Dear Parents,

The enclosed information has been prepared to acquaint you with the operation of our school, which should be helpful during the school year. Included are copies of school’s regulations and other information with which we hope you will become familiar. After you have reviewed the material, please keep it in a convenient place so you can refer to it from time to time.

Westmoreland is your school! Learn as much as you can about our curricula, our programs, and the activities that your children experience during the day. We encourage you to:

1. Attend as many school programs as you can during the year.

2. Become an active participant in the P.T.O. Attend meetings and participate in their activities.

3. Keep in contact with your child’s teachers. Appointments may be made directly by parents and teachers. You may email a teacher at any time. There is a staff directory on the Westmoreland School webpage, http://westmoreland.fairlawnschools.org/, under "Our School".

We ask for your support and help. The school and home must work together to provide maximum opportunities for growth and development of your child.

Last but not least, the Westmoreland School Main Office is open from 8 AM to 4 PM each day. Please feel free to call us with any questions or concerns regarding your child.

Christine Dell’Aglio
Principal
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INFORMATION FOR PARENTS

A. DAILY SCHEDULE

8:25 Line up begins and teachers are on duty. During a typical situation...
- Students in Grades K-2 line up outside the building by designated cones on the rear blacktop.
- Students in Grades 3-4 line up on the front blacktop facing Parmelee

DUE TO NEW GUIDELINES FOR THIS SCHOOL YEAR ONLY, K-2 STUDENTS WILL LINE UP OUTSIDE OF THE CLASSROOM’S EXTERIOR DOOR TO ENSURE SOCIAL DISTANCING GUIDELINES.

STUDENTS IN GRADE 3 WILL LINE UP UNDER THE REAR CANOPY BY THE GYMNASIUM AND ENTER THROUGH DOOR *

STUDENTS IN GRADE 4 WILL LINE UP ON THE FRONT BLACKTOP AND ENTER THROUGH DOOR *

8:35 Bell rings

8:40 Students who arrive after this time must report to the office for a late pass

11:31-12:31 Lunch and recess

12:31 All classes resume

3:00 Dismissed
- K-2 classes are dismissed through the exterior classroom doors
- Grade 3 students are dismissed from the rear gym/kitchen door onto the rear blacktop area
- Grades 4-5 students are dismissed through the same door as arrival.

*If students in grades 4 and 5 wish to walk home at the end of the day, we require a permission slip, signed by a parent, to be on file in the main office.

B. ARRIVAL AT SCHOOL

Children are not to arrive in the morning earlier than ten (10) minutes before classes begin. Teachers are not on duty until 8:25 am. It is your responsibility to time your children’s departure so that they arrive at the proper time. The school is not responsible for children who arrive too early.
C. ENTRANCE AND DISMISSAL PROCEDURES
In order to ensure the safety of all children at these critical times of the school day, it is essential that parents/guardians review and adhere to the following procedures.

**Dropping off and picking up by car**

1. All parking on school grounds is restricted to staff only.

2. Please be sure to park in designated parking spots on Parmelee Avenue or an adjacent street and walk students to their lineup locations. Double-parking is a traffic violation, as well as a safety hazard. Please do not double park or stand in residential driveways.

3. Please remind your child(ren) that it is critical that he/she cross at marked crosswalks where a crossing guard is stationed. When children cross in the middle of the street, it is extremely dangerous as it is very difficult for drivers to see them when they emerge through parked cars.

4. Parking is not permitted directly in front of the school along the yellow curb. This area is designated for buses only.

5. In addition, driving up/on the rear driveway is illegal. This driveway is for town emergency vehicles ONLY.

6. While many of us enjoy family pets, we discourage bringing any animals onto school property. Some children have allergies or are fearful of animals. Student safety is important. Please cooperate in helping keep our school grounds clean and safe.

D. RECESS AND MORNING LINE UP
Unless the temperature is below 34° F, recess and morning line up will generally take place out of doors. Please dress your child for outdoor recess on cool days. For safety reasons, sneakers must be worn on gym days. Flip flops, sandals, and open back shoes, should not be worn as they present a safety hazard.

