September 2018

Dear Parents and Guardians,

Welcome to the 2018-19 school year at Westmoreland Primary School! We are super excited about our new grade configuration here at school. We will serve Grades PreK-2 in our building. We will also host classrooms from BOCES and United Cerebral Palsy.

Please take some time to review our Code of Conduct with your child. We invite you to join with us in helping to establish the skills in our early learners that will follow them throughout their lives. We are proud of our community and work each day with our students so that they will become active and responsible members of our learning community. We celebrate the unique qualities that each child brings with them to school. This year, we will have a “Hall of Success” where students will share their personal stories of success both in and out of school.

We will continue our theme of Read for Success as well. We believe reading is key to developing a love of learning, and it is our job to build that foundation here in early childhood.

Our PTO will be sponsoring family STEAM nights throughout the school year. More information on this to come! Please join the PTO community. They give back so much to our kids!

If you are interested in volunteering, please call the school @ 315-557-2637. Check out our website for updates and we’re on twitter @westmoelem. If you have any concerns, please feel free to contact me at school.

Thank you for entrusting your child(ren) to us. Welcome to Westmoreland Primary!

Mary Anne O’Connell
## Elementary Dates to Remember 2018-2019

### September
- Tues. Sept 4th Kindergarten Orientation  6:00 pm
- Thurs. Sept. 6th First Day of School
- Wed. Sept. 12th Meet the Teacher Night PreK-2  6:00pm

### October
- Fri. Oct 5th Individual Picture Day
- Mon. Oct. 8th Columbus Day-No School
- Sat. Oct 13th PTO Craft Fair
- Fri. Oct. 19th Superintendent’s Conference Day– No School
- Fri. Oct 26th PTO Trick or Treat  Night 6:00pm

### November
- Tues. Nov 6th Upper Elementary Picture Re-take Day
- Thurs. Nov. 8th Evening Parent-Teacher Conferences-Dismissal @ 12:00pm
- Fri. Nov 9th Afternoon Parent-Teacher Conferences-Dismissal @ 12:00pm
- Mon. Nov. 12th Veteran’s Day-No School
- Fri. Nov 16th Afternoon Parent-Teacher Conferences-Dismissal @ 12:00pm
- Nov. 21st-23rd Thanksgiving Recess

### December/January
- Tues. Dec. 4th Santa’s Workshop ZI3 Upper Elementary School 6:00-7:30pm
- Fri. Dec 14th PTO Family Bingo
- Dec 24th-Jan 2nd Winter Recess-No School
- Mon. Jan 21st Martin Luther King Day-No School

### February
- Friday Feb 1st  Report Cards go home
- Feb 18th-22nd Mid-Winter Recess No School
- Thurs. Feb 28th Class Picture Day

### March
- Mon March 4th-Friday March 8th Kindergarten Registration
- Fri. March 15th Superintendent’s Conference Day-No School

### April
- Friday April 19th-Friday April 26th Spring Recess-No School
- Friday April 26th-Report Cards go home

### May
- Mon May 27th Memorial Day-No School

### June
- Mon. June 24th K-6 Olympic Day (Raindate: Tues June 25th)
- Wed. June 26th Last Day of School
**Westmoreland Primary School**

Principal/Coordinator for Special Education........Mrs. O’Connell  
Superintendent..........................................................Mr. Migliori  
Elementary Phone..........................................................315-557-2637  
District Office Phone..................................................315-557-2614

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**Welcome To Our School**

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<thead>
<tr>
<th>Kindergarten</th>
<th>First Grade</th>
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<tr>
<td>Mrs. Bova</td>
<td>Mrs. Beck</td>
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<td>Mrs. Chesebro</td>
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**Teacher/Area**  
Ms. Paravati  
Mrs. George  
Mr. Hoffmann  
Mrs. Gutowski  
Mrs. Brown  
Mrs. Scoones  
Mr. Williams  
Mrs. Cleveland  
Mr. Cieri  
Mr. Cardillo  
Mrs. Livermore  
Ms. Burrows  
Mrs. Riggles  
Mrs. Reynolds  
Mrs. Bevins  
Mrs. Kiss  
Ms Christopher  
Mrs. Maynard  
Mrs. Brown  
Mrs. Nestved  
Mrs. Roach  
Mrs. Acee  
Mrs Murphy

**Program**  
Grades K-2 Special Education  
Social Worker  
School Psychologist  
Music  
Nurse  
Response To Intervention Specialist  
Physical Education  
Physical Education  
Computer Specialist  
Computer Operator Aide  
Librarian  
Speech  
STEAM  
Coding  
Art  
BOCES Special Education  
UCP PreSchool  
Small Blessings PreSchool

