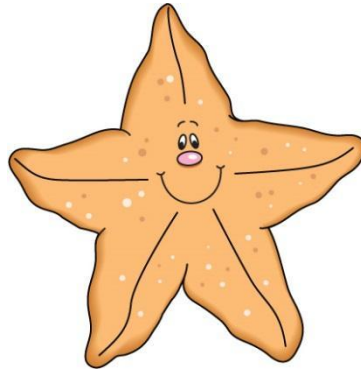


West Villages Elementary School

Home of Westie the Starfish



2020-2021
Family Handbook

Greetings Families:

We are honored that you have chosen West Villages Elementary School for your child's first experience in their academic journey. It is during these early years that children begin building their foundational skills of learning. We will work diligently to ensure that all children who enter our learning community feel safe, respected, and heard. We will do our best to provide an educational experience that is equitable and appropriate so that they are successful, academically and socially.

This handbook is compiled to support you, your child's first and continuing teacher, in your efforts to make this a fulfilling school year. It is a reference for family questions about being a member of the West Villages Elementary School.

In this handbook you will find lots of ways to help yourself and your child discover the joys of learning, and suggestions for helping them grow up feeling confident and secure—an essential part of learning. You'll learn how you can be a full participant in our school community as well as many of the Barnstable Public Schools school policies and procedures.

It is with great pleasure that we welcome you to our school community. Please reach out to us if you have any questions or concerns.

Best Wishes,

Mrs. Mery Faial-Zaynounge

West Villages Elementary School Principal

Family Handbook

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School Information

West Villages Elementary School

760 Ost-West Barnstable Rd.

Marstons Mills, MA 02648



Telephone 508-420-1100

Fax 508-420-1486

Email contactwves@gmail.com

Administration:

Principal: Mery Faial-Zaynounge

faialzaynounge_mery@mybps.us

Asst. Principal: Dylan Bissonnette

bissonnette_dylan@mybps.us

Administrative Assistant: Zoraida Rosario

rosario_zoraida@mybps.us

School Staff:

Kindergarten Teachers

Barrett Donald
Maggie Donahue
Maura Noreen
Staci Bridges

Kindergarten Assistants

Lisa Pawsey
Lia Mendes
Britta Davis

First Grade Teachers

Amy Delcourt
Amy Micciche
Jennifer Anderson
Linda Warde
Melissa Boudreau

Second Grade Teachers

Christina Roberts
Jennifer Elletson
Katie McDonough
Ann Marie Curtin
Lynne Burke

Third Grade Teachers

Diane Cannistraro
Heather Frazel
Kristi Ruggieri
Sue Dunne
Kristen Skaggs

Specialists

Tracy Aalto - Technology
Shannon Mograss - Library
Joshua Kanaga - Music
Rachel Joslin - Health/PE
Kelly Burdge - Art
Andrew Deane -PE/Health

Special Education

Andrea Fullum
Michele Kjoller

Personal Care Assistants

Ann Marie Lamb
Debra Wolfe
Meghan Sabatinelli
Nana Stankova

NECC - Partner

***Tess Lambros**
Deb Tully
Erin Neally-Williams
Katie McKay
Leanne Viera
Jillian Paradise
Paula Haven-Cameron
Laurette Webster
*** Julie Worthan -**

Samantha Ruth

Debbie Bernier

Loryn Pina

Jill Ardolino

Kortney Kelley

Leah Price

Student Support

Deb Garrity - Counselor
Amber Cerrati - Counselor
Tabith Thomas Psychologist
Jen Tolley-Behavior Support
Nicole Bessette-TA
Kathleen Giorgio -
SEAD Coach

Student Services

Kristi Bader - ESL
Sara Lovelette - OT
Lisa Pedi - SLP
- PT

School Assistants

Hillary Portell
Mo Boger

Child Nutrition

Nancy Dias
Gail Manning
Kristen McKenzie

Building and Grounds

Wayne MacFarlane
Saddi Sumpter
Lauren Nadzeika

Front Office Support

Zoraida Rosario -
Admin Asst.
Christy Farrenkopf - SPED
Admin Asst.

