

West Education Campus Family Handbook 2016-2017



“Non scholae sed vitae discimus....We do not learn for school, but for life”

West Education Campus
1338 Farragut St, NW
Washington, DC 20011
202-576-6226
www.westschool.org

Dear West Families:

We are incredibly excited to welcome you to the 2016-2017 school year! As we kick-off the year, we feel confident that as we work together we will gain unstoppable momentum to achieve our goals and vision. This year's theme is **Expect Excellence** and we are excited to have your partnership in this upcoming school year!

This *Handbook* has been prepared to serve as a reference for all family members and students, and is a guide to the instructional program at West. While the answers to many questions can be found in this *Handbook*, please do not hesitate to contact me if you ever have a question or concern.

The policies and procedures in this *Handbook* are current as of August 2016. There may be changes throughout the school year and every effort will be made to keep the community up-to-date on new policies, guidelines, and procedures for DCPS and West Education Campus.

If we all work together, following the guidelines outlined in this handbook, I am certain that we will have a safe and productive school year. On behalf of the staff, we look forward to serving you and your scholar this school year.

All my best to you,



Megan Vroman

Principal

E: megan.vroman@dc.gov

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Staff Directory

Administrative Staff	
Megan Vroman, Principal	Megan.Vroman@dc.gov
Stephanie Carpenter, Assistant Principal	Stephanie.Carpenter@dc.gov
Anthony Bowden, Dean of Culture	Anthony.Bowden@dc.gov
Shandha Louis, Manager, Strategy & Logistics	Shandha.Louis@dc.gov
Kendra Glass, Assistant, Strategy & Logistics	Kendra.Glass@dc.gov
ECE Team	
Michele Schooler and Tiffany Smith	PK3
Benita Bocar and Avis Mayfield	PK3
Shannon Ballou and Xiomara Ramos	PK4
Ramey Dubinsky and Ingrid Cleveland	PK4
Primary Team	
Tekiah Brabham and Charles Thomas	Kindergarten
Brittney Henderson and Jeanine Gallegos	Kindergarten
Hannah Carloni	First
Tabitha Nemeroff	First
Shakia Jackson	Second
Amy Fishman	Second
Intermediate Team	
Tanzania Coles	Third ELA & SS
Jessica Kim	Third Math & Sci
Rachel Liebman	Fourth/Fifth ELA & SS
Justine Wise	Fourth /Fifth Math & Sci
Middle Grades	
Frankie Biega	Science
Adam Gann	Math
Denise Washington	ELA
Benita Gordon	Social Studies and TLI Culture
Special Area and Special Education	
Michele Mills	Special Education and LEA
Shonda Lee-Pender	Special Education
Crystal Osedei	Special Education
Octavia Wolf	Special Education
Medina Roshan	ELL Teacher
Savannah Cole	School-wide Enrichment
Carlington Harvey	Physical Education
Julio Jimenez	Spanish
BreSean Jenkins	Art
Shibrie Wilson	Library
Scholar Culture Team	
Carol Paige	School Counselor
Angela Jefferson	Psychologist
LaKeri Sartin	Social Worker
Instructional Leadership	
Alexis Harris, Instructional Coach	Mathematics Coach

Heimy Salgado, Teacher Leader	Literacy Coach
Non-Instructional Staff	
Willie Williams	Foreman
Shirley Lancaster	Custodian
Robert Young	Custodian
Nurse Edman	Nurse

School Operations

Main Office

Operating Hours	8:00 AM - 4:30PM
Phone number	202-576-6226
Fax number	202-541-3809

Cafeteria

Breakfast	8:30AM-8:45AM
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Lunch/Recess

	Recess	Lunch
PK3-4	10:45-11:05	11:05-11:30
K-1	10:45-11:05	11:05-11:30
2nd-3rd	11:10-11:30	11:30-11:55
4th-5th	11:55-12:15	12:15-12:40
6th-8th Grade	11:35-11:55	11:55 – 12:20

Afterschool

Coordinator	Ms. Gallegos
Operating hours	3:30-6:00 PM
Phone number	202-576-6226

Arrival	8:30-8:45	Students may arrive between this time frame and report to class.
	8:30-8:45	All students will enter the building through the main doors on the Farragut street side of the building. Students will then proceed to their classrooms for Breakfast in the classroom (PK3, PK4 and 2 nd -8 th) or in the café (K-1 st Grade)
	After 8:45	Students are to enter through the main entrance on Farragut Street and report to the MAIN OFFICE to get a late pass.
Dismissal	3:15	Students in <u>grades K-5</u> will be dismissed from the gym doors on Farragut St.
		Students in <u>grades PK 3 and PK4</u> should be picked up from their classroom playground areas.
		Students in <u>grades 6-8</u> will be dismissed from the back door on Gallatin.

ALL PARENTS MUST BRING A PHOTO ID TO PICK-UP THEIR SCHOLAR!

Guiding Principles

The Vision:

The West Community is dedicated to ensuring all scholars become compassionate and goal-oriented citizens that can persevere through their life endeavors.

The Mission:

West scholars will embrace challenges with joy and purpose because they know they have the power and ability to choose their own path to success. Teachers develop this through intentional and rigorous lessons and by modeling the same yearning for growth.