**Secretary**  
Mrs. Nolan

**Teaching Assistants**  
Mrs. Premo  
Mrs. McCarthy  
Ms. Riley

**Transportation Supervisor**  
Mr. Sweeney
Attendance: Every student registered is expected to be in school each day from 8:45 A.M. to 3:10 P.M. unless they have a legal excuse. If you plan to pickup your child, pickup time is 3:10. Daily attendance is necessary to achieve academic progress and excessive absenteeism makes it difficult for a child to achieve their potential. Upon arrival, all students enter the building and may not leave school grounds until the end of the school day unless an authorized permission has been given.

Absences and Excuses: If your child is going to be absent, please call the elementary school at 557-2637 by 9 A.M. If we do not hear from you, we will call you to confirm the absence. A written excuse from you is required when your child returns to school from an absence. If an excuse is not received within 3 days of their return, the absence will be marked illegal.

Only the following constitute legal excuse for absences:
- illness
- serious illness or death in the family
- medical or dental appointments
- religious observance
- impassable roads

The following are not excusable absences in accordance with state attendance laws:
- vacations
- shopping trips
- over sleeping
- missed bus

Attendance Policy: Children develop good attendance habits during their early school years. To support that, we will be tracking your child’s absences and reporting them to you. If you feel your child is having adjustment issues that are impacting his/her attendance, please contact us at school. We have many people that are here to assist. If the total number of absences exceeds 15, we will discuss attendance needs and problems with you. If the number exceeds 25, we will consider whether the situation needs to be reported to Social Services.

Late arrivals: If your child is late coming into school, the child, accompanied by their parent should report to the office and sign in before going to class.

Leaving school early: This is possible if the student brings in a note from their parent/guardian requesting that he/she be excused at a stated time. This note must be brought to the child’s teacher who in turn will send it to the office. Parents are asked to schedule doctor and dentist appointments so they do not conflict with school hours. If your child is to be dismissed early, he/she will be allowed to leave only with someone whose name appears on the Family Information Sheet. Individuals not known to school staff will be asked for identification. That person should come into the school office to sign the child out. If the child returns before the school day is over, the adult should return with the child to the office and sign them back in.

Early Arrivals: Please note that there is no supervision available before 8:30 AM. Please do not arrange to have your child report to school before that. If you need a permanent option for early morning supervision, check out the YMCA Before and After School Program.
Snow Days and other Emergency Closures: The decision to close school because of adverse conditions is not made lightly or easily. District staff and the town highway department personally review the road conditions. The superintendent makes the final decision after consulting with those who have checked the conditions. The news media is then informed of the decision, normally by 6:30 am. Changing conditions may indicate a delayed opening is preferable which means that buses would arrive 1 or 2 hours later than normal, while dismissal would remain the usual time. If conditions occur during the day requiring early dismissal, the news media are informed and every effort is made to phone parents of kindergartners. In addition to television, listen to the following radio stations for up to date information:

- WIBX 95 AM
- WRUN 11.5 AM
- WTLB 13.1 AM
- WNYZ 98.7 FM
- WUTF 1550 AM
- WFRG 1450 AM or 96FM
- WUUU 102 FM
- WRCK 107.3 FM
- WKGW 104 FM
- WOUR 96.9 FM

Custody: In cases of divorce or separation, New York State law requires that both parents have equal rights as far as their children are concerned. If you have a court order that limits the rights of one parent in matters of custody or visitation, please bring a copy to the office. Unless your court order is on file with us, we must provide equal access to both parents.

Transfer and Withdrawals: If you move, please contact the school secretary at least one week in advance. Upon request from your new school, your child’s complete school records will be sent.

Student Records: The parents or guardians of any student are entitled by law to access their child’s school records. If you have questions or wish to review your child’s records, please contact the school office.

Phone Calls Home: Students are not encouraged to call their parents for forgotten books, lunch money, instruments etc. If circumstances require a student to call, the call must be made from the office under the supervision of office staff.

Cell Phones: Students are not allowed to use cell phones in school. They will be taken by staff and parents will be notified to pick them up.

Visitors: All parents, salesmen, and visitors MUST SIGN IN AND OUT in the office and receive a visitor’s pass. The only exceptions are on Olympic Day, Kindergarten Family Day, special plays or other class events where a number of parents are invited.

Parking: The circle drive in front of the school is for buses and emergency vehicles only. Please park your car in the designated parent parking spaces.