Karen Pulit - Nurse

Dylan Bissonnette -
Asst. Principal

Mery Faial-Zeynounge -
Principal

Communication

It is extremely important to have clear and consistent communication between home and school. If you have any questions, please contact the school directly and speak to the school Administrative Assistant. If you need to speak to your child's teacher during the instructional day, please leave a message and they will contact you when they get a chance. If it is an emergency call the front office for assistance. Transportation changes and early dismissal should be communicated to the office as soon as possible with an email and phone call confirmation.

Emergency contacts

We need at least two consistent contact numbers for your child. This is in case of an emergency or a concern regarding your child. It is scary for a child to be at school when we cannot reach you. Please make sure you have updated your contact information by the end of October through the school "Annual Update" link on the school website.

School Emergency Notifications

The school uses a school wide communication program called Blackboard Connect to send emails, text messages, and an automated call to inform you of pressing information. It is imperative that we have the most up-to-date contact information for you so that you do not miss these important notices.

Expectations/ Core Values/Vision

Barnstable Public Schools Core Values

- All children have the right to every opportunity to achieve their full potential.
- Each person deserves to be treated with dignity and respect.
- Integrity and personal responsibility are the hallmarks of our daily interactions.

The Vision of West Villages Elementary School

West Villages Elementary School promotes academic excellence and develops independent problem solvers who will be prepared to be our future leaders. We strive to nurture and celebrate the diversity of our students, staff, and community by providing a positive and peaceful environment of safety, responsibility and respect for all. We are a community of learners, teachers, and volunteers devoted to compassion, empathy, social awareness and an enthusiastic love of learning and the arts.



West Villages School Rules

- **Be Respectful**
- **Be Responsible**
- **Be Safe**

School Attendance: Absences and Tardies

It is extremely important that students attend school on time, all day, every day. Parental notes are required for students' absences and tardiness. Studies have clearly shown that regular attendance in school is a critical component of a child's educational success. While children may become ill, it is important that every effort be made to have your child in school each day that they are healthy. We have many supportive interventions at West Villages which require students to be here, on time, on a consistent basis.

Arrival and Dismissal

Arrival:

Students arriving for Morning Day Care may enter the school through the cafeteria doors after 7:00 a.m. All other students who are arriving for the school day may enter the building at 8:45. Instruction begins at 9:00. Students arriving on the bus will enter through the main lobby doors. Students arriving in cars will be dropped off on the side of the building following the morning drop off procedure. Dismissal begins at 3:20 for car riders, walkers, and day care. Please see the procedures for afternoon car pick below. Busses are boarded at 3:35 and leave by 3:45 at the latest.

Early Dismissal:

In order to protect the learning of your child and conform with Massachusetts general law, it is important that your child is here: • On Time • All Day • Every Day. The school is held accountable for attendance, therefore, we ask that you let your child remain in school each day and either ride the bus home, follow the afternoon car pick up procedure, or attend the day care program. Should an early dismissal become necessary on a rare occasion to dismiss your child early from school, we ask that you: • send a note to the teacher at least 24 hours in advance • sign the child out at the front desk no later than 3:05. Overuse of this process will be recorded with attendance when reporting to the state.

Walkers:

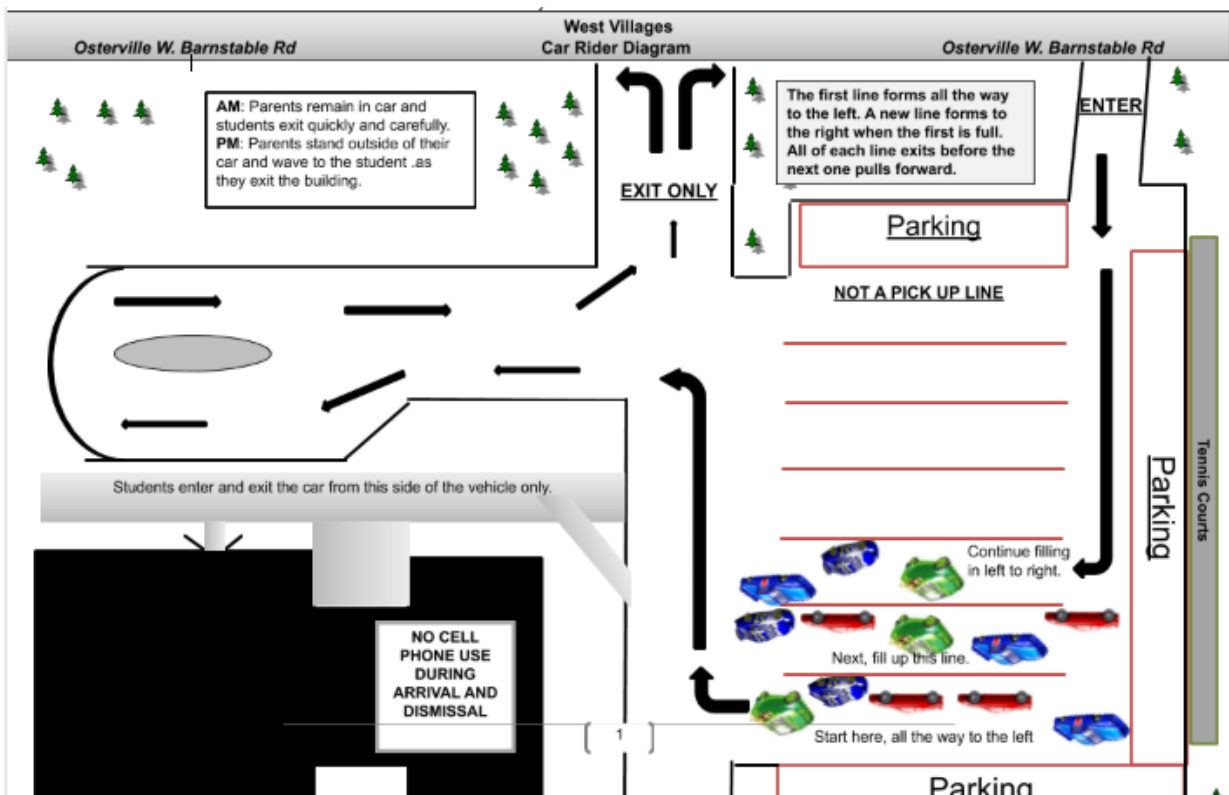
Students who walk home from school are dismissed to adults before the busses leave at the parent pick-up door at 3:20. Parents should send a note to school at the beginning of the year to inform the office that their child will be walking home for the duration of the school year.

Afternoon Car Pickup - 3:20-3:40

Please enter through the ENTRANCE ONLY on Osterville West Barnstable Rd on the north side of the school. Pull into the line farthest to the left that has space in the large parking lot. As your line pulls around, make sure to have your windshield card with your child's name on it displayed. If we cannot verify who you are and who you need to pick up in a safe manner, we may have to ask you to wait through the line and then pull around to the front of the building to check out at the front office once the rest of the process is complete. Once at the curb please get out of the vehicle. Both staff and your child will make eye contact with you before they are allowed to come to the car. Please do not delay the process by remaining in your car. Once you have your child, drive around the loop and exit in the left turn or right turn lane.

Cell Phone and Smoking During Dismissal

For the safety of students and staff, all drivers must be completely off their cell phones while dismissal is in process. Smoking is also prohibited while in the school parking lot.



Transportation



School Buses

Children are transported to/from school on busses operated by: **Five Star**

Telephone: 508.443.5074 or 508.443.5075

Email: missy@fivestarbus.com or butch@fivestarbus.com

Director of Transportation: Sandy Gifford

Telephone: 508.790.6498

Email: gifford_sandy@mybps.us

The transportation system is an extension of our school and appropriate student behavior is expected at all times. The school discipline code is in effect on the school bus and when loading and unloading. Therefore, violation of the school's discipline code on the bus may result not only in removal from the bus, but also exclusion from school and up to and including expulsion.

Kindergarten and 1st grade students will not be dropped at their bus stop without an adult to meet them. If this occurs, the child will be returned to school and the parents will be contacted. Children may not change busses.

For more transportation information or to download forms, please visit: [Transportation](#)

Homework Policy

We believe that meaningful homework assignments are necessary and provide additional time for learning. Teachers assign homework appropriate for your child's age and developmental level. Student work outside of the traditional school day will be assigned by the classroom teacher.