E. BICYCLES
Children in grades 4 and 5 may use bicycles if they obey bicycle regulations and have permission from their parents/guardian. This includes wearing a helmet. Persistent violators of safety rules will have the privilege of riding to and from school taken away.
Bicycles may not be ridden on school grounds, sidewalks, and paths. Doubling passengers on bikes is illegal and not tolerated. The school cannot accept responsibility for the damage or loss of bicycles brought to school. Bicycles should be locked in the bike rack located near the front door of our school.

F. STUDENT ABSENCES
If your child will be absent, you must call the main office at 201-794-5490 x 5600. You may call in an absence at any time. You may also record an absence in Genesis. It is the school's obligation to verify that all children and families are safe. If you do not call to report an absence, we must call you. If we are unable to contact families to locate students, it is also our obligation to follow up with the local police department if necessary.

G. DAILY PICKUP RELEASE
If you need to give permission for a person to pick up your child on a specific day you must enter this information in Genesis BEFORE NOON. The 'Add Daily Pickup Release' button is on the Student Summary screen in the Genesis Parent Portal.

H. LATENESS
If a child is late, he/she must report to the office for a late slip. If you know that your child will be arriving later than 9:00 a.m. and needs to order lunch, please call the main office prior to 9:00 a.m. so that we may include your child’s order in the lunch count.

I. SCHOOL VISITS AND MESSAGES
For reasons of safety, and to avoid disruptions to the instructional day, all visitors are to report to the main office entrance at the front of the school and ring the bell to announce your arrival. NO ONE SHOULD GO DIRECTLY TO A CLASSROOM OR ONTO THE PLAYGROUND AT ANY TIME DURING THE SCHOOL DAY. All visitors must sign in in the main office and wear a visitor’s sticker. This includes parents who are participating in classroom activities and are expected by teachers, and those who have scheduled appointments. All messages, projects, lunches, clothing, instruments, and food should be left in the office for later pick-up or delivery.

*Due to the COVID-19 Pandemic, we will not be allowing visitors into the building unless there is an emergency. Drop off bins will be placed in front of our school’s front doors should you need to drop off an item a student forgot at school.

J SIGN-OUT PROCEDURES
Students are expected to be in attendance for the entire instructional day. We appreciate every effort made to schedule medical appointments after school hours. When students are called out of class via the intercom system, it is quite disruptive to the learning process. The least disruptive times for the scheduling of appointments are early in the morning, so that your child does not have to be called out of class, or at lunchtime.

K. VACATIONS DURING THE SCHOOL YEAR
Long absences make it difficult to provide academic continuity and educational success. We ask that you please schedule vacations and trips when school is not in session. If your child will be absent for an extended period of time, we must receive your intentions in writing. Please submit letters explaining extended absences to the main office prior to your departure. It is possible that your child may be disenrolled during the extended leave.

L. LEGAL DOCUMENTS:
If there is a legal document or restraining order indicating to whom a child can or cannot be released to, it is the parent or guardian’s responsibility to provide the main office with a copy of this document(s) so we can ensure it is followed.

M. OUTDOOR LEARNING PODS
Due to the COVID-19 Pandemic and social distancing guidelines, we plan to give students and teachers many opportunities to take learning outside. The PTO has purchased pop up tents to make the outside learning even more unique and comfortable. Please note the weather daily and dress your child appropriately to be outside. In addition, please send a towel or yoga mat with your child.

SCHOOL DISCIPLINE AND POLICIES

A. DISCIPLINE AND SCHOOL RULES
District policies and procedures provide the framework for our school discipline policy. The school strives for the development of student self-discipline at every grade level. Students are permitted as much freedom as they can handle successfully. Leadership qualities and other positive and adaptive behaviors are reinforced, encouraged, and developed.

All Westmoreland students are expected to observe the following rules:
1. Students will display respect for their classmates and must keep hands, feet, and other objects to themselves.
2. Students will follow directions of all adults.
3. Hats are to be worn only outside the building.
4. Students may not chew gum, unless as a requirement of an IEP or 504.
5. Students must walk at all times when in the building.
6. Speeding tickets will be issued if students are running.