Student Address and Telephone Requests: Many times we receive requests for addresses and telephone numbers of students for birthday parties etc. This information is confidential and school personnel may not give them out. The elementary school does not give out address or phone lists to anyone.

Living Creatures: Living creatures are only allowed to visit your child’s classroom if the classroom teacher has given prior approval. If approved, please inform the Main Office of delivery and pick up times because children may not transport animals on the bus.

Make-Up Work for Absences: In general, students are held responsible for work they have missed due to any type of absence. Parents may pick up assigned work at the close of school on the day a child is absent provided they have called by 11:00 AM to enable the teacher time to assemble the work.

Family Vacation/Make-Up Work Policy: Underlying beliefs: When children miss school, they miss instruction as well as class work and practice time. It is not always possible to know in advance exactly what will be covered because teaching/learning is a dynamic process and timing as well as content may vary from plans. In order for students to successfully complete some assignments, reading material and/or assistance may be required. However, some subjects such as spelling and some assignments may have require little instruction. Policy: When students will be gone for an extended period of time on family vacations, they can work on standing assignments if assigned by their teacher. No other work will be given to students before leaving for vacation. Upon return from vacation, they will be given other work done in class and allowed up to 5 days to complete the work. They will be given notes, reading materials, peer tutoring and teacher assistance if time is available. Parents will need to provide extra support also to help their children complete missing assignments.
**Items Not Allowed:** Students may not bring any type of electronic equipment such as cell phones, electronic games; collectable items or equipment of any type to school. The school is not responsible if they are brought to school and are lost, stolen, or damaged. **Any type of weapon or toy resembling a weapon is not allowed in school.**

**Lost and Found:** A lost and found box is located in the cafeteria. Unclaimed items will be kept in the office for a day, then placed in the box.

**Art:** Our art teacher provides lessons so that students may discover and appreciate the visual world as a means of expression. Through art lessons and experiences, students gain self-confidence in their abilities to expressing themselves creatively. Our art teacher integrates 21st Century skills in her lessons and supports the general curriculum as well as our Science Curriculum.

**Computers and the Internet:** Westmoreland Elementary School is proud of its efforts to bring the benefits of technology into the classroom. Beginning in Kindergarten, students will be participating in a Coding Class each week. This will give our students the opportunity to develop programming skills from Kindergarten on. Our computers are networked which means they share programs and each child can maintain folders of their own work in their classroom. In addition, the computers in each of the classrooms have Internet access so the students can learn to use it for research. Access to the Web is somewhat limited on our computers, and teachers provide visual supervision while children are on the Internet. Never the less, you will be asked to give your permission for your child to use the Internet.

**Music:** Our music teacher provides a variety of musical experiences to the students as they gather the basic skills related to musical performance. Examples of these experiences include movement, dance, theater and performance. Our music teacher also works with teachers to support the work that is being done in class.

**Library/TLC:** The school library and TLC (Think-Learn-Collaborate) Lab exists to support our educational philosophy and curriculum goals of the school. Students learn skills related to the use of the center, as well as having the opportunity to read and check out books of personal interest. Students are encouraged to take out books, magazines and other items from the library. These must be returned in good condition on the due date. Overdue slips are sent home weekly so parents can assist their children in keeping track of items and see they are returned. Any item that is returned damaged beyond repair, or that is not returned at all will need to be paid for.

**Physical Education:** The physical education program provides each child with a variety of selected activities to meet the child’s growth needs. In recognition of the importance of these activities, physical education occurs every day for 35 minutes a day. Activities include physical fitness development, health, nutrition, human growth and development, dance, team sports, and games. Students in all grades need to have sneakers to participate in PE class.
**Field Trips:** In addition to regular classroom experiences, most students will also participate in occasional field trips. These are scheduled well in advance and you will be asked to sign a permission slip to allow your child to go. Chaperones are always needed also, so ask the teacher if you'd like to help out!

**Textbooks:** Textbooks are furnished for all students. These books represent an annual investment of thousands of dollars for the district. Once books are numbered and signed out to each student, that student is held responsible for returning the books in good condition. Students are encouraged to cover their books. A student who loses or damages a school owned book beyond use, would be obligated to pay a replacement fee. The money must be paid before the student will be issued another book.

**School Lunch and Breakfast Programs:** We know that people have become more and more concerned about nutritional intake and fitness. The food we eat supplies our bodies with the nutrients we need for energy and a healthy mind and body. Therefore breakfast and lunch are very important parts of each student's day. Our food service department offers both breakfast and lunch to students at full price, reduced price and for free depending on economic eligibility.