Grade	Approximate Amount	Goals
Kindergarten	20-30 minutes per day	Promote the development of spoken language and pre-reading skills through songs, story telling, nursery rhymes and short poems.
Grade 1	20-30 minutes per day	
Grade 2/3	30-60 minutes per day	Practice reading and other skills learned during the school day.

Parent Teacher Conference/Open House

Parent-Teacher conference dates are listed on the Barnstable Public School Yearly School Calendar. Your child's teacher will schedule a time for you. Our goal is to work together with you to provide the best education possible for your child. Arrangements for additional

conferences should be made in advance by sending a note requesting an appointment or asking the teacher to telephone. An open house may be scheduled to allow for parents/guardians to visit the classroom of the student and meet the teacher. Open houses are scheduled in advance by the school and notification sent to all students and families.

School Meals

Any question regarding the school lunch program should be directed to the Foodservice Office.

Telephone: 508-778-0563.

Breakfast Program

A breakfast program is offered to all students at West Villages Elementary School.



Lunch Program

Hot lunches, which include milk and two side dishes, are prepared daily in our own cafeterias. Menus are sent home monthly.

School staff, who expect acceptable table manners and cooperation, supervise lunch periods. Children are not required to eat everything on their plates but are encouraged to try unfamiliar foods.

Snacks

Please provide a snack and water bottle for your child each day. If you need assistance, please do not hesitate to reach out to your child's classroom teacher-- we are here to help! Snacks should be healthy and preferably nut-free. Check out this website for ideas on safe snacking: <https://snacksafely.com/safe-snack-guide>

Outdoor Recess

Outdoor recess is held each day for all students if the weather permits. School assistants, teachers and other appropriate adults supervise all recesses. Generally speaking, if your child is well enough to come to school, he or she should be prepared to participate in outdoor recess. Adequate clothing for wet or cold weather is expected. We will make use of the weather chart and consult with the school nurse and the principal to determine if the weather is appropriate for outdoor recess.



Playground Expectations

- Keep a safe distance around the swings. Walk around – not through
- Keep your bottoms down and feet in on the raft rides
- We sit on the swings
- 1 person at a time on the swings
- 1 person at a time on the slide

- Children may go down the slide, not up
- We climb down from the top of the equipment. No jumping
- No over-the-top on the spider crawl

Indoor Recess

Only games provided or preapproved by the classroom teachers are allowed for safety's sake. Games of a physical nature cannot happen within the classroom during indoor recess. As a general rule, students will go outside unless it is precipitating, or the temperature feels like it is 29 degrees or below. When temperatures are this cold, teachers may conduct an abbreviated recess or simply keep them in. There is a school assistant, teacher, or other aide in each classroom to supervise indoor recess.

Celebrations

Given our role to promote student health, the school principal and staff will promote alternative non-food celebrations. No outside food that is prepared at home for sharing will be allowed during the school day. Only products that are labeled, pre-packaged or purchased from a licensed vendor will be allowed.



When regarding Birthday Celebrations, it is best to keep celebrations at home. Your child's birthday will be announced to the whole school during morning announcements and a birthday treat bag will be given to your child from the principal during your child's birthday month. If you are choosing to celebrate your child at your home by inviting classmates, please keep in mind the hurt feelings of children who are not invited.

You may:

- Send invitations to school with your child if you are inviting the entire class
- If you are only inviting a few children, please reach out to your child's teacher for mailing address or email information

Dress Code

It is expected that all students will be dressed appropriately while in school. Clothing, footwear and hair should conform to reasonable standards for safety and cleanliness. (ie. Footwear for recess should be sneakers or shoes with straps.)

Students are not permitted to dress in a manner that is disruptive to the educational process or could create disruption or disorder including (but is not limited to):

- extremely short skirts or short tank tops
- halter-tops, tube tops, or other garments that reveal the midriff;
- clothing with language or pictures which are profane or suggestive, or which promote products or activity that are illegal;
- clothing which is disparaging to others in the school environment;
- clothing, pins, insignias, colored jewelry, or emblems that identify students as a member of a gang, hats or bandanas.