Students who engage in misconduct are disciplined in a manner appropriate to the child's age and specific offense. Disciplinary consequences include the following:

1. Verbal guidance and/or reprimand by the adult observing the misconduct
2. Telephone contact with parents
3. Written notification to parents
4. Referral to the principal
5. In-school suspension or out-of-school suspension as determined by the principal

Please review our school rules with your child and reinforce that they be observed at all times.

B. LUNCHROOM/PLAYGROUND RULES AND REGULATIONS
Our lunchroom also serves as our gym and our auditorium. It is imperative that we receive complete cooperation from our children during the lunch and recess periods. The following rules will be strictly enforced to ensure a pleasant and safe environment for all students.

- Students will be escorted to the multi-purpose room by their classroom teacher or aide.
- Normal conversational tones and good table manners should be used at all times. It is common courtesy and expected that each child leave his/her place at the table neat and clean.
- Students are expected to listen and be attentive for instructions from the lunchroom supervisor and lunchroom aides.
- On the days that students go outside for recess, they are expected to bring clothing appropriate to the weather conditions. Unless the temperature is below 34 degrees, recess will take place outside. Children without warm clothing will not be allowed to go outside in the winter months. Students using the playground equipment must wear sneakers.
- Students will not be allowed to leave the multi-purpose room unless they receive permission from the lunchroom supervisor or lunchroom aide. This also includes using the bathroom.
• Students will be dismissed by table after the lunch period is concluded and their table is checked and cleaned to the satisfaction of the lunchroom supervisor.
• Students must remain in the designated play areas. Students are not allowed to roam around outside or enter the building at lunchtime.
• No candy or gum chewing is allowed on the playground.
• Rough games are not permitted due to possible injury.

While lunch is a time for students to relax and enjoy themselves, there are expectations in regards to proper manners and behavior. Please support our efforts in meeting this goal.

*PLEASE NOTE THAT DURING THE COVID-19 PANDEMIC, SOCIAL DISTANCING GUIDELINES, STUDENTS WILL REMAIN IN THEIR CLASSROOMS TO EAT LUNCH. PLEASE SEND A BEACH BLANKET/TOWEL WITH YOUR CHILD EACH DAY, AS OUTDOOR PICNIC STYLE LUNCHES WILL TAKE LACE AS OFTEN AS POSSIBLE

C. CHANGE OF ADDRESS, PHONE NUMBER or EMAIL ADDRESS
Please inform the office of any change in address any time throughout the year. Please note that a change of address requires the parent to re-register each child in the Fair Lawn School System by bringing required proof of residence to the Fair Lawn Community School. Telephone and email information should be updated in the "Contacts" tab in the Genesis portal.

D. COMPUTER/INTERNET USE
The use of computers and internet access is a privilege, and not a right. All students, parent/guardian, and staff members are required to sign an acceptable use agreement that acknowledges that they have read the terms and conditions of acceptable use, and that they understand their responsibilities. This is done online in the Genesis portal.

E. CELL PHONE USE
Students are not permitted to use cell phones while school is in session. If you wish to permit your child to carry a cell phone for safety reasons he/she may use it to contact you before or after school only. Cell phones should be OFF and placed in backpacks until 3pm.

F. PROPER CARE OF SCHOOL PROPERTY
Textbooks, library books, workbooks, and equipment are provided by the Board of Education. Children are expected to exercise care in the handling of all materials. Fines may be levied when books and other materials are lost, destroyed or damaged. Unreturned library books will result in the final report card being held in the Main Office until all fines are satisfied.
G. FORGOTTEN HOMEWORK/ SUPPLIES
Students are expected to be responsible for bringing home assignments and materials required for homework. Students who occasionally forget something needed for homework may return to school before 4:00 pm. No students will be allowed to retrieve materials after this time.

H. LOST AND FOUND
A Lost and Found box is maintained and is located by the back kitchen/gymnasium door in a large basket. Parents and children should frequently check this box for lost or misplaced articles. Jewelry, glasses and cell phones are held in the main office. Unused clothing is donated to a ‘goodwill organization’ at the end of the year. PLEASE CHECK THIS BOX OFTEN!