Educational research has consistently shown that a nutritional breakfast will assist a child with concentrations and learning throughout the morning. Without a proper breakfast, learning can become difficult in spite of the best teaching and instructional tools available. The breakfast program provides your child with a minimum of 1/4 of the child's RDA's (recommended dietary allowances).
**Lunch Procedures:** Lunches are served between 11:00 and 12:30pm with the younger children eating first. Each grade level has a 25 minute lunch followed by a 25 minute recess. Students may bring or buy a lunch. Beverages and snacks are available to all. Aides are responsible for supervision during lunchtime.

**Breakfast Prices**

Regular price:.....$1.25  
Reduced price (if eligible).....$.25  
Free (if eligible)

Breakfast is served when the children enter the school building from the buses.

We like to promote good nutrition by encouraging the children to eat a school lunch which is specifically designed to meet 1/3 of the RDA’s (recommended dietary allowances). The RDA’s are set by a committee selected by the National Academy of Science and approved by the National Research Council.

**Lunch Prices**

Regular price...$2.50  
Reduced price (if eligible)…$.25  
Free (if eligible)

An application for free or reduced price lunches is available and can be sent to the school as soon as possible. Applications must be returned for processing on or before Sept. 30. Approval is based on income and the number of dependents in your household. All students will be charged full price if their application is not on file and approved by Oct. 1.

**Snacks:** Nutrition is a primary area of concern when we talk about snacks. No sweet cakes or cookies will be available. All chips will be baked. Only fruit juices will be sold. Ice cream will be available.

If you send snacks to school with your child, you can promote healthy eating habits by including things like fresh fruits and veggies, crackers, fruit bars, cheese, raisins, graham crackers, pretzels and popcorn.
Bus Transportation: All students who reside in the district are eligible to ride a bus to and from school. You will receive notice of your child's bus number and pick up time. Please review the following rules with your child to help ensure their safety while waiting for and riding the bus.

1. Students should be waiting at their stop 5 minutes before pick up time and dressed appropriately.
2. Students should walk to their bus.
3. Students should obey the bus driver.
4. Students should keep their hands and head inside the bus.
5. Students should avoid horseplay and loud noises.
6. Students should not distract the bus driver.
7. Students should not eat or drink on the bus.
8. Students should walk out in a single file when leaving the bus, keeping away from the side of the bus as it pulls away.
9. Students who need to cross the road should cross at least 10 feet in front of the bus so the driver can see the student.
10. Students should avoid going to mail boxes after they are dropped off from the bus.
11. Boom boxes, walkmans, radios, electronic games and all electronic equipment are not allowed on buses. The Transportation Department is not responsible if they are brought on the bus and get lost, stolen or damaged.

To assist in monitoring student behavior, boxes to house video cameras have been installed on all buses and the district rotates several cameras among buses during the school year.

Students who repeatedly fail to follow these rules may be subject to a 3-day transportation suspension. If the problems continue, a permanent transportation suspension may result. During the course of a transportation suspension, it is the responsibility of the parents to provide transportation to and from school.

Other Important things to Know:
1. Every effort will be made to ensure an adult is home when the children are dropped off.
2. However it is the responsibility of the parent/guardian to have someone home or to make other arrangements with the school.
3. Students are not allowed to ride another student's bus to visit friends or attend parties or other such social events.
4. If it is necessary to change a pick up or drop off point because of baby-sitter needs, please contact the transportation supervisor for approval. Requests must be of a consistent nature. We will not be able to pick up or drop off children at different places on different days.

Here's How to Cross The Road

**FOLLOW THE 10 FOOT RULE:**

1. **WALK** - 10 FEET BEYOND BUMPER AND CROSS IN FRONT OF BUS
2. **STOP** - IN LINE WITH THE DRIVER AND WAIT FOR THE SIGNAL TO CROSS
3. **CHECK** - FOR TRAFFIC BOTH WAYS - THEN CHECK AGAIN
4. **CROSS** - WALK DIRECTLY ACROSS AND KEEP ON CHECKING TRAFFIC BOTH WAYS
Supporting Appropriate Behavior at Westmoreland Elementary School

In order to achieve a safe and respectful learning environment for students, Westmoreland Elementary School teachers, parents and administrators have put together a program that teaches, supports and encourages appropriate behavior in a variety of ways.

Basic Elements of the Program

Our school philosophy is that everyone plays a role of responsibility in creating a “Caring Community” and that other people matter. Teachers, administrators and other staff model and teach responsible behavior and students are provided with a variety of supports to learn how to become responsible learners and members of the school community. By supporting the school’s discipline program, parents also become part of this team.

