, we will call to confirm the absence.

The Connecticut State Board of Education has adopted definitions for "*Excused and Unexcused Absences*". A student is allowed nine (9) "*excused*" absences with appropriate documentation (**i.e. phone call to absence line, email or note to the teacher**). The tenth (10) absence and all student absences thereafter are considered "unexcused", unless a doctor's note is provided. The State would like parents to be aware that academics and attendance go hand-in-hand. Should you need more information regarding the policy, click on this link: [CT State Board of Education Excused Absences](#)

### Appointments:

Please try to schedule your child's appointments during non-school hours. We know scheduling these appointments can be difficult, but we ask that you respect your child's learning time and make every effort not to interfere with this time. If your child must leave while school is still in session, please record this before 1:00 p.m. on Dismissal Manager\*. For safety reasons you must meet and sign out your child in the Main Office. We'll try to have your child waiting in the office. You may not go directly to the classrooms to pick up children.

If you need to pick up your child early, please do so before 3:00 p.m. Early dismissals will not be allowed between 3:00 p.m. and 3:15 p.m. due to bus and car traffic.

*\*Note: Dismissal Manager is WIS's online dismissal system. There is a link on our website that allows you to sign up and create a password. Information you enter into the system is then forwarded electronically to the main office and classroom teachers. We do not accept notes or phone calls for early or alternate dismissal plans.*

### **Birthdays:**

We'd like to invite your child to celebrate his or her birthday with classmates. This celebration cannot include food. So, before deciding how to celebrate your child's birthday, check with the classroom teacher. Because your child is a special member of our school family, we will wish him or her a happy birthday during the morning announcements.

When planning birthday parties that take place outside of school, please send invitations through the mail or make arrangements by phone. Distributing invitations at school can place your child, and the children who are not invited, in an awkward situation and therefore is not permitted.

### **Bus Information:**

If you want your child to ride a different bus to a friend's home after school, you must record this in Dismissal Manager. **If there is no record of any changes in Dismissal Manager, students will ride home on their regular bus.** The chance to ride another bus at the end of the school day does not start until **September 18th**. If your child will have an alternate dismissal daily, you can change your default and that is what we will follow.

If you are **not** the adult who plans to meet your child at his/her drop-off location each day, you are advised to introduce the adult by name to your child's bus driver. Notify the bus driver of any change related to the adult caring for your child.

The bus company (First Student) drops off our students even when an adult is **not** present. If you do not want your child to get off unless an adult is present, you must inform the bus company in writing, otherwise your child will be dropped off even when you or the designated adult does not meet the bus. Bus drivers will not force a child to get off the bus if the child is uncomfortable being alone or leaving with an adult. In that case the child will be returned to school.

**Note:** Safety is very important to us. Children are not allowed to plan and arrange after-school play dates while they are in school. Plan these visits to friends' houses with your child when you are home. If the plans mean he or she will take a different bus, or be picked up by someone other than a parent, this needs to be noted on Dismissal Manager. Otherwise, we will send your child home the way he or she usually goes home.

### **Dismissal:**

**Regular:** School ends at 3:15 p.m. for all students. At that time, students either go to where the buses are waiting or they will go to the pick-up area. At the end of the school day the teacher will help him or her get to the right place. To ensure the safety of all our students, we are asking that all parents who are picking up their child at dismissal time use the pick-up lane and not park in the parking lots. We cannot have students walked to cars in the parking lot; not only does it slow down the pick-up line, it is a safety hazard. We truly appreciate your support and cooperation with this procedure.

### **Emergency Drills:**

Drills occur each month during the school year. They are a very important part of our overall safety plan for the school. Usually one drill each year is announced, otherwise they are unannounced. When we're having a drill, students must remember to follow all teachers' directions exactly. Students should not talk during drills so they

can listen to instructions. All building occupants are to walk during the drill. Emergency drills include evacuation (aka fire), lockdown, secure school and shelter in place. Students will be taught procedures for each type of drill type by their classroom teacher.

### **Free and Reduced Lunch Program:**

Guidelines and application forms for the Free and Reduced-Cost Lunch Program are available on the District website. Completed applications are to be submitted to Mr. Andrew Galli in Central Office. He can also be reached at (203)291-1407. All matters pertaining to this program will be handled personally and confidentially.

### **Illness:**

Parents are requested to keep children with colds home for at least the first 48 hours. Children complaining of sore throats, vomiting, skin eruptions or fever should remain home for 24 hours or until the symptoms disappear. Children with encrusted red lesions of the skin, especially around the nose, mouth and ear lobes, may be excluded from school by the school nurse. Students can return after the lesions have cleared, or if they obtain a physician's written statement (following a personal diagnosis) that the condition is not contagious.