I. SCHOOL-WEBSITE
This online tool is designed to aid in the communication among parents, students, teachers and the school. School calendar items, lunch menus, information about emergency school closing, academic, guidance and other school news can be found on our school website. Each member of the instructional staff also maintains a class website.

Please access the website at http://westmoreland.fairlawnschools.org/
Your child’s classroom teacher can provide additional information about accessing your child’s classroom news.

You may also contact our school’s webmaster, Ms. Elizabeth Reilly, if further information or assistance is needed.

J. MISCELLANEOUS SCHOOL INFORMATION
- Parents may call the main office and leave messages for individual teachers at any time. You may also contact the teacher via email. Children may use the classroom telephone with the permission of the teacher in the case of an emergency.
- If you find it necessary to withdraw your child during the school year, please call the school secretary 201-794-5490 x 5600 to arrange for a transfer notice.
- Please mark all articles of clothing school bags, snack bags etc., clearly with your child’s name and grade.
- For safety, please do not send any glass containers to school.
- Children will go outside during lunchtime, weather permitting.
- If a child forgets his/her instrument, he/she should check with the office before their lesson to see if it has been dropped off. (The office does not call the classroom and interrupt instruction.)
K. ANTI-BULLYING POLICY/ HIB
The district has adopted an "Anti-Bullying Policy" (5131.1) that is supported by Westmoreland. A safe and civil environment in school is necessary for students to learn. Bullying or any disruptive behavior will not be tolerated. Should you have any questions or concerns, please do not hesitate to contact our school's HIB specialist, Mrs. Danielle Hichak dhichak@fairlawnschools.org

L. INTERVENTION AND REFERRAL SERVICES
Intervention and Referral Services are available to help meet individual student needs. Team meetings include the Principal, Child Study Team members, the child's classroom teacher(s), the school nurse, the speech, resource and reading teachers, and any other professional who provides services to the student. The I&RS team meets monthly to discuss specific strategies to ensure student success and achievement.

M. HOME-SCHOOL COOPERATION
Home and school must work closely together to ensure the most beneficial program for your child. If something occurs at school that you do not understand, please call the school for more information. We would be happy to assist you.

We ask that you review your child's homework assignments each evening and read with them as frequently as possible. This reinforcement shows your child that their education is a joint effort.

EARLY DISMISSAL, SCHOOL CLOSING, AND EMERGENCY SITUATIONS
Reminder: Please post the calendar card in a convenient place. It contains important information concerning the school calendar and emergency closings. This calendar can also be found online through Westmoreland's Homepage under 'Our District'.

A. EARLY DISMISAL
Two times throughout the school year, Westmoreland Elementary School dismisses students at 12:45 for staff to meet with their Professional
Learning Communities. Please be sure to check these dates on the district’s calendar so you may prepare accordingly.

B. DISMISSAL EMERGENCY
In an emergency situation at dismissal time, such as a severe electrical storm, all children will remain in school until the danger passes. You would be notified of a special circumstance such as this through our school messenger system.

C. DELAYED OPENING AND SCHOOL CLOSING

Delayed Opening: in the event of severe inclement weather, a delayed opening may be announced by the district’s superintendent. Families who have registered their phone numbers on the Genesis platform should receive a phone call by 5:45 am.

*School hours for a delayed opening schedule are from 10:10-3:00. The Delayed Opening and Inclement Weather Schedule is posted on the Westmoreland Homepage and can be found by clicking on “About Westmoreland” at the top of the page. Details by grade level are provided.

School Closing: in the event of a severe storm or other emergency, a special announcement will be made through our School Messenger system via call, email, or text (per the user’s individual set preferences). The district also implements School Messenger to advise parents of school closings.

To opt in to receive text messages, text ‘Y’ to 675-87.

Additional information is always posted and available on the Fair Lawn Schools Website http://www.fairlawnSchools.org/

PLEASE DO NOT CALL THE BOARD OF EDUCATION OFFICE OR THE POLICE DEPARTMENT FOR THIS INFORMATION! In the event that you do not receive a call, you should contact the Main Office to ensure that your personal information is up to date.