Health and Wellness

Barnstable Public Schools Wellness Guidelines (updated March 2017)

The Barnstable Public School school is committed to providing school environments that promote and protect children's health, well-being, and ability to learn by supporting healthy eating and physical activity. School schools are required by public health law 108.25, Section 204, to have a wellness policy, as childhood obesity has reached epidemic levels in the United States. Our goal is to create an environment that promotes healthy lifelong eating and exercise habits, and therefore the following guidelines have been established.

Nutrition Standards for Foods SOLD in School (signed into law 2010)

- Be a “whole grain-rich” grain product; or
- Have as the 1st ingredient a fruit, a vegetable, a dairy product, or a protein food; or
- Be a combination of food that contains at least ¼ cup of fruit and/or vegetable; or
- Contain 10% of the daily value of one of the nutrients of public health concern in the 2010 Dietary Guidelines for Americans (calcium, potassium, vitamin D, or dietary fiber)

Foods sold must also meet several nutrient requirements:

- Calorie limits:
 - o Snack items: < 200 calories; Entrée items: < 350 calories
- Sodium limits
 - o Snack items: < 230 mg; Entrée times < 480 mg
- Fat limits
 - o Total fat: < 35% of calories; Saturated fat: <10% of calories; Trans-fat: 0 grams
- Sugar limit:
 - o < 35% of weight from total sugars in foods

Beverage Guidelines:

Water without added caloric or artificial sweeteners or color; fruit and vegetable juices and fruit based drinks that contain 100% juice and no additional sugar; unflavored or flavored low fat (1%) or fat-free milk. Portion sizes: elementary schools may sell up to 8 ounce portions, while MS and HS may sell up to 12 ounce portions of milk and juice.

Resource: USDA’s Smart Snacks in Schools

Snacks

Snacks served by the schools during the school day or in after-school care or enrichment programs will follow the nutritional standards, and make a positive contribution to children's diets and health, with an emphasis on serving fruits and vegetables as the primary snacks and water as the primary beverage. The school will make available a list of healthful snack items to teachers, after-school program personnel, and parents on health services websites, newsletters, or handouts.

We ask that everyone consider moderation as well as a thoughtful approach focused on wellness for all rewards, celebrations, fundraising activities, and events.

Rewards

If schools provide food or beverage rewards for academic performance or good behavior they shall utilize the USDA's Smart Snacks in Schools (see above), or the schools food service provider catering menu through the teacher during the school day. Schools are encouraged to use other options besides foods for rewards. Food or beverages will not be held as a punishment.

Fundraising activities

To support children's health and school nutrition-education efforts, the use of foods that meet the nutrition standards will be utilized by school groups engaged in fundraising activities during the school day. These standards do not apply during non-school hours. Schools will encourage fundraising activities that promote physical activity and other alternatives besides food. There will be no food fundraisers sold to students during the school day. The school will make available a list of ideas for alternatives to food fundraising activities. PTOs will be notified of guidelines.

School-sponsored Events (such as, but not limited to, athletic events, dances, performances, presentations)

Foods and beverages offered or sold at school-sponsored events after school, will be encouraged to meet the nutritional standards for foods and beverages sold individually. During the school day, no foods that are prepared from someone's home can be shared with students due to safety concerns.

Physical Activity Opportunities and Physical Education

Physical activity and education is provided K-7th grade, and opportunities for physical activity and education for 8th-12th. Whenever possible, schools should work to increase recess and physical activity times even during inclement weather days utilizing indoor spaces. Annual walk-a-thons are encouraged for all students and staff. K-7th grade, and opportunities for physical activity and education for 8th-12th grades. Whenever possible, schools will work to increase recess and physical activity times even during inclement weather days utilizing indoor spaces. Annual walk-a-thons are encouraged for all students and staff.

Physical Activity Opportunities Before and After School

All schools are encouraged to offer extracurricular physical activity programs, including a range of activities that meet the needs, interests, and abilities of all students.

Physical Activity and Punishment

All schools will promote "reflective walking" rather than withholding physical activity as punishment, as per the discretion of the Principal.

Health Education

Health Education is provided K-7th grade, and opportunities for health education for 8th-12th grades that focus on healthy choices.

Monitoring

The superintendent or designee will ensure compliance with established school-wide nutrition and physical activity wellness policies.

