

Westmoreland Elementary School



Student and Family Handbook
2026-2027



Dear Parents and Guardians,

The enclosed information has been prepared to acquaint you with the operation of our school and will serve as a helpful resource throughout the school year. Included are copies of school regulations and other important information that we hope you will review and become familiar with.

You may be curious to know: Why are we the OTTERS?

When selecting a school mascot in 2025, our students chose the otter based on the beloved story *Do Unto Otters: A Book About Manners*. The book teaches the importance of the Golden Rule-treating others the way you would like to be treated. At Westmoreland, we strive to live by that lesson each day as we learn, grow, and support one another.

Westmoreland is a school that values strong partnerships between home and school. We are excited to welcome you to our school family and encourage you to learn as much as possible about our curriculum, programs, and the many experiences your children will enjoy throughout the year.

We encourage you to:

- Attend as many school programs and events as possible throughout the year.
- Become an active participant in the PTO by attending meetings and supporting its activities.
- Stay connected with your child's teachers. Appointments may be arranged directly with teachers, and email communication is always

welcome. A staff directory can be found on the Westmoreland School website under "Our School."

Last but not least, the Westmoreland School Main Office is open daily from 8:00 a.m. to 4:00 p.m. Please feel free to contact us with any questions or concerns regarding your child.

We can't wait for our newest Otters to swim, learn, and grow with us this year!

Sincerely,

Christy Dell'Aglio

Principal

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INFORMATION FOR PARENTS

A. DAILY SCHEDULE

On days when the weather is nice, students will line up outdoors by the orange cone(s) which mark the name of their class. When arriving for line up, students should stand by their designated cone. Two teachers are on duty to monitor students. Students should not go to the playground during this time unattended, ride bikes on blacktop areas or play with balls/equipment as blacktop areas are crowded with families and students.

On inclement weather days, cones will NOT be outdoors and students should enter through the rear door by the gymnasium for an indoor lineup. Parents are not permitted into the building on indoor lineup days.

8:25 Line up begins and teachers are on duty.

- Students in Kindergarten will line up near the "turtle statue" on the right side of the school building.
- Students in Grades 1-2 will line up outside the building by designated cones on the blacktop near their classroom door.
- Students in Grade 3 will line up under the rear canopy by the gymnasium.
- Students in Grade 4 will line up on the front blacktop facing Parmelee

8:35 Bell rings/Students enter the building.

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

11:31-12:31 Lunch and recess

12:34 All classes resume

3:00 Dismissal

- K-2 classes are dismissed through their exterior classroom doors
- Grade 3 students are dismissed from the rear gym/kitchen door onto the rear blacktop area (same door as arrival).

- Grades 4 students are dismissed through exit 2 onto the front blacktop area (same door as arrival).

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. Please do not enter the faculty lots for pick up/drop off.
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. Parents transporting students in specialized programs such as Stepping Stones Programs should call the main office for special permission to pull down the front driveway into the bus zone area. Required signage will be provided for your dashboard.
7. 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.
8. Only adults listed in Genesis will be permitted to pick up your child at the end of the school day. Please call the main office by 2:30 pm if there is an emergency situation which requires an alternate individual to pick up your child.

D. RECESS AND MORNING LINE UP

Unless the temperature is below 34° F, recess and morning line up will generally take place outdoors. Please dress your child for outdoor recess on cool days. For safety reasons, sneakers must be worn on gym days.

E. WALKING TO AND FROM SCHOOL

Third and fourth graders are permitted to walk home from school if we have a permission slip, signed by a parent/guardian, on file. Please request one from the main office. Students are not allowed to linger on school grounds and are expected to walk straight home.

F. BICYCLES

Third and fourth graders are permitted to bicycle to and from school, if we have a permission slip on file signed by a parent/guardian. Please request one from the main office. Children may use bicycles if they obey bicycle regulations and have permission from their parents/guardian. This includes wearing a helmet. Electric or motorized bikes should not be ridden to school.