<p><b>PARENTS ARE REQUIRED TO NOTIFY THE SCHOOL HEALTH OFFICE IF THEIR CHILD HAS A CONTAGIOUS DISEASE.</b></p>
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### **Insurance for Students:**

Insurance is one way of protecting you and your family if your child has an accident at school. A comprehensive school accident insurance policy is offered to the students each fall. This policy is strictly optional. At the beginning of the school year, applications bearing full details are sent to the parents. Parents are requested to pay by check or money order, **payable to the insurance company** (not to the school). Return all completed forms to the school office.

### **Lost and Found:**

Items left on the playground or in the cafeteria are brought to the Lost & Found. If your child loses something, please check the Lost & Found area outside the cafeteria. We encourage you to label all personal items such as boots, mittens, jackets, backpacks, and lunch boxes, so that it will be easier to return them. If an item is left on the bus, please check for it at the bus garage in front of Hurlbutt first. A couple of times a year, any unclaimed items will be donated to a charitable institution.

### **Lunch Program:**

Students can either bring lunch from home or buy a lunch. Lunch includes the main entrée, a side dish, milk or 100% fruit juice, and unlimited fruits and vegetables. Milk or juice and snack can also be purchased a la carte in the cafeteria. For 2017-2018 a full lunch costs \$3.05.

Children use account numbers or cash to pay for lunch. There are many advantages to using the account number. All children are able to move quickly through the lunch lines, and it makes our lunch program operate more efficiently and effectively. In addition, children who arrive at school without lunch are allowed to pay the following day.

The Weston Public Schools have enrolled in an internet-based service called Café Prepay. This service is a website where you can pay for your child(ren)'s school food services using your Visa, MasterCard, Discover or American Express. Participation in this service is voluntary and you may enroll at any time.

Café Prepay enables parents to keep track of their child's account balance. In addition, the website offers Automatic Replenish when the student's account balance goes below a specified amount. Using "automatic replenish on low balance", the student will never run out of money.

Conversely, your credit card will not be charged until the student's balance goes below the specified dollar amount.

Café Prepay also enables you to view your student's participation report, which means you can monitor your child's spending and see exactly what (s)he's eating each day (via the Participation Report link).

Please visit [www.cafeprepay.com](http://www.cafeprepay.com) to set up your child's account.

At the end of the current school year, your child's ending account balance becomes their opening balance for the following school year.

If your child is leaving the Weston Public Schools and their account balance is \$20 or more, you will be entitled to a refund. Please contact the Food Services office at 203-291-1438 to discuss your options.

### **Lunch/Recess:**

All students will have 50 minutes for lunch and recess. Although our cafeteria has the capacity to serve an entire grade level, we serve half the grade while the other half has recess, and then the children will switch. This results in a calmer lunchroom and calmer playground.

**Note:** In the case of inclement weather, students will have indoor recess and lunch will remain the same.

### **Nurse:**

Our school nurse has an office near the Main Office. If a child needs more than a band-aid or simple medicine, he or she may call you. We will make every attempt to contact you in the case of an emergency. If you cannot be reached, your family physician, school physician, or emergency contact person will be called. It is very important that your child's emergency information is current and accurate. If, during the year, emergency information changes, please notify the Main Office, where all emergency information is kept on file.

Board of Education policy 5141.21 states that medications requiring distribution during school hours must be:

1. Brought to the nurse by a parent.
2. Brought in the original pharmacist's container.
3. Accompanied by an authorization signed by the child's physician.

**Note:** Health personnel will screen the hearing of all students in third and fifth grade. Students failing the screening will be further tested by our Speech and Hearing Clinician.

Vision screening for all students is conducted by school health personnel each fall.

### **Pick-up Procedures:**

At the end of the day (3:15) all pick-up students are sent to the pick-up area where they wait to be dismissed by the staff. Please help us dismiss your children safely and quickly by following the established procedures described below:

- All students being picked up gather in the first floor hallway where they are supervised by staff.
- When you arrive at the pick-up location in front of the school, a staff member will call into the school and your child will be dismissed to your car.
- For safety reasons, we will not permit children to walk to a parked car in the parking lot by themselves.

- You must remain in your car and wait for the line to advance to where the staff boards the children. Walking in between cars in the parking lot is dangerous. Please follow the directions of the staff members when asked to move your car to the front of the car loop. Never park your car in this line and leave it unattended!
- After picking up your child, turn left to the main entrance of the school, passing a school bus with the lights flashing is illegal and could result in a \$450 fine for each bus you pass.
- Students need written permission by a parent or guardian to walk off campus.
- If you are picking up your child unexpectedly, please report to the main office prior to 3:00 p.m. and let the secretary know.