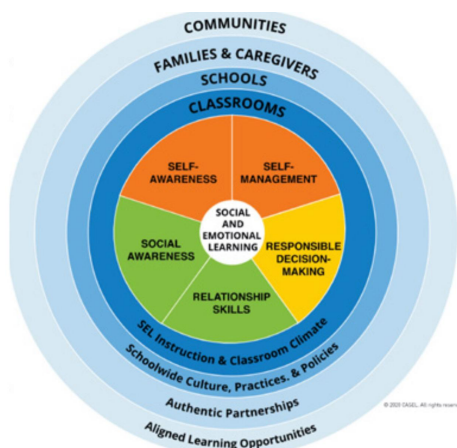
In each school, the principal will ensure compliance with those policies in his/her school and will report on the school's compliance to the school superintendent or designee.

Each year, all schools are highly encouraged to have a Wellness Taskforce or at a minimum incorporate wellness into the agenda of at least two committee meetings at their school to address issues/communications in their building and improve compliance in their school.

School food service staff, at the school or school level, will ensure compliance with nutrition policies within school food service areas and will report on this matter to the superintendent, or if done at the school level, to the principal.

Each year the school Wellness Advisory Committee will review wellness practices and provide resource information to schools as needed and requested.

Social Emotional Learning



The Barnstable Public Schools' school vision is to educate the whole child by creating a student centered school culture that addresses students' physical, social, emotional, and academic needs by creating a safe and healthy learning environment in which students are challenged, supported, and engaged. We are addressing this through social, emotional, and academic development (SEAD) and we focus on social emotional competencies including self-management, responsible decision making, self-awareness, relationship skills, and social awareness.

Families are critical partners in helping their children develop social and emotional know-how. Social and emotional learning starts at home. Families can model the kinds of skills, attitudes,

and behaviors we want all students to master; and they can be important advocates for social-emotional learning at school.

West Villages Elementary School Wide Expectations

	Classroom and Specialist	Bathroom	Recess	Hallway	Bus	Home Learning
Be Respectful	Use whole body listening Follow directions Stay in your own learning space	One person at a time in the bathroom Stay in your own stall Respect the privacy of others	Include everyone Use kind words Be assertive	Follow teacher directions Voices off	Listen to bus driver Sit quietly Hands and feet to self	Be Kind to all family members Follow directions Use a quiet voice
Be Responsible	Use only your own materials Keep your technology charged Use your best effort	Flush when done Throw paper towels in the trash	Ask an adult for help Line up at your spot when the whistle blows Come into the building calmly and quietly	Walk straight to destination Mask on Stay on right side of road (hallway)	Keep everything in your backpack Keep your backpack closed Watch for your stop	Use your best effort Focus and listen; use self talk Sit in your "work station"
Be Safe	Keep distance from others Mask on Sanitize hands before entering and exiting the classroom	Mask on Wash your hands with soap and water for 20 seconds	Hands and feet to self Keep 6' apart Stay with your class Wash hands	Walk straight to destination Mask on Follow the arrows	Stay in your assigned seat and face forward Keep your hands and body to yourself	Get fresh air and move at a safe distance Wash your hands
Be an all Star West Villages Students are Respectful, Responsible, and Safe						

PTO/School Council

PTO

Whether you have an hour or 20 hours, there are numerous ways you can help your children and teachers. Your participation is vital to our programming and annual budget, and our children and teachers appreciate everything you do to support them

What We Do

- Sponsor school field trips
- Monthly Teacher Appreciation
- Arts Alive & STEAM Ahead classroom workshops
- Fall Festival
- Book Fair

- Yearbook
- Bingo Night
- Fundraisers
- Campus beautification
- Box Tops for Education

- Contribute something yummy to our Teacher Appreciation Days!
- Teach an Arts Alive or STEAM Ahead workshop
- Take photos for the Yearbook
- Send in Box Tops for Education
- Contact us and just ask!
- Come to us with new ideas!

How You Can Become Involved

- Volunteer in your child's class
- Help out with a one-time event

For More Information

1. Visit us at www.WVEPTO.org
2. Like us on Facebook at West Villages PTO
3. Contact us at WVEPTO@gmail.com

School Council

The West Villages School Council is a joint committee of parents, educators, and community members who meet to address the following areas of school governance:

- The annual School Improvement Plan
- The annual school budget
- Setting school goals
- Addressing student needs

The school council is mandated by Massachusetts law. Meetings take place once a month and are open to the public.