During inclement weather, (e.g., snow) it may be necessary to close school early. The decision is made by the Superintendent of Schools. Aftercare will still be open and staff will be available to assist in emergency situations until all children are picked up.

D. EMERGENCY DRILLS
State Law mandates that each school hold emergency drills. These include a monthly fire drill as well as one of the following: lock-down (in the event of an intruder or other dangerous situation), bomb threat, shelter (in the event of dangerous weather) and evacuation drills. An annual evacuation drill, where the students are walked to the Fair Lawn Public Library, with the aid
of the police and fire departments, also occurs. In the event of an actual evacuation, attendance would be taken at the Fair Lawn Public Library and the students would be transported to Fair Lawn High School.

SCHOOL PROGRAMS AND INFORMATION

A. SPECIALS
Specials include Art (35 minutes weekly), Music (35 minutes weekly), Technology (35 minutes weekly) & Physical Education (two 35 minute periods weekly). Times for each class' specials are posted on each Teacher's homepage on School Messenger.

B. REACH PROGRAM
A REACH program is offered in a variety of different ways as children progress in their elementary years. In grades Kindergarten through 3, all students participate in push-in STEM lessons provided by our REACH teacher. Students in grades 4 & 5 also have the opportunity to self-select participation in REACH opportunities by participating in independent study projects throughout the school year which are showcased annually at our "Reach Expo". Participation in 5th grade Word Masters is also a unique and voluntary way to participate in our REACH program. Students who have scored high on district and standardized assessments may also qualify for a pull-out REACH program.

C. WORLD LANGUAGES
Westmoreland Elementary School has been designated as a "Spanish" speaking school. Students will receive 35 minutes of Spanish instruction each week.

D. PHYSICAL EDUCATION:
Sneakers: Sneakers must be secured to students' feet with laces or velcro closures. Sneakers should have good traction.

ITEMS NOT PERMITTED: Slip on sneakers, sneakers without backs, platforms, shoes, boots, Crocs, Heely's, slides, flip flops, sandals, etc.

Clothing: Students must follow the district dress code. Students should wear clothing that provides mobility during activities. Their pants must not touch the floor and sleeves must not extend beyond the wrists. Hats are not permitted during indoor activities. Appropriate attire includes elastic waist shorts, (no cut offs), t-shirts, warm up outfits, sweatpants/sweatshirts for cool weather, and athletic socks.

Jewelry: Students are not permitted to wear jewelry during physical education activities other than in their ears. Only post/stud earrings may be
worn (no dangling or hoop earrings) in the ears. The PE Department will not be responsible for jewelry removed for physical education class.

**Eyeglasses:** Pupils who wear eyeglasses have several options to ensure safety during PE. They may wear protective devices that go over the eyeglasses (which may be obtained by the PE teacher) while engaged in physical activities. Students may opt to remove their eyeglasses or they may wear shatterproof glasses. If the student chooses to wear their eyeglasses, they must have their parent or guardian complete a Request for Permission Form available from the physical education teacher.

*Students who refuse to follow any rules listed above, may be asked by the physical education teacher to sit out of the activity. The grade of a student who does not participate and/or dress may be affected per the school's PE grading policy.*

**E. PHYSICAL EDUCATION EXCUSES:**
In the elementary schools, a parent note will be accepted for exclusion for one day only. If your child must be excused from PE class for a longer duration, a doctor’s note is then required.

If excused from PE due to an injury specified through a doctor’s note, the student will also be excused from recess and will remain in the building during that time. They may ask a friend to join them during this time.

A physician’s note is required for all casts, immobilizers, splints, or crutches. The duration, limitations, and when the student may return to physical education must be included in the note.

**Inquiries:** These rules and procedures have been developed to provide for your child’s safety and for the safety of the entire class. If you have any questions or concerns about these rules, please speak to your child’s physical education teacher first. Further inquiries should be directed to the elementary school principal or the K-8 physical education / health supervisor.