**Parking in a handicapped parking space is illegal unless you have an appropriate handicapped parking permit. The local police department notices if a vehicle is parked illegally in these spaces.**

**School Early Dismissal:**

For early dismissals, children will go home at 12:35 p.m. In the case of an early dismissal due to inclement weather:

- We will honor all dismissals recorded on Dismissal Manager with a cut-off of 10:00 a.m.
- Children go home on their regular bus unless noted on Dismissal Manager for that day.
- All after-school activities are cancelled.
- The building is closed to Brownies, Girl Scouts, Boy Scouts, sports teams, etc.
- Children who normally go to a day-care center are sent there.
- All children are dismissed at 12:35 p.m.

It is rare that school is dismissed early without prior notification. Announcements will be made on:

- The district-wide K-12 alert system
- The school system’s web site: [www.westonps.org](http://www.westonps.org)
- The district recording at telephone number 291-1463
- Local radio stations listed below
- Television channels listed below

Announcements are typically available after 6:30 am.

WNLK	1350 AM	Norwalk	WMMM	1260 AM	Westport
WEFX	95.9 FM	Norwalk	WEBE	108 FM	Westport
WICC	60 AM	Bridgeport	WEZN	99.9 FM	Bridgeport

Channel 30 - Connecticut News  
 Channel 28 - Cablevision-Fairfield County  
 Channel 8 - WTNH - New Haven

**Note: Please use these resources before calling the office.**

**Note:** Making a contingency plan with your child in the event of an unscheduled early dismissal will be comforting to everyone including your child. We urge you to discuss such a plan with your child prior to a school “emergency.”

**Traffic:**

In an effort to decrease the amount of traffic and congestion around the school, we strongly urge you to have your children ride the school bus. When more children ride the school buses, we have fewer children arriving

late to class, less parent frustration, and less chance for accidents. If you must drop off or pick up your child on a regular basis, we expect you to:

- demonstrate to your child that you are a respectful driver by following the traffic rules established by the local authorities.
- exercise patience and courtesy, especially at the end of the day when we experience a high volume of traffic.
- park only in authorized parking zones.
- remain in your car when in a “pick-up” line so we can keep traffic moving at a pace that’s efficient, safe, and comfortable for everyone. Leaving your car unattended will only add to the frustration of those waiting behind you and compromise our ability to safely direct traffic.

All cars parked illegally are subject to ticketing. The fine for illegally parking in a handicapped zone is more than \$100 if ticketed.

### **Visitors to School:**

The doors of Weston Intermediate School are locked and monitored by cameras during the school day. Visitors must use the button at the front door to be “buzzed” in and are to abide by the established administrative regulations governing their arrival, presence, and departure so that the learning, welfare, and safety of the students in the schools is not compromised. All visitors, including parents are required to report to the school’s Security Desk before walking through the halls or visiting classrooms. They are required to sign in and out of a Log Book. They also need to wear a visitors’ identification tag while they’re in the school. Being mindful of the learning that is occurring in the classrooms, please remember, that you may not visit a classroom unless you have an appointment with the teacher.

On occasion, we're asked by parents to have cousins or friends of students visit the classrooms for a day. This practice brings with it some insurance and liability questions, therefore it is not allowed.

### **Volunteers in School:**

We are extremely lucky to have parents who enjoy sharing their talents, hobbies, skills, and creative energy for the benefit of our students. We encourage you to become an active member of our school community by responding to the PTO’s invitation to volunteer. If you’re looking for a volunteer opportunity that can make a difference in the lives of young children, be sure to let your child’s teacher or the PTO know.

We also enjoy inviting anyone who is professionally linked to reading, writing, publishing, illustrating, etc., to give presentations to our students in the LLC. If you are in such a field, or know someone who is, consider sharing those special talents with our children through an LLC presentation. The LLC relies heavily on parent volunteers to help students check books in and out. Please contact the PTO LLC Coordinators if you would like to volunteer in this exciting learning center.

For security and insurance purposes, all volunteers are required to sign in and out in a Log Book located at the Security Desk and wear a visitor sticker.

We expect all staff members to question adults who do not wear name tags. This practice is intended to protect our children. We hope you understand and support our staff in this matter.

### **Withdrawals:**

If you intend to withdraw your child(ren) from WIS, please contact our front office staff as soon as possible. They will need the name of the town, state, and school in which your child will be enrolled. The preparation of transfer papers and school records can then be completed and sent to the new school in a timely manner.