Our Core Values:

Perseverance	Integrity	Community	Drive
We embrace challenges and never give up. We remain positive and always give our best, even in times of adversity.	We ensure that our words and actions are always truthful. We stand up for what is right and encourage others to make honorable choices.	We embrace our diversity and value each other's unique contributions to our community. We will be compassionate members of our community, knowing we are all connected and it is our collective responsibility to improve our world.	We fervently pursue our goals and dreams and know that through hard work and tenacity, we will accomplish them all. We are never complacent, but always striving to meet a higher bar.



Integrity



Community



Drive



Perseverance

School Colors Blue, White & Orange

Mascot Tigers

Webpage www.westschool.org

School Pledge

As friendly helpers, we pledge to:

Greet each other with a smile; show our friendship to each and every child.

Work for ourselves and our school; follow the rules so others will too.

Strive to uphold the idea, that each of us is special at West!

As a student at **West**, I strive to do my **BEST**.

Today I will:

Be responsible

Express myself respectfully

Stop and listen attentively

Think and make wise choices

General Policies & Procedures

Academic Program

The District of Columbia promotes a standards-based instructional program. At West our teachers plan lessons based on the Common Core State Standards for reading and math and DCPS standards for all other subject areas.

All students receive: English/Language Arts, Mathematics, Science, and Social Studies.

Art, Library/Media, Physical Education & Health, and Spanish are called “Special Subjects” and offered to various grade levels.

We have a full court gym, computer/media lab, art room, and science lab in an open space environment that lends itself to project based, hands on learning. Outside the school, we have multiple gardens and a large field for outside learning opportunities as well.

Early Childhood teachers (PK3-PK4) use Creative Curriculum and *GOLD*. *GOLD* is an assessment system that helps teachers be intentional in their teaching by accurately pinpointing where children are in their development and learning. It's a system where teachers use observation, documentation, portfolio-building, and reporting to make instructional decisions for their students to prepare them for Kindergarten.

Grading System at the Elementary Level (Amend 5 DCMR, Chapter 2200)

At the elementary level, Kindergarten through Grade 5, grades of 1 through 4 shall be assigned by the teacher to indicate the degree of achievement by a student of the standards in each content area as follows:

- 4 = Exceeds the standard (Advanced);
- 3 = Meets the standard (Proficient);
- 2 = Approaches the standard (Basic);
- 1 = Does not meet the standard (Below Basic).

For skills or expectations within subject areas, sub-marks shall be given as follows:

- S=Secure;
- D=Developing;
- B=Beginning
- N=Not Introduced

Grading System at the Secondary Level (Amend 5 DCMR, Chapter 2200)

At the secondary level; sixth (6th) grade through grade eighth (8th); grades/marks of A and through F shall be assigned by the teacher to indicate the degree of achievement by a student of the content standards in each course. Results of the end of the course exam will count for no more than 20% of the final grade. Grades (marks) shall be as follows:

Numerical Grade	Pts. Assigned for final mark calculation
A (93%to 100%)	4.0
A- (90% to 92%)	3.7
B+ (87%to 89%)	3.3
B (83% to 86%)	3.0
B- (80% to 82%)	2.7
C+ (77%to 79%)	2.3
C (73% to 76%)	2.0
C- (70% to 72%)	1.7
D+ (67%to 69%)	1.3
D (64% to 66%)	1.0
F 63% & below	0

Grade Book-Engrade (K-5) and ASPEN (6-8)

Engrade helps teachers manage their classes online and connect with students and parents 24/7. Families have access to students' assignments and grades. The online grade book also allows teachers, parents, and students the ability to safely connect online to answer questions via the message feature.

Progress Reports/Deficiency Notices

Progress reports are sent home at the midpoint of the advisory period for all students. Deficiency notices are sent home when there is a concern about a student's progress. These reports are important in keeping families aware of efforts being made to improve a student's achievement and for concerns about possible retention. Progress reports and/or deficiency notices are sent home mid-advisory four times a year. Parents can also access student grades online via Engrade and ASPEN with a parent account.

Report Cards

At the close of each advisory, report cards shall be thoughtfully prepared as an evaluation of the students' work. Report cards will be sent home with the students, reviewed, signed by a parent/guardian, and returned to school. Academic grades should be based on objective criteria. Teachers shall maintain tangible, pertinent, detailed, and dated records in order to substantiate students' grades. Citizenship shall not be considered in determining academic grades, as there is a separate citizenship award (to be documented in report card comments).

Please note:

English language learners (ELL)

English language learners shall receive specialized instruction leading to the development of English language skills and the mastery of academic content. A student's grade (mark) in the content areas shall not reflect the student's acquisition of English language skills but rather achievement of the content standards.

Special Education

Students with disabilities shall receive instruction consistent with the Common Core and DCPS standards. Individualized Education Plan (IEP) teams or student support teams in the case of 504 eligible students shall determine appropriate accommodations and curricular modifications where necessary. A student's grade (mark) shall reflect that accommodations have been made.

Activity Fee

This year each child is asked to pay a **25.00 activities fee** to help cover the cost of items such as home folders, student agendas, practice workbooks (6th-8th grade), class novels, and classroom magazine subscriptions, to assist with other school programs such as the PBIS, and the Schoolwide Enrichment Model (SEM) excursions. Please send \$25.00 with your child or pay in the main office. A receipt will be given upon payment. Thanks in advance for your support! *If you are unable to pay the full amount, please contact the main office and we will work with you for a payment plan.