Key to the success of the school’s efforts to teach responsible behavior is the use of three basic school rules which all the students know: be kind, be safe, and do your job. As students mature, these three rules include more specifics, but starting from kindergarten, all students begin to learn what they mean.

Be kind refers to how the students are expected to relate to each other. Students are taught to treat each other with respect, handle conflicts in a constructive fashion and contribute to a positive environment for all.

Be safe refers to acting in ways that ensure one’s own safety and that of others. Students are taught to be aware of their environment, think about consequences of their actions, and to make choices that insure that no one will get hurt either accidentally or on purpose.

Do your job refers to academic performance requirements. Students are taught to focus on classroom active lies, and complete their assignments in an orderly and timely manner using their best effort.

In addition, students also learn that certain behaviors are clearly against the rules, and they will receive consequences for engaging in those behaviors. Unacceptable behaviors include but are not limited to: fighting, threatening, teasing and harassing others, refusing to follow directions, disrupting others, using inappropriate language, stealing, vandalism, having or using any type of weapon, illegal behaviors, etc. Consequences are in place that respond to the level of severity and repeat incidents of problematic behaviors. Students will also participate in anti-bullying activities to further support our “Caring Community”.

Students are also encouraged to think about these behaviors as something they have control over and can change. As part of the discipline process, may talk to staff like the School Social Worker, Counselor, or School Psychologist. With these basic ideas in mind, various policies and programs have been put in place to establish an environment that teaches, supports and encourages appropriate behavior and responds to unacceptable behavior in a manner that teaches responsibility. Student Dress Code: Students shall be dressed in a manner that is safe, appropriate and that does not disrupt or interfere with school functions by calling undo attention to the person. Shoes are required at all times and hats are not allowed except for religious or medical reasons. Flip flops are not allowed on the playground. It would be helpful if students had sneakers at school if they wear flip flops to school. Transparent clothing or items that expose the midriff are not acceptable. Items shall not be vulgar, obscene, make a negative statement about any individual or group, or encourage violent or illegal actions. No depiction of drugs or alcohol is allowed. If a student is wearing something that is not acceptable, they will be required to modify their appearance by removing or covering the item, and replacing it with an acceptable one.

Responses to Unacceptable Behavior to Teach Responsibility

Unacceptable behavior is responded to in a progressive manner.

I. Inappropriate behaviors such as failure to follow instructions, minor classroom disturbance, arguments, disagreements and minor fights, teasing, inappropriate language, etc. are dealt with by the teacher’s Classroom Management Systems. Persistent or more challenging problems may require Behavioral Plans and parent contact.
Classroom Management Systems include consequences for unacceptable behaviors. Teachers may also ask you for your active assistance in helping your child develop appropriate classroom behaviors.

II. More persistent or extreme problems such as major fights, creating an unsafe or dangerous environment, insubordination, interfering with the teacher’s ability to teach, threats, the use of weapons, stealing etc. will require firmer actions including administrative involvement, out of classroom instruction, and out of school suspension depending on the severity of the problem.

Administrative Involvement: A student who has a pattern of difficult behavior may be referred to the principal who will discuss the issue(s) with the student and decide on appropriate action. The principal may ask for a parent conference in order to establish a close working relationship with you in regards to student behavior. Other strategies might include the use of behavioral contracts and individualized point systems to encourage motivation, the teaching of skills to handle problematic situations, and mediation.

Teacher Referral to Out of Classroom Instruction: Students who are extremely or persistently disruptive or who pose an extreme threat or danger to others may be removed from their classrooms. During this time they will be given the opportunity to do their class work in a setting determined by the principal. Parents will receive written notice of such removals and may meet with the principal and teacher to discuss the situation further.

Suspension: If a student exhibits extreme or dangerous behaviors, creates a substantial disruption, makes threats, brings a weapon or illegal objects to school, or engages in illegal activity, the principal may choose to suspend a child from school for up to 5 days depending on the seriousness of the infraction. Parents will be notified by phone and officially in writing and the student will not be allowed back in school until the child and the parent have met with the principal. A suspension of 5 days could also result in a superintendent’s hearing for further appropriate action.
Physical Force Policy: The New York State Board of Regents took action in 1985 to prohibit the use of corporal punishment in the state’s public schools. The rule adopted states: “No teacher, administrator, officer, employee, or agent of a school district in this State, or of a BOCES, shall use corporal punishment against a pupil.” Corporal punishment is defined as “any act of physical force upon a pupil for the purposes of punishing that pupil.” It is the policy of the Board of Education of the Westmoreland Central School District that to maintain order in the school, reasonable physical force may be administered or used by a teacher, administrator, officer, employee, or agent of the system as permitted by the following reasons:

1. to protect oneself from physical injury
2. to protect another pupil, teacher or any person from physical injuries
3. to protect the property of the school or others
4. to restrain or remove a pupil whose behavior is interfering with the orderly performance of School District functions, if that pupil has refused to comply with a request to refrain from further disruptive acts.