## Student Rights and Responsibilities

### STUDENT RIGHTS

Each student of the Weston Intermediate School community has the right to:

- Participate in worthwhile learning activities at school
- Freedom from cruel teasing and put-downs
- A safe, calm, clean, and orderly learning and playing environment
- A fair turn in the classroom and on the playground
- Make mistakes without being ridiculed by others
- Seek help from adults who are here to help you
- Dignity and respect from others

### STUDENT RESPONSIBILITIES

Each student of the Weston Intermediate School community is responsible to:

- Come to school prepared with necessary tools, completed homework, and a willingness to learn
- Avoid fights or verbal abuse of other students
- Be fair and accepting of others
- Work and play safely
- Work to the best of your ability, taking pride in your effort
- Use appropriate and acceptable language
- Be kind, courteous, helpful, and respectful of others
- Share equipment and materials fairly, and use them properly
- Respect property, especially things that do not belong to you
- Cooperate with your schoolmates and adults who want to help you
- Speak out when you witness unfairness or offensive language or misbehavior of others
- Be a good sport whether you win or lose
- Be truthful with everyone

### Allergies:

Please be aware that there is an increase in prevalence of potentially life-threatening food allergies among school children. We have specific protocols in place to address the effective management of food allergies in the school setting.

A plan has been established for each child who has a food allergy including peanut/nut allergies. As part of these plans, designated classrooms have been identified as peanut free. Thus, no nut products or ingredients will be allowed in those classrooms. Additionally peanut/nut-free tables are located in each cafeteria, and the tables are cleaned using special disinfectants and throwaway cloths. All allergies are noted in the food service computer system to alert the food service staff and other cafeteria personnel.

For additional specific information, refer to Board of Education policy and regulation; Accommodating Students with Special Dietary Needs (Food Allergies) 5141.24(a). For a copy of the policy, stop by the WIS main office.

## **Behavior:**

We expect **all** students and adults to be treated with kindness and respect. To that end, at Weston Intermediate School we have adopted five broad rules (with the acronym of PRIDE) to govern the behavior of all members of our school community.

- **P**ersonal Accountability
- **R**espect
- **I**ntegrity
- **D**iscipline
- **E**ffort

As parents, if you could remind your child that:

- Teasing and making fun of others is inappropriate and unacceptable.
- It is important to listen to adults and follow directions. If your child disagrees with an adult, they should respectfully ask for clarification and a time to discuss the problem in more detail.
- It is important to demonstrate good manners and be polite to all members of the WIS community.
- They should use words that are suitable to school. Swearing is inappropriate and will be addressed by the staff.

If a student acts inappropriately, that child meets with a teacher and completes a Student Reflection Form that goes home for parents to sign. This is a tool for home-school communication that allows parents and teachers to work together to help children make better choices. If a child continues to misbehave, depending on the nature of the incident, a school counselor or administrator may become involved. A follow up meeting could be set up to help solve the issue and help the child.

## *School Bus Rules*

- When waiting at home for the bus, children should stand in a safe place away from the road and stay in this safe area until the bus comes to a full stop.
- After getting on your bus, children should find a seat quickly and sit down so the bus can continue its trip to school. When the bus is moving, children must stay in their seat at all times.
- Many of Weston's roads are curvy and narrow. Therefore, at no time should children stick their arms or head out of the bus windows.
- A school bus aisle is less than three feet wide. Children cannot keep books, clothing, instruments, school projects, etc., in the aisle.
- After being dropped off at their bus stop after school, children must walk away from the bus before it moves ahead. They should not check the family mailbox until after the bus has left the bus stop.
- Over the years children have enjoyed attaching a variety of gadgets to their backpacks or book bags. They are potentially a safety hazard when boarding or exiting a bus. We reserve the right to ask a child to remove any object we deem to be potentially dangerous to his or her safety or to the safety of others.
- Students should speak in normal voices. Screaming is not acceptable.
- Food and snacks are not allowed on the bus.
- Electronic devices can be used to communicate with caregivers, listen to music with headphones, or to read. Social media and games are not permitted.
- Students are prohibited from throwing any objects.

**Note:** Students must listen and be respectful to the bus driver and any aides on the bus at all times.

If a student is reported for misbehaving on the school bus one time, the principal or assistant principal will give a warning. If the student misbehaves a second time, he or she is given an assigned seat. If the student continues to misbehave, that student may be suspended from the bus for a period of time that is set by the principal.