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. Students must go straight home and not linger on school grounds.

G. STUDENT ABSENCES

An elementary student may be retained at grade level, in accordance with Policy 5410, when the student has been absent 14 or more school days, whatever the reason for the absence, except absences for the observance of a religious holiday. Absences due to illness are not excused. Providing a doctor's note for absences due to illness only "verify the absence" in our system.

If your child will be absent, you must call the main office at 201-794-5490 x 5600 by 9:00 AM. You may call in and leave a message any time before this. 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.

H. CHANGE IN DAILY PICKUP RELEASE

If you need to give permission to an adult not listed in the Genesis Portal, you must call the main office to let us know. The individual picking up your child will be required to show a photo ID in the main office.

I. LATENESS

Please make every effort to have your child at school on-time. Daily lateness can accrue to many lost minutes of valuable instructional time. 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.

J. 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.

K 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.

L. 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.

M. LEGAL DOCUMENTS:

If there is a legal document or court 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.

SCHOOL DISCIPLINE AND POLICIES

A. DISCIPLINE AND SCHOOL RULES

Throughout students' elementary years, Westmoreland School works to educate students on learning about "The Golden Rule" and "Doing the Right Thing". District policies and procedures provide the framework for our school discipline policy. Our 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 must show respect for their classmates and teachers. This specifically includes using polite, appropriate and kind language at all times and keeping hands, feet, and other objects to themselves.
2. Students must follow the directions of the adults supervising them.
3. Hats are to be worn only outside the building.
4. Students may not chew gum
5. For safety reasons, students must walk at all times when in the building.
6. Students must treat our school building and property with respect.

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 follow-up discussion by the adult observing the misconduct
2. Telephone contact or email with parents
3. Referral to the principal
4. Parent Meeting
5. Loss of privileges
6. 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.

When students are released to parents/guardians at 3pm and choose to spend time at the playground or on school property, it is essential parents, care givers and guardians supervise their children in these areas. We are unable to impose consequences or discipline for conflict that occurs after school hours.

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 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.
- Students may order a school lunch or bring lunch from home. Students should not share food due to allergy precautions.
- 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.
- If the weather is nice, we will continue to use the outdoor picnic tables on our property for students to enjoy lunch outdoors.
- 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. Please remember to send hats and warm coats as the weather begins to change.
- 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 must remain in the designated play areas. Students are not allowed to roam around outside or enter the building at lunchtime.
- A nut free/allergy table is available for any child with a food allergy. Please consult with the school nurse if your child has a food allergy.
- 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.

C. CHANGE OF ADDRESS, PHONE NUMBER or EMAIL ADDRESS

Please inform the office of any change in address any time throughout the year. Please ensure we have the correct email address on file to receive monthly newsletters and electronic updates. Please note that a change of address requires the parent to re-register each child in the Fair Lawn School System by sending 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. We expect all students to be responsible and respectful digital citizens. Inappropriate online behaviors may result in privileges being suspended.

E. CELL PHONE/SMART WATCH USE

Students are **not permitted** to use cell phones or smart watches while school is in session. Texting via smart watches or cell phones is prohibited during school hours. 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.

If smart watches are used for any reason other than telling time, students may lose the privilege of wearing it.

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. With regard to our school building, we have great pride in the way our school is maintained. We ask students and parents to treat our school grounds with the same kindness, care and respect they show their own home and property.

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 p.m.

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" twice per year (January and June). PLEASE CHECK THIS AREA OFTEN! Labeling your child's sweaters, jackets, hats, water bottles, etc...help us to be sure items are returned.

I. SCHOOL-WEBSITE and COMMUNICATION

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 and other school news can be found on our school website. In addition, each Friday a school newsletter is sent to parents to enhance communication. Please take time to read this important correspondence - designed to keep parents informed about our daily happenings.