Admission

Your child must be of the following age to enter school:

- ☐ Three years old before September 30th of the current school year for PK3
- ☐ Four years old before September 30th of the current school year for PK4
- ☐ Five years old before September 30th of the current school year for Kindergarten
- ☐ Six years old before September 30th of the current school year for 1st grade entry

It is required that you present a birth certificate, an immunization record for your child, and proof of District of Columbia residency. All incoming students must have a physical examination and a dental examination as required by law.

Communication

Effective communication plays an integral role in our scholars' success. All important information will be communicated via the weekly newsletter, the "W", school website (westschool.org), Twitter, Facebook, listserv, and Robocalls.

Arrival - Students

A positive and successful morning transition is necessary in order for students to begin the day calmly and productively.

Students who participate in the "Before School Care" program will be allowed to enter the building at 8:00 AM, entering the building through the gym doors. Students will enter the café (PK-2nd Grade) or walk to the gym (3rd-8th grade) and read a book or work on a quiet activity. At 8:30 students in grades 2nd through 8th grade will exit the cafeteria and immediately head to their class for the start of the school day and breakfast in the classroom. West instructional aides will supervise the before school care program. After breakfast, students must remain quiet, place items in their lockers, and complete their morning warm-up activity.

Note: Students and parents who have an early morning appointment/tutorial must report to the office before going to the scheduled session.

Assemblies

We will host various assemblies throughout the school year to celebrate scholar achievements, enhance classroom instruction, and/or share information with the entire school community. Monday Community Circle will occur every Monday for Scholars in K-5th grade. During Community Circle we will celebrate our scholars and provide opportunities for our school to build community.

Expectations of Scholars during Assemblies

It is the responsibility of all staff to teach and model appropriate behavior and decorum for school assemblies. During an assembly all scholars are expected to:

1. Move silently through the building and enter the designated area in an orderly manner.
2. Sit in their assigned area during the assembly.
3. Respond or participate appropriately in the program.
4. Refrain from talking before, during, and after the program, unless participation is requested.
5. Exit the location and return to their classrooms in an orderly manner.

We will host various assemblies throughout the school year to celebrate student achievements, enhance classroom instruction, and/or share information with the entire school community.

Attendance

The Compulsory School Attendance law requires parents to send all children between the ages of five (5) and eighteen (18) to school. They must attend school each day and they must be on time. Students, who report to school late, will miss valuable instructional time, which is unfair to the student. Please make every effort to ensure that your child arrives on time each day.

Accurate accounting for all students begins at 8:45 according to school time.

Students arriving after 8:45 A.M. will be marked tardy and they must have a tardy pass issued by the main office. Please send a note with your child which explains the reason for the tardiness. A parent can also call the school to provide notice that his/her child will be **tardy**, and such will be noted on the attendance sheet.

This year, student attendance will be recorded as “in seat attendance.” Therefore, it is imperative that students attend school daily because attendance records are calculated by the number of days the student is actually present in school. If students must be absent, please continue to send a note to school explaining the reason for the absence. Please note, a written note is necessary for record keeping, however notes will not change the in seat attendance rate. Absence notes may include:

- ☐ Death in the student’s immediate family
- ☐ Illness of the student (A doctor’s certificate is required for a student absent more than five days.)
- ☐ Observance of a religious holiday
- ☐ Medical reasons such as a doctor’s appointment

Partnership to Support Attendance: West will partner with the Georgia Avenue Collaborative to support attendance needs. If you need assistance, please contact Ms. Louis (Strategies & Logistics Manager) or Ms. Sartin, (Social Worker), and they will provide guidance and next steps (for support).

Change of Information

Families should notify the homeroom teacher and main office immediately when they have a change in vital information (name, address, telephone number, etc.).

Chewing Gum and Junk Food

Chewing gum is prohibited on school property. Junk foods such as candy, soda, & sunflower seeds should not be brought to school by students, and should not be included in students’ lunch. Students will not be able to eat junk food and item will be taken away if brought to school.

Child Abuse and Neglect

Every staff member who has reasonable cause to know or to suspect that a child is being abused through physical injury, harm or neglect, is required to report the incident to the Child and Family Services Agency (202- 671-SAFE) and the principal immediately. This mandated by law.

Delayed Opening and Closing of School
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When inclement (bad) weather causes road conditions to be hazardous, schools may open late, close early or close for the entire day depending upon the severity of the weather. Please listen/view to one of the stations listed below or visit www.dcps.dc.gov for announcements. The announcements will be one of the following:

Code Red – Schools and administrative offices are closed. Only essential personnel report to work.

Code Yellow – Schools are closed. Administrative offices are open.

Code Green – Schools open for students and teachers two hours late. Administrative offices open on time.

Code Orange – Schools and administrative offices open two hours late.

Code Blue – Schools shelter in place. Students and staff stay in school.

AM Radio	FM Radio	Television
WMAL (630)	WAMU (88.5)	Channels 24, 25, 27 and 29
WOL (1450)	WTOP (107.7)	Cable Channels 8, 16 and 28
Radio America, Spanish (1540)	WHUR (96.3)	
WTOP (1500)		

Parents may also call the Public Information Services (202) 724-4222, to hear automated information regarding school closing or delays.