### *Cafeteria Rules*

Children must:

- Stay in a seat while eating lunch
- Speak with “inside voices” only
- Stop talking when the lunch duty teacher signals
- Pay attention to the cafeteria aides and teachers when they are giving directions
- Sit with their class unless granted special permission
- Clear space at the table when finished eating
- Clean up spills and get assistance from an adult when needed
- Always obtain permission to leave the cafeteria from the duty teacher.

If children have a hard time following these cafeteria rules, they will meet with one of the administrators and may lose a privilege. Children who continue to misbehave in the cafeteria may spend all of their lunch time with the principal or assistant principal and their parents may be called. If a child can't follow the rules for a third time, that child will not be allowed to eat in the cafeteria for a specific number of days. He or she will eat lunch in the office and parents will be called.

### *Recess Rules*

- Children must always remain in sight of the supervisors and respond promptly to their whistles and instructions.
- Children may not stay inside classrooms without adult supervision.
- Once outside, children must stay outside unless given permission to go in.
- Children should dress appropriately for the weather.
- Children may not interfere with the play activities of others.
- Lacrosse sticks, bats, and hard baseballs are not permitted on the playground for safety reasons.

If children have a problem during recess, one of the playground aides or teachers can help them solve it. The first time a child misbehaves, the student causing the problem will sit out part of their recess time. The second time, the child will meet with one of the administrators and their parents will be called. The third time, the child will meet with the principal or assistant principal, lose recess time for several days, and their parents will be called. Depending on the nature of the problem, one of the school counselors may be asked to speak to the student.

### *Classroom Rules*

Early in the year, each teacher works with her or his students to establish the rules for the classroom. When everyone agrees with these rules and follows them, the classroom becomes a happy, safe place to learn. If a child does not follow the classroom rules, as Weston Intermediate School embraces the Responsive Classroom approach on a school-wide basis, the teacher will work with the student to understand how their misbehavior affects the other students, and what logical consequences result from their action. If the misbehavior is serious, the teacher will ask one of the administrators or one of the counselors to be involved with the student and parents will be called.

## **Bullying:**

Bullying behavior by any student in the Weston Public Schools is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. The definition of bullying is: “Any overt acts by a student or a group of students directed against another student with the intent to ridicule, harass, humiliate or intimidate the other student while on school grounds, on a school bus, or at a school-sponsored activity, which acts are committed more than once against any student during the school year.”

On our website, parents/families can find an anonymous bullying form that can be completed by parents, teachers, or students. If you suspect that your child (or any child) is being bullied, please bring it to the attention of the administration.

We work hard at WIS to proactively engage students in bullying issues including what does bullying mean and what do you do if you are a bystander to a bullying incident.

## **Dress Code:**

There is no formal dress code at Weston Intermediate School: however, students are expected to be neat and clean in appearance and wear clothing that is appropriate for school. Wearing torn, worn-out, offensive (slogan T-shirts), or distracting clothing (beach attire, short shorts, tank tops, crop tops, flip-flops, slides) is not considered appropriate. Open shoes/sandals, or shoes with wheels are damaging to our floors and dangerous on the stairways, blacktop, and wood chip areas. Sports and outdoor clothing belong in the cubby. Hats are not to be worn in the building or during class unless the hat is being worn for religious or health reasons. Please notify the Principal if your student will be wearing a hat for these reasons. Hats may be worn in school on days that the Principal has designated a special day for wearing hats (e.g. “Crazy Hat Day) Sneakers (not “merrills”) are required for Physical Education classes.

## **Electronic Devices and Cell Phones:**

Cell phones, portable music players, and electronic games are not allowed during the school day at Weston Intermediate School. They have proven to cause great distress if they are lost or damaged, and they are very distracting to learning. If you need to contact your child during the day, call the main office, and we will be able to get a message to your child. If a device is seen or heard, the staff will remind the child to put it away. If this occurs a second time, the device will be taken and parents called to come pick it up.

## **Field Trips:**

Field trips are an important part of your child’s learning experience. Each child going on a field trip needs a signed “Field Trip Permission Slip” that the classroom teacher will send home. If a child does not have a signed permission slip (verbal permission is not acceptable), they can not go on a field trip, and we will find alternative activities for them to participate in for the day.

Special clothing may be required for some field trips. Children must understand that field trips are “school” trips and that all school rules apply. Chaperones are sometimes needed in order to provide adequate adult supervision. The classroom teacher is responsible for determining the number of chaperones, and will select those chaperones. No student will be denied the opportunity to participate in any field trip due to financial hardship. Our PTO is very generous in providing funding for this purpose. If you require assistance, call the Principal. Your request will be confidential.

## **Games and Valued Toys:**

Expensive electronic games, toys, and valued personal collections (sports cards, pokemon cards, etc., for example) should be left at home. The school cannot be responsible if these are broken or lost. They have proven to be a major distraction for some children, and these can take away from the learning in the classrooms.