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, Miss Danielle LeGrand, 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 or main office 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 School. A safe and civil environment in school is necessary for students to learn. Bullying or any disruptive behavior will not be tolerated. Bullying is different than conflict between two students and is defined as: "Any gesture, any written, verbal or physical act, or electronic communication, as defined in N.J.S.A 18A:37-14, whether it be a single incident or a series of incidents that:

1. Is reasonably perceived as being motivated by either: any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression or a mental, physical or sensory disability or by any other distinguishing characteristic.
2. Takes place on school property, at any school sponsored function, on a school bus or off school grounds.
3. Substantially disrupts or interferes with the orderly operation of the school or the rights of other students and that a reasonable person should know, under the circumstances that the act(s) will have the effect of physically or emotionally harming a student.

Many times, an HIB investigation is launched to determine if the behavior meets the specific definition stated above.

Should you have any questions or concerns, please do not hesitate to contact our school's HIB specialist, Miss Katie Wiseman kwiseman@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.

Each Friday afternoon, parents listed in Genesis will receive an email which includes a link to the weekly principal's newsletter titled The Westmoreland Wrap Up. This newsletter showcases activities and learning from the week and contains important information and dates for all upcoming events. Please take a few minutes to read the Wrap Up Newsletter each week to keep you informed of school happenings.

N. BIRTHDAY CELEBRATIONS

Edible items will not be allowed at in-school birthday celebrations. NJ policy prohibits foods of minimal nutritional value. Instead of cupcakes, cakes, etc you can celebrate with non-edible goodie bags, pencils, etc. or donate a book for the library.

The only time edible treats will be allowed are at Halloween, Holiday season celebrations and at end of year parties.

EARLY DISMISSAL, SCHOOL CLOSING, AND EMERGENCY SITUATIONS

Reminder: Please print and post our annual school calendar 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 DISMISSAL

Throughout the school year, Westmoreland Elementary School dismisses students at 12:45 for staff to meet with parents for designated parent teacher conferences, for district wide professional development or prior to holiday breaks. Please be sure to check these dates on the district's calendar so you may prepare accordingly.

Lunch is not served on 12:45 dismissal days. You may send lunch/snacks with your child. If your child is registered for aftercare, aftercare begins at 12:45 on these early dismissal days.

B. DISMISSAL EMERGENCY

In an emergency situation at dismissal time, 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 (automated phone call and email)..

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 5:45am.

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. Before care is not available on delayed opening days.

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. 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. School Safety/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 another location with the aid of the police and fire departments, also occurs. In the event of an actual evacuation, attendance would be taken at this location..

We are fortunate to have a school resource officer in our school building 5 days per week. Each door is checked and secured multiple times per day. Safety checks and walk-throughs occur all day long. We are strict with our visitor policy. Each visitor is screened with a number of questions over an intercom system. We will not allow our doors to be opened to those not here on official school business.

SCHOOL PROGRAMS AND INFORMATION

A. SPECIALS

Specials include Art (35 minutes weekly), Music (35 minutes weekly), Technology (35 minutes weekly), World Language (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. GIFTED AND TALENTED PROGRAM

A tiered Gifted and Talented program is offered in a variety of different ways as children progress in their elementary years. Tier 1 services are for ALL learners, K-4, and include whole class enrichment opportunities provided by our Gifted and Talented teacher in the general homeroom classroom

- PETS Program in grades K-2
- STEM in grades 3-4

Tier 2 services are provided for some learners and include collaborative efforts between the classroom teacher and G&T teacher to enrich opportunities for high ability learners who are above grade level in an identified academic area. Year long pull out activities such as Literacy Seminar and Math seminar are provided for identified students in grades 3 and 4. Tier 3 services are provided for few identified learners whose needs are not being met by Tier 1 or Tier 2 services.

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.

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.

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 to assemblies which visit our school, the school principal presents 3-4 "Do the Right Thing" Assemblies to the student body each year. During these assemblies, students are nominated and acknowledged by the entire school community for "Doing the Right Thing". Throughout the school year, our students take part in several musical programs, a Winter Holiday Program, Band/Strings Concert, and an end of year Westapalooza Community music Event.