In such cases, such physical force shall be used only to the degree necessary to accomplish the purpose for which the action is taken.

Health Office Information:

Immunizations: New York State immunization requirements for entrance to school are:

- **Polio** - 3 or more doses of oral Sabin Vaccine or 4 doses Salk Vaccine
- **Diphtheria** - Usually given as DPT or DT - 3 or more doses.
- **MMR** (measles, mumps, rubella) - 2 doses after 12 months of age.
- **Hepatitis B** - 3 doses of vaccine for students entering kindergarten beginning 9/98 and all 7th graders as of 9/2000.

- All boosters need to be recorded.
- Please send the physician's or health department verification to the school health office. The school nurse will transfer the information to your child’s health record and return the immunization record to you.
- There is a 14 day "grace" period for proof of immunization for all new entrants within NYS and 30 day for out of state entrants. The school is required by law to exclude any student not in compliance until proof is provided to the school.

Administering Medication In School: New York State law requires that the following procedures be followed for all medications administered during the school day whether they are prescription or bought over the counter.

- The parent must submit a written request to the school nurse along with a written request from the physician which indicates the condition to be treated, dosage, and time the prescribed medication is to be given.
- The medication must be brought to the school health office by the parent or other responsible adult in a properly labeled prescription bottle which includes the child’s name, medication and dosage.
- Students may not bring any medicine to school to use on their own. This includes cough drops, aspirin, and any other type of prescription or non-prescription medicines.

Physicals: New York State Education Law requires each new student, upon entrance to the school, receive a physical examination by his/her family physician or by the school physician. **Physical exams are required again at grades K, 2, 4, 7 and 10.** If you wish to have your family physician do the exam, please provide their written report to the school. Physical report forms for your doctor to fill out are available from the main office or from the school nurse. Any student, required to have an exam that does not have a completed report on file by September 30th, will be given a physical exam by the school physician.

Screenings: Each year your child will be screened for signs of vision problems or loss of hearing. His/her height, weight, and blood pressure will also be recorded. Scoliosis screening (curvature of the spine) is done on students age 8-16. If one of these screenings reveals the need further medical attention, you will be notified and provided with a referral form to be filled out upon further medical examination. This completed form should be returned to the school nurse as soon as possible.

Communicable Diseases: Please report any communicable disease (ex. Chicken pox, strep throat, head lice, conjunctivitis) to the school nurse immediately. Do not send your child to school if you suspect he/she has a communicable disease. Children must be fever free 24 hours prior to returning to school. Rashes will be considered contagious until diagnosed otherwise by a physician.
In-School Injury or Illness: In cases where a student is injured or becomes sick in school, the parents will be notified and requested to pick up their child and assume responsibility for their care. If we are unable to contact a parent/guardian, the person designated on the Emergency Contact Card will be called.

The school nurse is responsible to furnish first aid care to children who are injured or become ill during school hours. However, they are not authorized to care for injuries which occurred at home or elsewhere. Responsibility for providing medical care and relief beyond first aid is the responsibility of the parent/guardian.

Insurance: If your child receives a school related injury requiring further medical attention, your insurance is the primary payer and may be subject to a deductible. School medical insurance is secondary coverage only. Please follow these procedures for insurance situations:

- Report the injury to the school nurse if it has not already been brought to her attention.
- All bills should be submitted to your insurance carrier.

If you have no medical insurance, your claim is denied, or a balance remains unpaid, contact the school nurse for a school insurance claim form. All claims must be submitted within one year from the date of the injury.

School Nurse 315-557-2631

Supporting Academic Excellence at Westmoreland Elementary School

New York State Next Generation Learning Standards: The state has implemented academic standards designed to raise the level of achievement of all children in public schools. The intent of these standards is to create a foundation for success in school and in life! Over the course of their elementary school career, children receive instruction in the following standards:

English and Language Arts (ELA): Reading, writing, listening and speaking to communicate with others and understand the world.
Math: Understanding and using numbers to solve problems.
Science: Understanding and using science as a way to explore, create, inquire about the world around them.
Technology: Learning and applying technology skills. Students are learning about coding beginning in Kindergarten.
Social Studies: Learning about families and communities and cultures from around the world, how societies meet their basic needs, history, geography, and world cultures.
Arts and Music: Learning how to create art, music, drama and dance.
Personal Health and Fitness: Learning how to be physically fit and maintain good health.
Career Development: Learning about the world of work and how to work towards a goal.