If we feel that games, cards or toys interfere with learning, the teacher may take them from students and return them at the end of the day, so the student can take them home. If fidgets are used in the classroom but are distracting from the learning, the teacher may take them away and return them at the end of the day.

### **Homework:**

Generally students receive homework on Monday, Tuesday, Wednesday, and Thursday nights.

Teachers won't give students more homework than she or he thinks the child can do by his or herself.

Here are some important reminders for your child:

- Homework is the responsibility of the student.
- Parents can help students understand homework assignments, but they shouldn't do their homework for them. Acceptable help includes modeling how to do a problem, clarifying directions, explaining a concept or skill, or reading aloud. Students are also encouraged to contact a classmate for clarification.
- Students should always remember to give their best effort with homework. This includes doing the work neatly and accurately and putting the work in a folder or binder when it is completed.

Board Policy on homework states, "Homework is a necessary and integral part of the instructional program and learning process that allows students to follow through on their personal commitment to academic work. Through meaningful assignments, students develop constructive attitudes and sharpen useful skills. The regular practice of homework requires self-discipline and enables students to function as individuals. Assignments offer opportunities for problem solving and increased learning. Students who benefit most from formal education are those who approach it with curiosity, varied interests, and a willingness to work hard. Homework is an essential part of the individual's learning and development. Yet it is recognized that time must be allotted for physical and social interaction. Teacher feedback on the quality of homework shall be provided on a regular basis as appropriate to the grade and area. Homework activities, differentiated as needed, are designed to accommodate students with learning and organizational difficulties or those with other special needs. *Please see policy on website for more info.*

### *Board Homework Policy #6154*

In the homework "triad" each party has specific roles and responsibilities to accept:

The teacher will:

- Assure that learners have a clear understanding of assignments.
- Provide feedback to the learners.
- Adjust homework for learners as needed.

The student will:

- Ask questions in order to clearly understand assignments.
- Take home appropriate materials needed to complete assignments.
- Complete the homework assignment.
- Bring homework to school and hand it to the teacher.

The parent will:

- Provide a work environment that is conducive to the completion of work.
- Keep younger siblings away from the student doing homework.
- Decide with your child a specific time to complete homework. There is no "best time" to do one's homework!
- Let your child work independently and provide support and encouragement.

- When requested by the teacher, help with occasional special projects.
- Write a note to the teacher when your child is experiencing difficulty with the assignment or project.

### *Homework Assignments by Grade*

The guidelines below reflect the Board of Education Homework Policy #6154:

#### Third Grade:

- Up to 20 minutes nightly reading of good children's literature with your child.
- Up to 30 minutes reserved for daily or weekly assignments such as practicing, memorizing, and reviewing of math facts, activities in reading, language arts, social studies or science, and occasionally, working on independent activities or projects.

#### Fourth Grade:

- Up to 20 minutes nightly reading of good children's literature.
- 30-40 minutes for daily or weekly assignments.

#### Fifth Grade:

- Up to 20 minutes nightly reading of good children's literature
- 40-60 minutes for daily or weekly assignments.

“The time guidelines represent an average nightly figure rather than a minimum or maximum. It should be understood that these guidelines are based on the time it takes the “average” student to complete his/her homework. Students in accelerated programs, AP courses, or Project Challenge will often exceed these guidelines due to the requirements of the course work.”

### *Make-Up Work*

When a child returns from being out of school for a short period of time (1-3 days), the teacher will decide the appropriateness of completing missed homework. For children absent for more than 3 days, the teachers can put together some homework if the parent notifies the school that a long absence is anticipated. Keep in mind that it may take the teacher several hours to pull together assignments and books for your child. Homework assignments can be picked up in the office after 3:30. Teachers expect these assignments to be completed and returned to school.

### **Internet:**

In order for a child to use the Internet at school, parents need to sign off on the parent demographics page in the Parent Portal. This permission is part of the multi-purpose form you receive in the beginning of the school year. If you want your child to have access to the Internet, we MUST have your approval.

### **Pets:**

Animals are not allowed in the building. If children wish to share their pets with classmates, please arrange with the classroom teacher to have a short visit with the pet outside on school grounds. All pets must be in a cage or under some form of restraint.

### **Removal from Class, Suspension and Expulsion:**

If a student is in violation of a publicized policy of the Board of Education or school rules, seriously disruptive of the educational process, or endangers persons or property, they may be removed from the classroom, suspended from school, or expelled from school depending on the severity of the situation. Please see Board of Education Policy 5114 for the policy governing these disciplinary matters.