**F. SPECIAL PROGRAMS AND EVENTS**
Assemblies and cultural enrichment programs, supported by the Westmoreland PTO, vary from year to year. These may include special science presentations, musical groups, author visits, plays, etc. In addition, our students take part in several musical programs, a Winter Holiday Program and a Band/String Concert. The Band and String Concert is held at the school in the evening. The Winter Holiday Program is held during the day and parents are invited to attend.

Other activities include our annual:
• Halloween Costume Parade
• Spirit Days, Field Day
• Walk-a-thon
• Clap Out Celebration
• Moving Up Ceremony (fifth grade)
• Memorial Middle School Play (fourth and fifth grade)
• Fair Lawn High School Planetarium

G. PARTIES & BIRTHDAYS
We are happy to celebrate each child’s birthday by announcing their name over the loudspeaker during morning announcements and giving them a birthday pencil! *PLEASE NOTE THAT DUE TO THE COVID-19 VIRUS, WE WILL NOT BE SHARING OR DISTRIBUTING FOOD FOR BIRTHDAYS OR PARTIES.

You may also wish to consider having your child join the Westmoreland Birthday Book Club! One of the most important and special gifts which you can give your child is sharing your love and excitement about books! This is something we try to foster each and every day while your child is at school.

Joining the Birthday Book Club is an excellent way to honor your child on his/her birthday while enriching our school library by donating a new book in his/her name.

If you would like a few suggestions of titles, or additional information regarding the Birthday Book Club, please e-mail our Media Aide, Mrs. Strasser at kstrasser2@fairlawnschools.org.

Mrs. Dell’Aglio will visit your child’s class and read the special donated book in your child’s honor. Imagine how pleased and happy your child would feel knowing a book with his/her name in it is part of our library!

H. SPIRIT DAYS
At Westmoreland School, we love to showcase and celebrate our school pride! Research actually states that students with school spirit do more than show support for their school—they perform better academically, are more socially and civically engaged, and happier! These days demonstrate how we are connected to each other and to our school and display our daily commitment to learning. Please mark your calendars as the first Friday of each month is a Westmoreland Spirit Day! Our first Spirit Day will be adjusted due to the start of the school year and will be held on Friday, September 13, 2019. Please wear your Westmoreland Spirit Wear or blue and white colors on this day! The PTO will be selling spirit wear two times
throughout the school year. Keep your eyes out for information regarding Spirit Wear sales!

I. FIELD TRIPS
Field trip opportunities may present themselves throughout the school year. Classroom teachers plan and supervise these trips. When such trips are taken, you will be asked to sign a permission slip. Arrangements are made for children without permission slips to remain in school with another class.

*DURING THE COVID-19 PANDEMIC, NO FIELD TRIPS WILL OCCUR UNTIL FURTHER NOTICE.*

J. SCHOOL DIRECTORY
Each year the PTO publishes a directory, provided to PTO members. The directory contains class rosters. You will receive forms in the fall inviting you to provide your phone number, as well as your home address and email, for inclusion in the directory. Inclusion in the directory is voluntary.

K. SUPPLIES
School supply lists will be posted on the school's website by August 15th.

L. BEFORE AND AFTER CARE
The District provides before and after care for students from 7:15 AM to 8:35 AM and 3:00 PM to 6:00 PM, located in our school multi-purpose room. On early dismissal days, the aftercare program opens earlier to coincide with dismissal times. Parents are encouraged to bring the children into the building when dropping them off. This program is coordinated through the Community School System. Please contact them at 201-794-5450 x 2369.

M. REDUCED/FREE LUNCH
If you need to apply for reduced priced lunch, the forms are available on our website.

**STUDENT GRADES, TESTING, AND CONFERENCES**

A. REPORT CARDS AND GRADES
Report cards are distributed three times each school year in grades K-5. Dates are set each year for parent conferences. If you feel other meetings during the course of the school year are necessary you must contact your child's teacher directly to request a conference.
B. PARENT/TEACHER CONFERENCES
Parent Teacher conferences are scheduled two times per school year. Our 12:45 dismissal dates are part of our school calendar as well to accommodate parents’ conferences and schedules. On days when students are dismissed at 12:45, lunch is not served. Students are encouraged to bring a peanut free snack on these days.