Other activities include our annual:

- Halloween Costume Parade
- Spirit Days
- Field Day
- One School One Book Project
- PTO Holiday Dances
- Clap Out Celebration
- Moving Up Ceremony (4th grade)
- Memorial Middle School Play
- Many Assembly Programs
- Visits to the Fair Lawn Public Library

G. PARTIES & BIRTHDAYS

We are happy to celebrate each child's birthday by announcing their name over the loudspeaker during morning announcements. Edible items will not be allowed at in-school birthday celebrations. NJ policy prohibits foods of minimal nutritional value. Instead of cupcakes, cakes, etc you

can celebrate with non-edible goodie bags, pencils, etc. or donate a book for the library. Class parents can work with classroom teachers to plan 3 celebrations including food throughout the school year (Halloween, Winter Holiday, End of Year).

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! 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.

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.

K. SUPPLIES

School supply lists will be posted on the school's website. School Supply Kits are also available for purchase through the Westmoreland PTO.

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 Fair Lawn Community School. Please contact them at 201-794-5450 x 2369

M. SCHOOL LUNCH/FREE or REDUCED LUNCH PRICES

Families have the opportunity to apply for free/ reduced priced lunch. The forms are available on our website.

Lunch menus for school lunches can be found under the "parent" tab on our school's website. Select "food service".

<https://fairlawnschools.nutrislice.com/menu/westmoreland-elementary/lunch/>

Parents may deposit money in their child's "pay schools central" account which is linked to their student ID number. This information can also be found on the food services page.

N. SOCIAL & EMOTIONAL LEARNING: Social and Emotional Learning takes place in each classroom daily. The Sanford Harmony Program is infused into each school day to ensure students' social and emotional growth and development.

O. CARE PLUS: Fair Lawn Public Schools continues to maintain a partnership with Care Plus, ensuring a licensed clinician is housed in each school building to provide counseling and emotional support as necessary. These supports can provide assistance to students who feel anxious, are struggling with peer relationships or a family situation. Please contact your child's teacher or building principal if you feel your child would benefit from this resource.

P. ADDITIONAL PROGRAMS & RESOURCES: Westmoreland School offers a comprehensive ELL program for students acquiring the English Language. In addition, basic skills programs are available to help support students who are struggling with academic concepts.

Occupational, Physical and Speech Therapies are housed in our school as well as a full Child Study Team to address any of your concerns.

STUDENT GRADES, TESTING, AND CONFERENCES

A. REPORT CARDS

Report cards are distributed electronically three times per year via the Genesis platform. Dates are set each year for parent conferences. If you feel other meetings during the course of the school year are necessary you may 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-A 3, 4) in addition to district testing occur during the duration of the academic year. Teachers also assess student progress through learning portfolios, developmental reading Link It! Assessments, benchmarks and content-based testing.

D. REQUESTS FOR TEACHERS/CLASS PLACEMENTS

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. Placing students in classrooms each year is an arduous process. We take into account

teacher certifications and training as well as all of the support systems available in each classroom to ensure each child's success.

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 are 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 on Genesis.

C. SCREENINGS

In accordance with State guidelines, the School Nurse conducts annual auditory screenings for all children in grades K-3. Students in grades K, 2, and 4 will have their vision checked. Height, weight, and blood pressure are recorded annually on all students. Requests by a parent or teacher for a child to be screened can be submitted throughout the year.

D. IMMUNIZATIONS & PHYSICALS

Immunizations and physicals must be on file with the nurse before your child can begin school and 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.

Any new student registering in the district must provide a copy of a recent physical.

****All required medical forms can be found on the Westmoreland school website.****

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 100.4 degrees or higher
- Has vomited or had diarrhea in the past 24 hours
- Atypical or persistent congestion or cough
- Unidentified rash

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 a large 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

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