### **Selling:**

Students are not permitted to sell any item for personal profit. The principal must clear selling items for organizations. No “trading” of toys, cards, etc. is allowed.

### **Technology:**

Every student is assigned a chromebook for their use during the school day. The students will be taught expectations for the proper use and care of their chromebook. Staff monitors the use closely to ensure that chromebooks are used appropriately and safely.

### **Telephone Use:**

If children have to make an important phone call home, they may use the telephone in the classroom with the teacher’s permission or may call from the Main Office. The teacher or one of the administrative assistants can help a child make the call correctly. Remember though, students are not allowed to use the phone to call home if they forget their homework or when they want to make plans to visit a friend’s house. The phone should be used only when it’s absolutely necessary to call home.

**Note:** Cell phones are not permitted at Weston Intermediate School.

## **Communication**

### **Back to School Nights:**

These important nights are scheduled during the fall and are an opportunity for teachers to discuss the academic program with parents. They will also give parents information about the routines of the classroom and what to expect as the year progresses. Please remember that these evenings are not planned for children to attend, and that it is not an appropriate time for a parent teacher conference.

### **Board of Education:**

The Board of Education meets every month (usually the third Monday of the month) at 7:30 p.m. The principal attends each Board of Education meeting along with a representative from the PTO. Meetings are open to the public and have a time for public comment. You might be particularly interested in discussions related to new school program initiative, and policies that may impact your child or the Intermediate School. The board meetings are announced in the Weston Forum and on the school system’s web site.

### **Conferences:**

The conference times have been set aside so your child’s teacher can meet with you to discuss academic and social progress made during a marking period. It’s very important that you attend these informative conferences so you and the teacher can begin to establish a partnership that will serve all the needs of your child. Conferences are usually scheduled close together, so please respect set times so all parents can have a chance to meet with the teachers.

### **K-12 Alerts:**

Parents who sign up for this service will receive e-mail and telephone notification of important information like emergency school closings.

### **Messages to Teachers:**

Each of our classrooms is equipped with a telephone. This phone system enables phone calls to go directly to individual teacher's voice mail. If you send a teacher a voice mail message, keep it short and to the point. **Do not leave messages regarding dismissal plans or to report absences on a teacher's voice mail.** Please leave these messages in the main office, on the attendance line, or through Dismissal Manager. This system is effective when callers give short, concise messages. We expect all staff members to return voice mail messages within 24 hours.

### **Parent / Teacher Organization (PTO):**

Membership in the PTO is open to all parents, teachers, guardians, administrators and other employees of the school. General membership meetings are held monthly (September-May), usually the third Thursday of each month, at 9:30 a.m. in the Cafeteria. Occasionally, these meetings will be held at alternate times.

The PTO also maintains a data base of parent e-mails which they use to keep parents informed of important events, to send the PTO newsletter, and to circulate notices that may be of interest to parents.

The organization is active in the school and needs the involvement, input, and support of parents and teachers to carry out its varied programs. Several fundraising activities are planned for the coming year. The group is also very involved in non-fundraising activities like the Memory Book, Staff Appreciation Day, Field Days, etc.

### **Progress Reports:**

Electronic progress reports are sent home three times a year by classroom teachers (November, March, and June). Teachers of the Fine and Practical Arts (PFA's) report on student progress in the second and third trimester. Reports are intended to allow parents to see how well their child is learning in reading, writing, math, science, social studies, art, music, computer, P.E. and health.

### **School Notices:**

At the end of each week, the PTO e-mails parents a packet of school notices (through their WIStle Newsletter) that contain important information regarding the school and community. In addition important notices are sent home in student backpacks and are available on our school website.

### **Website:**

All WIS teachers have a website and are expected to keep it up-to-date. These web sites can be reached from our district website. Just go to [www.westonps.org](http://www.westonps.org), click on Weston Intermediate School, and the links to classroom web sites should be there. These sites should be very useful to learn about homework, long-term assignments, and upcoming events.

### **WIS Newsletter:**

WIS has a monthly newsletter that details all of the wonderful work happening at WIS each month. It is posted on our website. If you would like a hard copy sent home, let the main office know.

## **Student Activities**

### **After School Activities:**

If your child is participating in an after school activity like scouts, WOW\* or team practice, you will need to enter this information into Dismissal Manager.