When weather conditions deteriorate after school has begun, it may become necessary to release students early. When early release is necessary, the announcement will be made on the stations listed above. The announcement will be one of the following:

“All District of Columbia Public Schools will close one hour early today.” or

“All District of Columbia Public School will close two hours early today.”

Messages may include information about the afterschool program as well.

Additionally, a robocall will be sent to all families informing them of any changes to normal school schedule.

Discipline (Choice Management System)

West Education Campus is characterized by a culture that is orderly, supportive, and focused on academic excellence and character development. Discipline and order exist in a school when scholars are known and cared for by all of the faculty and staff. At West, we call our “behavior management systems” a “choice management system”. Our culture structures are created to help scholars make better choices.

Our approach to discipline is rooted in the belief that the learning environment is sacred. We will do whatever it takes to make sure that every scholar is safe (physically, mentally, and emotionally), providing every scholar the right to learn without needless interruptions. Our goal is to create a school culture that prepares scholars to become engaged citizens who respect the rules of our communities.

West Education Campus will continue to utilize a blend of Responsive Classroom, PBIS and Restorative Justice. In grades K-8th, we will use Class Dojo, an interactive tool to support making smart choices. As a parent, you will receive an invitation to class dojo to monitor your scholar's social-emotional growth and choices. Improving student academic and behavior outcomes is about ensuring all students have access to the most effective and accurately implemented instructional and behavioral practices and interventions possible. More importantly, our culture model is NOT a curriculum, intervention, or practice, but IS a decision making framework that guides selection, integration, and implementation of the best evidence-based academic and behavioral practices for improving important academic and behavior outcomes for all students. For more information visit www.pbis.org, <https://www.responsiveclassroom.org/>, <http://www.iirp.edu/what-is-restorative-practices.php>

Students in PK3-8th grade will also receive social and emotional support through teacher lead Second Step lessons and with bi-weekly counseling lessons. Students in 6th-8th grade will also participate mentor groups throughout the year.

We will also follow the District of Columbia Municipal Student Discipline Code known as Chapter 25. It is designed to maximize learning time as well as create a positive and safe environment. A copy of the discipline code can be found online or in the main office.

Dismissal

Your scholar's safety is our utmost priority. In order to pick up a PK3-5 scholar, you must have your government-issued photo ID. Anyone on the approved pick-up list must also have a government-issued ID to pick-up your scholar.

Dismissal Zones:

ECE dismisses from the playgrounds off their classroom

K-5 dismisses from the gym

6-8 dismisses from the door on Gallatin

Students must have all of their books and belongings, as they will not be allowed to return to the building (or classrooms) following dismissal.

A student will not be detained after school, for any reason, unless his/her parent has granted permission for such to occur. The principal must also grant approval.

Students who participate in the after school program will walk to the cafeteria with a teacher and begin the afterschool program at 3:30.

Early dismissal may occur throughout the day, but will end at 3:00. This helps reduce entry/exit during transition time and allows us to monitor for safety during dismissal time. Thank you in advance for your cooperation with this matter.

Dress for Students

At West Education Campus we are committed to providing a learning environment that supports the academic growth of our students and our overall focus on learning. It is our goal to provide an academic environment that is free of distractions. Below, you will find our detailed school uniform and dress code policy. Students are expected to adhere to the uniform policy **at all times**, except on “Free Dress Days” or college days.

According to the DCMR-Chapter 24, all schools in the District of Columbia Public School system are required to establish and implement a mandatory uniform policy (please see citation from DCMR regulations below).

DCMR-Chapter 24

2408.6 *The Chancellor of the District of Columbia Public Schools hereby authorizes principals of District of Columbia Public Schools to establish and implement mandatory uniform policies for the 2009-2010 school year and successive school years.*

West Education Campus has adopted the following Dress Code since the 2012-2013 school year:

All students are required to wear the school uniform on a daily basis. This year, students are required to wear a collared shirt (example: polo style shirt) and solid bottom-JEANS are **not** are part of the uniform. Students are also required to wear a solid color sweater in the uniform color palette (Navy, Gray, Black, Light Blue, Brown/Khaki, or White) for cooler days or inside in the air conditioned rooms. Sweatshirts and jackets with hoods (unless it is a school sweatshirt) should remain in the students’ lockers and may not be worn in the classroom.

Students must wear solid color uniform color socks/stockings and closed toed shoes.

School Uniform

Pre-School-Fifth Grade	Middle Grades (6-8)
SHIRTS: White or Light Blue Collared BOTTOMS: Navy (Pants, Skirts, Jumpers, Shorts). SOCKS: Solid white, navy or khaki JACKETS/SWEATERS: Solid, black, gray, white, navy/light blue, gray or khaki/brown SHOES: No heels, open-toed shoes or flip flops are permitted.	SHIRTS: Navy Blue Collared BOTTOMS: Khaki (Pants, Skirts, Jumpers, Shorts) SOCKS: Solid white, navy or khaki JACKETS/SWEATERS: Solid, black, gray, white, navy/light blue, gray or khaki/brown SHOES: No heels, open-toed shoes or flip flops are permitted.
Blue jeans are NOT a part of the uniform and accessories (i.e. scarves, headbands, excessive and distracting jewelry) are NOT permitted.	

Please note the dress code updates for the 2016-2017 school year.