Grade Level Curriculums: In response to the challenge of meeting these new standards, teachers have been re-tooling the curriculum for each grade level and children are learning things earlier than they used to. For example, the focus of kindergarten used to be primarily social, but now most kindergartners enter 1st grade already knowing the basics of reading and writing. They will be expanding upon those skills as they progress. You will learn more about what your child will learn at each grade level during “Meet The Teacher Night”.

Report Cards: Report cards have been revised to help you understand how well your child is doing in relationship to the state standards. Children whose work meets the standards for their grade level with distinction will receive a 4, those who meet state standards will receive a 3, those who are partially meeting the standards will receive a 2 and those whose performance is significantly below the grade level standards will receive a 1. You will also receive information on the academic skills and work habits that need development.
Meet the Teacher Night: When you come for Meet the Teacher Night, your child’s teacher will give you a comprehensive understanding of what the upcoming school year will entail. You will learn about what your child will be learning, and the general instructional approaches the teacher will use. You will learn about how that learning will be assessed and graded. The teacher will explain the organizational requirements within the classroom and what to expect about homework. This information will be presented to all the parents at once and last for about 1/2 hour. There will be some time before or after the presentation for questions, to look over the room and to visit with special area teachers. Look for a schedule in early September.

Website: If you want to keep up to date about what is happening at school, check out the school’s Web page at www.westmorelandschool.org. We are also on twitter @westmoelem

Parent/Teacher Conferences: Parent-Teacher conferences are an important part of home-school communication. Parents or teachers can request these conferences as the need arises. Parents may contact the teacher by calling the school or sending a note if a conference is requested. There are also specific parent-teacher conference dates throughout the year designated on the calendar.

We welcome you feedback and involvement in school. We want to be your partner in education!

Notes:

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Special Programs and Services

Child Study Team: If your child is struggling either academically or behaviorally in their classroom, their teacher may decide to refer them to the Child Study Team. In this case, you will be informed by the teacher and are welcome to attend the meeting. Your child’s teacher will gather information to present to the team and you and the teacher will be invited to share other information that may be helpful in determining an action plan. The team consists of the principal, the social worker and psychologist, and other teachers. After all the information has been presented, the team will identify specific goals and develop a plan to respond to those goals.

Committee on Special Education: The Committee of Special Education (CSE) receives referrals from school personnel or parents to evaluate students who exhibit severe learning and/or behavioral problems in school. The CSE is required to determine if a student has a handicapping condition as defined by the New York State Education Department regulations. Following specific Special Education guidelines, the CSE receives parental approval to evaluate a student, conducts evaluations, and makes a recommendation concerning meeting the educational needs of the student. All recommendations must be approved by the Board of Education prior to implementation. Throughout this process, parents/guardians are notified of specific due process rights. Appropriate education of all students in the least restrictive environment is the CSE goal. Special education staff in the elementary school provides resource room, co-teaching services, primary instruction, and speech and language services.

Social Work Services: The district employs a social worker to assist students, families, and staff. Elementary services include: short term individual and group counseling, conducting small group programs (ex. Banana Splits), planning and conducting in-class activities involving personal and social skills, collaborating with teachers and staff to assess and plan for student’s needs, assisting in crisis situations, promoting parent education programs and assisting families in accessing community resources.

School Psychologist: A full time school psychologist serves the whole district. Services to staff and students are primarily in the areas of student assessment, staff and family consultation, collaborative building and district teams focusing on student needs and membership on the CSE.

Banana Splits: This is a small group program for those students dealing with issues related to divorce. It is educational and supportive in nature and run by our social worker. Students meet during their lunch periods.

Response to Intervention: Classroom teachers will be providing Academic Intervention Services to students that need small group instruction to target particular skill deficits. If your child is not progressing as expected, your child may be referred to receive more intensive assistance.

Family Involvement: At Westmoreland Elementary School, we believe that parental and family involvement is a necessary partnership for the success of our students and our school. This involvement is directly linked to student achievement and may take place in the classroom (as volunteers), during extra curricular activities (PTO, sports, clubs), or at home (reading, learning activities, taking an interest in your child’s schooling and activities). For further information on how to be involved, talk to your child’s teacher or call the PTO President.