*\* Weston's Windows On the World (WOW) Program is an after-school program offered by Weston Youth Services for students who enjoy learning new skills or improving their talents in many areas. In the past classes that have been offered included art, science, chess, theater, music, and magic. Special notices*

*explaining the WOW Program will be sent home during the school year. Contact Weston Youth Services for details about this program. (222-2586)*

Each organization is required to have a procedure in place to notify parents when an activity is canceled. It is the organization's responsibility to contact parents upon cancellation. We will make an announcement at school if we are informed of a cancellation before school dismisses. If a program is canceled and your child does not have an alternative plan detailed in Dismissal Manager (or you haven't notified the office by phone), we will send him/her to the location regularly scheduled for the program. Someone from the organization will be responsible for supervising the children until all of them have been picked up.

We will make every effort to get all children where they are supposed to go at the end of the day. However, we need the help and cooperation of all parents and the organizations using the school's facilities and buses.

**Note:** If your child is to go home on the regular bus in the event an activity is canceled, you will have to communicate this through Dismissal Manager each time the activity meets.

### **Assemblies:**

At Weston Intermediate School we will have assemblies for special guests or student performers. We also have monthly community assemblies centered around character and issues important to our school population. When we come together in large groups for assemblies and special programs, we expect all students to behave respectfully and in a manner appropriate for their age. More specifically, we ask students to:

- Pay attention to the presenter.
- Be polite and show appreciation appropriately (clapping only).
- Sit quietly.
- Participate in the fashion requested by the presenter.
- Ask appropriate questions. Students should raise hands to answer a question, unless the presenter requests a group response.

### **Band, Orchestra, and Chorus:**

In 4<sup>th</sup> grade students have the opportunity to participate in 4<sup>th</sup> grade chorus and to study a string instrument. In 5<sup>th</sup> grade students may participate in 5<sup>th</sup> grade chorus. In 5<sup>th</sup> grade students also have the opportunity to study a wind, percussion, or string instrument. Each of these ensembles will meet before school, and instrumental lessons will occur on a rotating basis during the day. Please look at the notice your child receives for further information.

### **Math Olympiad:**

Math Olympiad is a before school program that is offered to 4<sup>th</sup> and 5<sup>th</sup> grade students who are interested in math and working as a team to solve creative problems. Math Olympiad runs for the whole school year. Look for information in the fall.

### **Mentoring Students Today:**

Every year at Weston Intermediate School we invite Weston High School students to help our students learn better as part of a program called "Mentoring Students Today." All of the high school students who work with us are called "mentors." You might already know some of them because they all live in Weston.

### **Programs During the School Day:**

During the school year, music programs, writing celebrations, classroom plays, and other presentations are held at school. Please look for invitations to these special events.

## **Support and Intervention Services**

### **School Counselors:**

We have one school counselor at the Intermediate School. She visits classrooms, helps to plan school assemblies, and works with children and their parents. Her office is near the Main Office. If a child wants to speak to the counselor, they only need to inform their teacher, so they can arrange a time to meet.

### **Speech, Language, and Hearing:**

There are two speech and language pathologists at our school. Students are identified through the school referral process. When a student qualifies, a school speech/language pathologist may work with the identified child individually and in small groups in developmental language, auditory processing, or remediation of voice and fluency problems.

### **Special Education (PPT) Process:**

Special education services are available to children qualifying for such services under federal and state guidelines. Before any services can be offered, however, parental permission is required and must be received before we can assess and/or plan a special education program for any child. Upon completion of a student's assessment, a planning meeting is held, in which parents are invited to give input into their child's Individual Education Plan (IEP). The Special Education Team offers primary instruction, and remediation of skill deficits through an integrated program in reading, writing, spelling, oral language, and mathematics. The particular structure of the program varies to accommodate the ages and specific needs of individual students. Generally, special education instruction features very small instructional groups, individualized instruction, and the implementation of highly specialized methodologies. Diagnostic services, consultation with classroom teachers, in-class support and direct instruction, are all components of the special education program.

### **SRBI (Scientifically Researched Based Interventions) / RTI (Response to Intervention):**

SRBI (also called RTI) is a regular education intervention program that seeks to help students who are below grade level in specific academic areas. SRBI is a state mandate.

Currently, we offer SRBI in reading, math, and behavior / social / emotional. SRBI is divided into three tiers. The first tier involves classroom instruction. This is implemented by the classroom teacher and based on the premise that if we offer engaging, differentiated instruction, students will learn effectively. The second tier involves more specialized instruction in small groups. This is often a pull out program that is taught by reading and math specialists or special education teachers. The third tier involves more consistent pull out and individualized instruction. Again, this is taught by curriculum specialists or special education teachers.

Universal screens and diagnostic testing are used throughout the year to gauge which students qualify for SRBI support. For students in SRBI, progress monitoring and growth trajectories are used to determine if a student continues in their program, requires more intervention, or can exit out of SRBI services.