C. STANDARDIZED TESTS
Parents are notified when tests are to be given. These test results are sent home as soon as possible. Parents may arrange to have a conference to discuss these tests at any time. Both state tests, (NJSLA 3, 4, 5 and NJASK Science grade 5) in addition to district testing (CTP5-grades 4 and 5) occur during the duration of the academic year. Teachers also assess student progress through learning portfolios, developmental reading assessments/benchmarks and content-based testing.

D. REQUESTS FOR TEACHERS
Parent comments, concerns, and insights regarding the educational needs of their children are valued and appreciated. They provide the school with information that assists the faculty in developing class placements that best meet the youngster’s academic, social, emotional, and physical needs. Parents are asked not to request a specific teacher for their child since such requests are often based on limited impressions and second-hand information.

INFORMATION FROM THE HEALTH OFFICE

A. HEALTH/PHYSICAL EDUCATION
The health and safety of all students is paramount at Westmoreland School. It is important that you read and observe the following health information. This will help to ensure the health and safety of not only your child but all children and staff in the school.

B. UPDATING EMERGENCY CONTACT INFORMATION
Please verify emergency information on the Genesis Portal immediately. Should your child become ill or injure themselves during the school day, it is very important that we be able to reach a parent or guardian. Also, please include the name and phone number of someone local who can pick up and care for your child in the event we are unable to reach you.
In the event your child must be signed out of school early, children will only be permitted to leave school property with adult(s) who have been listed as an emergency contact.

C. SCREENINGS
In accordance with state guidelines, the School Nurse conducts annual auditory screenings for all children in grades K-4. Students in grades K, 2, and 4 will have their vision checked. Height, weight, and blood pressure are recorded annually on all students. Fifth graders are also screened for scoliosis, unless written notification stating that you do not want your child screened is submitted to the nurse. Parents will be contacted with a referral regarding any health needs that warrant further medical evaluation. Requests by a parent or teacher for a child to be screened can be submitted throughout the year.

D. IMMUNIZATIONS
Immunizations must comply with New Jersey requirements. Documentation of immunizations from the previous school or physician’s office is accepted. Medical exemption - requires written explanation from the physician.

E. RASHES
A child with a skin rash is required to have a physician's note stating that he/she is not contagious prior to returning to school.

F. CASTS, IMMOBILIZERS, CRUTCHES
For your child’s safety, a physician's order detailing restrictions and accommodations should be given to the school nurse. No child should return to school with crutches, casts or immobilizers without visiting the nurse first.

Please keep your child home if he/she has:

- A fever of 100 degrees or higher
- Has vomited or had diarrhea in the past 24 hours
- Congestion or cough with green/yellow discharge
- General malaise
- Skin lesions/rashes

If your child has been to the doctor and had a throat culture for strep throat, they cannot return to school until the results are known. If the results are positive, they must be on antibiotics for at least 24 hours before returning to school.

G. MEDICATIONS IN SCHOOL
If your child requires medication in school (this includes both prescription and over-the-counter meds), a medication form provided by the school nurse.
must be filled out by your doctor. **Please ask at the Health Office if a form is needed.** As per our school district’s policy, all medications must be brought in and picked up by an adult. They must be in a bottle with a pharmacy label which includes the child’s name and doctor’s orders that match the medication form. We cannot accept hand-labeled medication bottles.

H. **FOOD ALLERGIES:**

Food allergies affect up to 6 percent of young children in the U.S. Many of our students have allergies to different food products. Common foods that can cause allergies include: peanuts, tree nuts, fish, shellfish, eggs (especially egg whites), milk, soy, and wheat. Some students are so sensitive or allergic that even minute traces of these allergens can put them in a life-threatening situation. You can help in these ways:

1. Remind your child that sharing of food is not allowed at any time, _including lunch/snack time_.
2. Prior to the Covid-19 pandemic, Students with nut allergies sat at an identified ‘nut free’ table during lunchtime. Now that students are eating in their classrooms, _we are asking all families to refrain from sending nuts of any kind to school_.

Please feel free to call the nurse with any questions or concerns regarding your child’s health.