- ✓ Students may continue to wear West apparel. Apparel is on sale now through September 19 at <http://stores.blue84spirit.com/wtdc>
- ✓ Solid color sweaters (Navy, Black, Gray, Light Blue, Brown/Khaki, or White) and West hooded sweatshirts and jackets are the only permitted items to be warm in

- the classrooms. All heavy jackets and hooded sweatshirts must be placed in student lockers at the start of the school day.
- ✓ We will continue to have free dress day the last Friday in every month. However, students who do not adhere to the uniform policies throughout the month, will not participate in Free Dress Friday.
 - ✓ Blue Jeans are not a part of the uniform.
 - ✓ Patterned socks and stockings are not permitted. Socks and leg wear should reflect uniform colors as well.

Please note: These uniform updates are in place to promote a learning environment that is clutter free and without distraction. It also keeps students safe as it limits hiding places for toys and electronics or other unwanted items.

Students **are not** permitted to wear the following:

- Blue Jeans (unless it is a free dress day)
- Pants that sag below the waist
- Shorts, skorts, or skirts that are more than two inches above the knee
- Open toed shoes, flip flops, or shoes/boots with a high heel
- Excessively tight or revealing clothes
- Sweatpants or windbreaker pants
- Hats, bandanas, sun visors, bonnets, head wraps, or beanies (all must be removed before entering the building). If head gear is required for religious reasons, please inform the school Principal.
- Any article of clothing that has imagery that is not acceptable for the school environment (profanity, put downs, nudity, visuals depicting death, drug paraphernalia, etc.)
- Colored makeup or shiny lip gloss. Colored lipstick is not allowed and students will be asked to remove it upon arrival to the school campus
- Any article of clothing that can be perceived as gang or neighborhood crew affiliated
- Fake tattoos
- Sleeveless or cut off shirts, dresses (sun dresses), tank tops, or jumpers without shirts underneath
- Shirts that expose the students' midriff or stomach section
- Excessively large, expensive, or flashy jewelry
- Any additional item that the school administration deems inappropriate for the learning environment
- High heel or platform shoes
- Form fitting uniform pants or shorts
- Cut off pants made into shorts
- Extended eyelashes

Families that are facing financial hardships and are unable to purchase school uniforms should contact the Principal, Assistant Principal, counselor, psychologist, or social worker. We have a school uniform closet in place to support the needs of students and are glad to assist in ensuring our students have the proper uniform. (If you have uniform items to donate to the closet, please bring them to the school-we collect uniforms all year long! Thanks in advance.)

The West Education Campus administration reserves the right to amend this school dress code at any time during the school year, as necessary.

Early Dismissal

Parents or guardians must report to the office and sign the “Early Dismissal” book *before* a student may be allowed to leave the school grounds. Student may not leave the school grounds without being signed out by an authorized person. Parents **should not** go to the classroom to pick up a child, and a teacher should not release a student until s/he receives a call from the office.

Students should bring notes from home if an early dismissal is needed. This practice will assist the teacher in making arrangements so that disruptions during the school day are minimized.

If at all possible, we ask that doctor visits and other activities be scheduled at a time when they will not interrupt the child’s school day. School attendance impacts greatly upon the learning process and academic success of our children.

Students will not be released for early pick up after 3:00 pm. This will help the school have a safe and efficient dismissal for all students.

Excursions- Type 1 experiences

Teachers will plan excursions away from the school to expand on classroom learning and to support curricular objectives. No child is permitted to go on any excursion without signed/written parent permission. Permission cannot be accepted over the telephone. Please complete and sign your child’s permission slip and return it for each trip planned. Certain excursions may require payment by the family for the student to attend. If you are for any reason unable to make this payment, please notify the teacher and/or principal. Arrangements will be made to ensure that all students are able to participate in excursions.

Family Engagement

Our Family Engagement Vision: *“We approach family engagement with a spirit of gratitude, humility and vulnerability to engage families as our scholars’ first and forever teachers so that scholars are empowered to choose their own path to success.”*

We are excited to announce that we will be partnering with the Flamboyant Foundation this summer to improve our family engagement. Flamboyant has been working with families and schools in the district for years to help teachers and principals improve student achievement through collaboration and partnership. Our goal is to move West from good to great and we know that you are our best partners!

As part of our work, this summer, teachers will be calling you to schedule home visits in order to get to know more about you and your children. These home visits are positive experiences where our teachers can sit down with you and talk about how we can help one another in the coming school year. Our PK3 and PK4 teachers have been home visiting families for the past few years and we are excited to expand this practice to our whole school.

Visiting your home will help us to understand your hopes, dreams, and goals for your children, so that we can be better teachers. We hope to visit all of you in your homes over the summer so we can start the next school year off right!

Homework

Homework is an extension of daily activities and will be assigned weekly. It is the responsibility of all teachers to assign homework that reinforces the mastery of standards as well as to provide immediate and corrective feedback to students. **Parents are expected to review homework with their scholar**, this practice helps to reinforce the expectations around homework and it provides a form of communication between parents and teachers. Parents may also check student home folders (PK3-5th grade) for returned work and other important documents.