Before and After School Programs

WVES Daycare Program

Barnstable Public School's Before and After Care Coordinator

Dylan Gerald **Email:** Gerald_dylan@mybps.us

West Villages hosts an on-site daycare program. The purpose of this program is to provide a safe, nurturing environment for our students before and after the school day.

The students have access to games, activities, homework space, snack and playground/gym time depending on the weather and availability. While this program operates independently from the school, we operate with the same set of expectations and values as the rest of the school day.

The program is limited in the number of students that can be accepted. Students will be admitted on a first come, first served basis, with preference given to those in the program the previous year, as well as to any incoming siblings.

Morning daycare hours are 7:00 a.m. to 8:45 a.m. for \$100 per month. Afternoon hours are 3:30 p.m. to 5:30 p.m. for \$160 per month. If attending both, the fee is \$260.00 per month. Full month payments are expected, regardless of the number of days your child attends. Payments

are due on the 1st of each month. The fees for the program go directly to the function of the program. If you have any questions please contact Dylan Gerald.

Testing MCAS/ACCESS

MCAS is the state test given beginning in 3rd grade, throughout the state of Massachusetts. It is designed to measure student achievement in the areas of Math and English Language Arts. As the students get older, they are tested in more subjects such as Writing, Science, and Social Studies.

Our students will be testing in March and April.

More information will come home during the year, but please remember this is only one test, and it does not affect promotion to the next grade level or impact a student's grade.

Does MCAS affect the rest of the students? Our school is graded each year based on the results of how our third graders perform, on the attendance of all our students and on the percentage of participation on these exams. These results are published across the state.

How can I help my child and the school during MCAS? It is important to remember that MCAS is only one snapshot in the course of your child's education. The best way to help your child is to make sure that he/she is at school on time, everyday, all day.

Please do not schedule vacations or time out of school during the testing window on the calendar.

Proper rest and nutrition is important all year long. Healthy habits make sure that your child's mind and body are ready for instruction and/or to show what they know.

Our students in the NECC program participate in the MCAS ALT.

Our ELL students participate in ACCESS testing in January. ACCESS measures a student's language skill.

Technology

Our Vision

We believe technology will enhance the quality and scope of teaching and learning. Our goal is to ensure all educators and students receive equitable access to technology. Technology can be integrated across curricula for meaningful instruction through the expanded use of digital media, assistive technologies, and universally designed instruction. This environment will provide countless opportunities to fully integrate technology in the education process.

WVES uses programs such as Raz-Kids, Dreambox, Headsprout, Renaissance Learning, and Brain Pop to reinforce lessons being taught in school.

At Barnstable we believe in choosing the right tool for the job at hand. Students use a variety of technologies throughout their years at BPS exploring their potential.

- K-2 is 1:1 iPads per classroom
- Grade 3 is 1:1 chromebooks
- K-5 Technology Labs utilize chromebooks
- Technology students explore BeeBots and Dash Robots
- G-Suite for Education



Digital Literacy & Computer Science K-5

In the early elementary school years students begin to use the tools of learning: books, pencils, paper and computers. Students access and engage information with technology and learn the technology and digital literacy skills needed to support critical thinking and creative expression. Barnstable provides incremental and age appropriate lessons and activities that support the implementation of the MA DESE Digital Literacy and Computer Science frameworks.

ALICE/Safety

Barnstable Public Schools implement the ALICE protocol for our emergency management cycle of Prevent, Prepare, Respond and Recover. ALICE is a series of strategies in response to threats. ALICE is a common-sense approach that gives adults permission to do what is smart. The acronym of ALICE stands for Alert, Lockdown, Inform, Counter, and Evacuation. Similar to a fire drill the students and teacher participate in drills to practice what to do in case of an intruder in the building. During the month of November we focused on reading the book I'm Not Scared...I'm Prepared! Because I know All About ALICE. Students also have an opportunity to have class discussions and share their thoughts. They also participate in a walk to our rally points.