Parent/Teacher Organization: The Westmoreland Parent Teacher Organization supports Westmoreland Elementary School. The main objectives of the PTO are to promote the welfare of children and youth in the home, school and community and to bring a closer relationship between the home and school. In order to meet these objectives, PTO sponsors a number of special events such as our Family STEAM Nights and also provides funds for field trips, awards and classroom supplies Membership is open to all. Dues are $3.50 per person, or $5.00 for a family membership.
Before/After School Program: The YMCA offers a Before & After School Program here in our school. The program is open to Grades K-6. For more information, you can contact Nicolina at Rome YMCA @ 315-336-3600

How to Help Your Child Succeed Academically

Children learn important skills in elementary school that provide the base for long term academic success. There are many things you as a parent can do to contribute to your child’s school experience and nurture their desire to learn.

The most important thing you can do is communicate the importance of learning and school. Children who hear consistent messages about the value of school begin to build a value system that includes a positive attitude about school.

As you take care of the ordinary responsibilities of parenting making sure your child gets enough sleep, receives adequate nutrition, is appropriately dressed, and has all the supplies necessary for school, you are also giving your child some of the basic supports necessary for success at school. Beyond this, most children will require other kinds of support. You will play an important role in helping your child put forth their best effort while not becoming unduly anxious about failure. If your child seems to have negative feelings about school, get in touch with his/her teacher and see if you can find out why and to work out a plan together to try to improve your child’s attitude. As your child begins to deal with homework, she/he may need some extra help from you. See the homework section for some great ideas. In the course of your every day life at home, there are also a variety of things you can do that create interest in new areas or provide opportunities for your children to learn or practice skills.
Language Arts - Reading, Writing, and Speaking

1. Make your home a home of books...if you are a TV bug rather than a reader, your child will be also.
2. Start with books that center around your child’s interest.
3. Give books as gifts for birthdays and Christmas.
4. Give your child a place for his books.
5. Introduce your child to the library. To really increase its value to your child, use it at the same time for yourself.
6. Encourage your child to tell you what s/he has read.
7. Purchase a newspaper and read it with your child.
8. Help your child with words s/he doesn’t know.
9. Encourage your child to answer you in complete sentences and write in complete sentences.
10. Encourage your child to write down their thoughts and to be creative about it.
11. Have your child write letters, thank you notes and invitations.
12. Encourage your child to use dictionaries and encyclopedias.
13. Give your child many opportunities to write ...lists, notes etc.
14. Do not be concerned about left handedness. Do not try to change it.
15. Comment on written papers pointing out their strengths.
16. Play word games.

Math

1. Give your child opportunity to play with numbers: puzzle books and dominoes, homemade flashcards, quick mental drills of facts, card games with number facts, brain teasers, word puzzles involving numbers.
2. Let your child help you double check your shopping list, figure out a recipe, keep track of gas mileage on trips, measure on do it yourself projects.
3. Help your child understand big numbers: how long would it take to count to a billion, how tall would a tower of a million dollar bills be etc.
4. Help your child learn how to tell time by watching a clock for when their favorite show is on, when dinner time is, when they are going to a party etc.
5. Help him/her solve word problems.

Science and Social Studies

1. Let your child be a collector. Encourage a collection that will help develop science or social studies concepts such as stamps, travel posters, leaves, foreign dolls, rocks. Provide a place for the collections.
2. At Christmas and on birthdays, pick gifts that develop interests and ideas such as telescopes and microscopes, erector sets, scientific toys, do it yourself kits, atlas, globe, photo equipment, educational software, map puzzles, word games, strategy games, art materials.
3. If possible, subscribe to a child’s science magazine. Back copies of National Geographic are available cheaply at garage sales.
4. Watch science and news programs with your child and discuss them.
5. When on vacation: go to museums, zoos, planetariums, mines, quarries, and historical sights. Look for new plants, birds, animals, fossils, observe different land types, play the license plate game.
6. Encourage nature study: learn names of constellations, plants, birds, animal tracks.
7. Provide old clocks, radios, motors and so on to take apart.
8. Engage in back yard science by building a bird feeder, a rock garden, planting a vegetable garden.
9. Help your child develop a scientific attitude. Encourage him/her to ask why and how. Have him/her seek facts to prove their statements, list evidence, draw conclusions.
10. Make “Let’s look it up” an important phrase in your house.
11. Make news of the day part of your dinner table conversation. Let your child know you think keeping up with current affairs is important. Ask their opinion about things also.

Special Subject Areas

1. Expose your child to lots of different music and art.
2. Encourage creativity by allowing children to express themselves in art, music and physical activities.
3. Have a special place to display achievement awards.
4. Encourage healthy competition, but not comparison with some one else's accomplishments.
5. Encourage your child to play games, take turns and share their belongings with others.