Homework should:

- Provide essential practice in needed skills
- Train pupils in good work habits
- Afford opportunities for increasing self-direction
- Enrich and extend school experiences
- Help children to learn how to budget time
- Promote growth in student responsibility
- Provide opportunities for family engagement and discussion

We encourage parents to:

- Show a positive interest in their children's homework as well as their schoolwork
- Cooperate with the teacher to make homework more effective
- Provide children with a suitable place to do homework, away from TV or younger children
- Serve as consultants about assignments, but not do the assignments for the child
- See that assignments are completed neatly
- Encourage but not pressure children
- Talk to their children about their attitudes toward schoolwork and homework

In the interest of variety and in order to give students an opportunity to develop different kinds of skills, not all assignments will be written assignments. Some may include; reading, interviewing, cutting, collecting, studying, researching, listening to a particular radio program or watching a special TV program. Please feel free to consult your child's teacher whenever there is a question about homework.

Immunizations

D.C. Law 3-20 "Immunization of School Students Act of 1979" requires that all children entering and attending school in the District of Columbia provide certification of immunization or a statement of exemption from the immunization requirements.

A 'certification of immunization' is a written document (e.g., shot records) from a private physician, his or her representative, or the public health authorities providing that the student is immunized. A child may not attend school without a certification of immunization unless:

1. Parent or guardian object in good faith and in writing, that immunization would violate his or her religious beliefs; or
2. The school has written certification by a private physician, his or her representative, or the Department of Health that immunization is medically inadvisable.

Also, students are required to maintain up-to-date medical and dental records on file in the main office. D.C. Law 6-66 provides that each child have a physical and dental examination before entry into PK4, Kindergarten, 1st, 3rd, and 5th Grades.

All students who wish to participate in a sport at West Education Campus must have an up to date physical examination.

Leaving the Campus

The Chancellor has mandated closed campuses for every school. Students are required to remain on the school grounds during school hours, including lunch periods. Students leaving the campus without permission will be considered truant and will be subject to disciplinary action.

Lockers

Students in grades 1-8 will receive lockers to keep their personal belongings. Students are to keep lockers neat and clean. Stickers, writing, or non-removable items are not allowed in the lockers. Students in grade 5-8 are allowed to have Combination Locks ONLY. The combinations must be given to the classroom teacher before the lock is placed on the locker. Locks with keys are not allowed as students often lose the key and we are unable to open the lockers to retrieve items.

Lost and Found

Lost and found articles will be placed in a container or on a clothing rack located in the main hallway and/or cafe. Students are allowed to check for articles before and after school. Efforts will be made throughout the year to return these items to their owners. At the end of each month, all unclaimed articles will be discarded or donated.

Please write your child's name on all possessions and clothing, especially jackets and sweaters.

Please refrain from bringing large amounts of cash or valuable items to school. West Education Campus is not responsible for any lost or stolen items.

Lunch

This year lunch is FREE for all students!

During each lunch period, students should adhere to the following expectations:

- ✓ Walk through the café line in an orderly manner saying, "Please" and "Thank you."
- ✓ Stay in their seat while eating.
- ✓ Use of conversational voices (Zone 0-1).

- ✓ Exhibit tables manners (not throwing food, thank you and please, raising hand to leave seat).
- ✓ Clean up after lunch.

Students will follow these procedures while in the cafeteria:

- Students will enter the cafeteria, be seated at their assigned table, and await permission to get their food.
- Staff on duty will dismiss classes one table at a time, only after all students at a table are seated and using appropriate, voice zone.
- Students will have their number code ready for the cashier.
- Students will obtain all necessary food items and utensils when they move through the line, as they will not be permitted to return to the cafeteria line.
- Students will use soft conversational tones when talking at their tables (zone one). We will teach and model the use of a tone that would be appropriate in a restaurant/cafeteria.
- Students will raise their hands if assistance is needed.
- Students will use table manners and practice dining etiquette.
- When students finish their lunch, they will wait to be dismissed and then throw all items away in the trash can or recycler.
- Students will pick up all trash on and under the table before they leave. This will be a part of the daily routine.
- Students will have limited restroom use and will not be permitted to move about the lunch room once they have picked up their lunch tray.
- Teachers and staff on duty will dismiss tables one at a time to exit the cafeteria for recess or back to class.

Breakfast/Lunch Schedule

The breakfast and lunch schedule can be found on the second page of the handbook.

Students in grades PK-8th will participate in recess activities before or after lunch on a daily basis.

Inclement Weather

Inclement weather includes rain, sleet, snow, and temperatures below 32 degrees Fahrenheit or during days of excessive heat. Students will engage in indoor recess activities when weather does not permit outdoor activities.

Medication

Students requiring medication, during the school day, must have their doctor complete a **Medical Authorization Form**. Otherwise, students are not permitted to take any type of over the counter or doctor prescribed medication on the school premises. Medication can only be distributed by trained staff at West. Please see the nurse(s) for more information.

Nurse

Students will be sent to the nurse **only** when they are sick or injured. The nurse offers a vital service. Temperatures are taken, minor cuts and abrasions are treated, and icepacks are administered. Such preparations as aspirin, Tylenol, gargles, ear drops, etc. are classified as medicines and are not to be given by school personnel.

Children who complain of illness such as fever, rash, nausea, headache, etc. should receive home medical care and should remain at home until well. This will help us to contain the spread of illness through the school population.

Parent Staff Community Organization (PSCO)

We believe that every member of the West Family can contribute to our school's success in some way. Whether your contribution is ensuring that your child attend school every day in uniform, volunteering at school, passing out flyers, donating money or any one of the many other tasks it takes to keep our school going, EVERY effort is equally important and appreciated.

Our parent organization is the PSCO.

Why do we call ourselves the West PSCO? Because we wanted a name that represented all facets of the West Family.

- P** is for **Parents**...without whom there would be no children to educate. Parents play a vital role in their child's education by being committed to their child's success every step of the way.
- S** is for **Staff**...our Teachers, Counselors, Teaching Aides, Custodians, Administrative Aides, Lunch Hostesses, and EVERY adult at our school who takes a vested interest in guiding the student's learning experiences.
- C** is for **Community**...West is fortunate enough to have a committed group of Community Members who may not have students at our school, but are determined to see it be the best school DC has to offer. We welcome their support and assistance.
- O** is for **Organization**...because a group of people with the best of intentions are unable to truly help if they're not Organized together for a common purpose!

West PSCO sponsors many activities for the students, families, staff and community of West. Its success is purely from volunteer efforts. Please visit the school website at www.westschool.org to find out ways to join and get involved in the school! All are welcomed and encouraged to become a member and to donate at least \$25 as a membership fee (if possible). We also encourage you to sign up for the listserve on the school's website. This is a great way to get weekly updates and to share the good news you hear about the school and community.

Parent-Teacher Conferences

Report cards are issued after each advisory (4 times a year). Parent-Teacher Conferences are held three times during the year. **This year, we have opened up the Parent-Teacher conference window to 2 weeks each time. We hope this helps to accommodate your busy schedules and allows for us to meet with 100% of our families!** Notices will be sent home to ensure parents are aware of conference days. Please see the school calendar to mark these days in advance.

Parties

The entire school will be allowed to have two (and a possible third) scheduled class parties for the 2016-2017 school year.

These parties are as outlined:

- Winter Celebration (December 22, 2016)
- Valentine's Day Party (February 14, 2017)
- End of the Year Celebration (optional)

We recognize the significance and importance of birthdays and enjoy celebrating our students' growth toward adulthood. Parents are welcome to bring in treats (preferably something healthy) to be consumed **in the cafeteria during lunch time ONLY**. No class-time should be lost for these occasions. Parents who show up with treats for the class will be asked to wait until lunch time or after school. Thank you for your support.

Personal Items

Student should not bring toys, trading cards, athletic items, electronic equipment, or any nonessential items onto school property unless authorized by a staff member. West faculty and staff are not responsible for lost or stolen items.

Please remind your child(ren) that they may not bring toys, games, etc. to school. These items are not permitted – not even at lunchtime.

Possession of Cell Phones

We are aware that many students bring cell phones to communicate arrival to and from school with their parents. However, we are also aware of the distraction these devices cause and are requiring students turn all cell phones in upon entry into the school building.

Students are not permitted to use cell phones during the school day. Students must turn in their cell phones at the cell phone collection area in the learning center by 8:45 each morning. Students who violate this policy will have their cell phones confiscated by the teacher/administrator and will only be returned to the parent.

- Any confiscated cell phone will only be returned to the students' parent. Older siblings will not be permitted to pick up the phone.

- If the phone is confiscated a second time, the student is not permitted to bring the cell phone back on school property. The parent(s) must meet with the principal in order to retrieve the phone. Parents will be notified that the student is not allowed to bring a cell phone on school property during this meeting.
- There will be no exceptions to this policy.

This policy will ensure that learning time is focused on concepts and skills being taught rather than possible calls and/or text messages. If a disruption occurs for any reason or a cell phone is cited on a student; a staff member will confiscate the cell phone. A parent will be contacted to pick up the phone from the principal (or designee) and the phone will not be returned to the student even when requested over the phone.

Cell phones will be returned to the student at dismissal and may be used after the student is beyond school grounds leading off campus. If a student violates the cell phone policy continuously, students can be subject to consequences which include suspension.

The taking or transmitting of pictures on a picture/camera phone is strictly prohibited at any time on campus or at school activities unless a student is in an enrichment class such as Tiger Tech, yearbook or photography. DCPS or West Education Campus shall not assume responsibility for theft, loss, or damage of any device. No student shall be prohibited from possessing or using an electronic signaling device that is determined by a licensed physician or surgeon to be essential for the student's health and the use of which is a limited to health-related purpose.

No other electronic devices are allowed to include but are not limited to kindles, PSP's, game boys, iPods, DS, video games, personal DVD players, etc. If brought to school, these **MUST** be turned in at the collection area. If electronic devices are not turned in, they will be confiscated and returned only to a parent.

Extra-Curricular Activities

We strive to provide non-academic enrichment activities for our scholars, if there is something you'd like to see at West, let us know! In past years, we've offered the following activities:

Yoga, Karate, Flag Football, Girls on the Run, Track, Basketball, Soccer, Geoplunge, Cooking, Cheerleading, Dance and more!

Promotion and Retention

Our goal is to support each student to acquire the skills and strategies s/he needs in order to perform at grade level.

Per DCMR, students in grades 3, 5, and 8 are eligible for retention.

In the rare event that retention is considered, it must be done carefully, and the following procedures should be followed.

When a teacher has reason to believe that a child should be retained, the teacher will consult with the principal, counselor, and additional school personnel who have worked with the child. The parents of pupils being considered for retention will be informed of the impending retention.

Teachers will confer with the parents of a child making unsatisfactory progress as soon as problems arise and will develop plans to help the child reach an acceptable level of performance.

Ongoing communication should be maintained between the teacher and the parents to ensure that intervention procedures are being employed to assist the child in attaining vital academic skills.

An elementary student accumulating 30 or more unexcused absences within a full school year will not be promoted, absent a successful appeal.

School Visitation

Parents are always welcome to visit the school. In order to schedule a visit to a classroom during instructional time, families must first email the Principal or Assistant Principal to schedule any classroom visits. We deeply value instructional time and seek to minimize any distractions in the classroom. To ensure the safety of each child, we must be aware of all adults visiting in the building. **Therefore, every visitor must sign in at the security desk and report to the main office to receive a visitor's pass.**

Special Services

Counselor, Psychologist, Social Worker, Response to Intervention Team (RTI), School Culture Team, Student Support Team (SST)

Students may be referred to one of the staff or teams above for some of the following reasons:

1. Students who are experiencing academic failure because of lack of effort.
2. Students who constantly disrupt class.
3. Students who appear to be withdrawn and exhibit varying degrees of fear.
4. Students who are truant or display signs of becoming potential dropouts.
5. Students who demonstrate emotional imbalance frequently.
6. Students who habitually harass, confront, or intimidate others.

Sports

Sports are sponsored by the DCPS and West Education Campus. To try out for a team you must have a C average and no U's in citizenship or failing marks (Fs). If students' grades drop during the season, they may be placed on probation until their academics meet the requirement. We offer the following competitive sports: Cheerleading, Soccer, Basketball, and Track. All students on teams **MUST** have either private or school insurance. If you have any questions regarding the after school sports program, please contact our athletic director, Mr. Harvey.

Standardized Testing

Throughout the school year, assessments (teacher-developed tests; standardized testing) are given to measure student progress.

Achievement Network (ANET): This is an assessment for students in grades 2-8. English Language Arts is assessed four times a year to identify and close gaps in learning.

iReady: This is a diagnostic mathematics assessment for grades K-8.

Dynamic Indicators of Basic Early Literacy Skills (DIBELS): This assesses students' foundational reading skills. The 3D assessment measures if students can comprehend text (K-3)

Text Reading & Comprehension (TRC): This assessment provides students' reading accuracy and comprehension levels. (K-3)

Reading Inventory (RI): is a computer-based reading assessment that provides immediate, actionable, data on students reading levels and growth. (4-8)

MAP – Science Test for 6th Grade this year.

SAGE – Social Studies Assessment

ACCESS (for ELLs): These tests determine the English language proficiency of students who have a first language other than English. The tests determine the English language instructional needs and places students in the appropriate class setting.

(PARCC): This is a summative assessment that students will be required to take at the end of the school year. Grades 3-8 will take the PARCC assessment in Literacy and Mathematics.

Textbook & Library Books

Students will be furnished with all basic textbooks. Each student is responsible for his/her books and should take every precaution to protect this property. Students should cover their textbooks.

Textbooks and library books/materials shall be provided without charge. At the conclusion of the course, at the time of transfer or withdrawal, at the end of the school term, or, with respect to library books, at the appropriate due date, textbooks and library books/materials must be returned in acceptable condition. In the event of loss or abuse of textbooks or library books/materials, replacement costs shall be assessed.

Volunteers

Parents and other members of the community may wish and are encouraged to volunteer in the classroom. All volunteers must receive a federal background check, inclusive of fingerprinting. Parents will not be able to volunteer in the classroom without a passing DCPS security clearance and TB test. The volunteer form is available on the DCPS website or in the main office.

Parents who are not able to come in during school hours might be able to assist with things like book orders, duplicating, or other clerical work. Please contact your child's teacher if you would like to volunteer in the manner.

Room Parent: The PSCO will recruit parents/grandparents to serve as room parents for their child's West classroom this year. The room parent will:

- ✓ serve as a liaison between the classroom teacher and the other parents, which could include helping to get volunteers for field trips or class events
- ✓ share lists of needed supplies for class activities or special class events
- ✓ coordinate the meeting of other classroom needs you identify with the teacher.
- ✓ The room parents can also help communicate parent/family needs to the PSCO and communicate about PSCO sponsored events to families.

This role can also be split between two different parents in a class if people want to co-room parent with someone else. It is a great opportunity to help out and support West teachers and families. Spread the word to others, we need their help too! Please contact Elaine Menotti (202-213-9887) or via email (Elainemenotti@yahoo.com) if you are interested in serving in this role for your child's class or if you want to learn more.

West Weekly Wednesday Newsletter also known as the "W"

We stay in close communication with you through the weekly newsletter which contains information about school events, news, meetings, and dates to remember. We hope that you will read and discuss the information as a family each Wednesday as this is a main form of communication. All student quizzes, assignments and other major communication from the school and classroom teacher will also go home on Wednesdays.

Website

The school's website is www.westschool.org.

School Calendar of Events & PSCO Meetings

Please see the included calendar for dates and visit: www.dcps.dc.gov for updates throughout the year.

Commitment to Excellence Statement

Student Name (LAST) (FIRST)

Grade

I have read the entire Family Handbook. I understand the information and agree to abide by all of the expectations and guidelines.

Student Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

Please return to the main office by Sept 16, 2016