

**NEW CANAAN PUBLIC SCHOOLS  
CENTRAL ADMINISTRATION OFFICES  
39 LOCUST AVENUE  
594-4000**

**ADMINISTRATION**

Bryan Luizzi, Ed. D., *Interim Superintendent of Schools*  
Jill Correnty, Ed. D., *Assistant Superintendent of Curriculum and Instruction*  
Darlene M. Pianka, *Assistant Superintendent of Pupil and Family Services*  
Gary A. Kass, *Director of Human Resources*  
Jo-Ann D. Keating *Director of Finance and Operations*

**SCHOOLS**

|                                      |                     |                 |
|--------------------------------------|---------------------|-----------------|
| <b>New Canaan High School (9-12)</b> | <b>11 Farm Road</b> | <b>594-4600</b> |
| Principal                            | Mr. William Egan    |                 |
| Asst. Principal                      | Dr. Veronica LeDuc  |                 |
| Asst. Principal                      | Mr. Ari Rothman     |                 |
| Asst. Principal                      | Mr. Larry Sullivan  |                 |

|                                 |                       |                 |
|---------------------------------|-----------------------|-----------------|
| <b>Saxe Middle School (5-8)</b> | <b>468 South Ave.</b> | <b>594-4500</b> |
| Principal                       | Mr. Gregory Macedo    |                 |
| Asst. Principal                 | Dr. Julie Ferreira    |                 |
| Asst. Principal                 | Ms. Linda Spenard     |                 |
| Asst. Principal                 | Mr. Steven Clapp      |                 |

|                          |                         |                 |
|--------------------------|-------------------------|-----------------|
| <b>East School (K-4)</b> | <b>Little Brook Rd.</b> | <b>594-4200</b> |
| Principal                | Mrs. Kristine Woleck    |                 |
| Asst. Principal          | Ms. Maura Fruin         |                 |

|                           |                      |                 |
|---------------------------|----------------------|-----------------|
| <b>South School (K-4)</b> | <b>68 Gower Road</b> | <b>594-4300</b> |
| Principal                 | Ms. Joanne Rocco     |                 |
| Asst. Principal           | Mr. Matthew Kascak   |                 |

|                          |                        |                 |
|--------------------------|------------------------|-----------------|
| <b>West School (K-4)</b> | <b>769 Ponus Ridge</b> | <b>594-4400</b> |
| Principal                | Ms. Jan Murphy         |                 |
| Asst. Principal          | Ms. Ashley Furnari     |                 |

**BOARD OF EDUCATION (Board members may change November 2015)**

|                |                     |
|----------------|---------------------|
| Hazel Hobbs    |                     |
| Scott Gress    | Gene Goodman        |
| Dionna Carlson | Penny Rashin        |
| Sangeeta Appel | Jennifer Richardson |
| Alison Bedula  | Sheri West          |

## WEST SCHOOL FACULTY AND STAFF

### ADMINISTRATION

Jan Murphy, Principal  
Ashley Furnari, Asst. Principal  
Janine Farkas, Principal's Secretary  
Kelly Maar, School Secretary  
Maria Poccia, Lib. Secretary  
Sylvia Sylvester, Sp. Ed. Secretary

### PSYCHOLOGIST

Don Siegel

### SPECIAL EDUCATION

Mary Ann DeFelice, Administrator  
Alicia Sullivan, SLP  
Colleen Bailey  
Kathie Rupp  
Deborah Carney  
Kelly Conte, P.T.  
Ann Fisher  
Francine Gurtler, SLP  
Allison LaRow, O.T.  
Alyson Schroeder, SLP  
Suzanne Schoenig  
Danielle Utman, O.T.

### SPECIALISTS

Gianna Bavido, Spanish  
Darren Bruce, Writing Specialist  
Kathy Crosby, Challenge  
Michelle Daab, Science  
Monica Fitzgerald, Music  
Erin Gildea, Rdg. Specialist  
Trish Gracia, Math Specialist  
Gloria Koster, Library Media  
Ilya Levitin, Instrumental Music  
Clint McLeod, ICT  
Amanda Norling, Guidance  
Isobel Owen, Spanish  
Joanne Shulman, Rdg. Specialist  
Andrea Smith, Art  
Stefanie Sommerville, ICT  
Tim Stella, P.E.  
Liz Zeiss, Art

### NURSE

Jozie Bell

### CUSTODIANS

Darryl Johnson  
Ted Milone, Head Custodian  
Daniel Nelson  
Robert Plaza

### CAMPUS MONITOR

Dave Wannagot

### ASSISTANTS

Kristen Anderson  
Deanna Balzano  
Hayley Baxendale  
Mary Chilia  
Cory Fechter  
Lauren Hanlon  
Monique Hitlin  
Raffaella Iovieno  
Ali Jansen  
Rachel John  
Deanna Koch  
Sheri McCready  
Maggie McGowan  
Erin O'Reilly  
Rachel Raponi  
Kayla Romaniello  
Kris Sullivan  
Jeta Tuga  
Linda Wolfgruber  
Michelle Young-Hutchinson

### INTERNS

Yamuda Ramadass  
Iliana Felton

### STUDENT TEACHERS

**PRESCHOOL:**

Meghan Habansky  
Daniella Mini  
Cathy McClure

**KINDERGARTEN:**

Jessica Borges  
Lorraine Cerino  
Jennifer Eldredge  
Beverley Griffin  
Tara Karlson

**FIRST GRADE:**

Nicole Hauser  
Maria Hodus  
Jennifer Kennedy  
Holly Myer  
Tania O'Leary  
Joanna Tamburro

**SECOND GRADE:**

Christine Fortmann  
Kelley Girnys  
Alison Kass  
Shelby Land  
Julia Willman

**THIRD GRADE:**

AnnaMarie Aunce  
Deborah Cornwell  
Maureen Correa  
Janine Dubois  
Ashleigh Merritt  
Jade James

**FOURTH GRADE:**

Vicki Creutz  
Margaret Hughes  
Kimberly Montaner  
Patrick Murren

## WEST SCHOOL STUDENT DIRECTORY

This directory is intended to promote telephone communication between and among enrolled students and their parents for educational and social purposes. This directory is NOT to be used for commercial purposes or private solicitation nor is it to be used as a mailing list. In accordance with Board of Education Policy, "No directory information shall be released regarding any student when a parent, guardian or student eighteen years or older has notified the school that such information shall not be released." Board Policy 5230 contains specific guidelines for releasing information for a student directory.

| AUGUST    |   | START<br>TIME     |
|-----------|---|-------------------|
| 20        | New to West (Gr 1-4) Coffee & Student Orientation | 10:00 - 10:45     |
| 24        | "Meet and Greet" w/ Teachers (Gr 1-4)             | 10:15 - 10:45     |
| 27        | First Day of School                               |                   |
| 28        | Welcome Back Teacher Lunch ("TGIF")               | 11:00-1:30        |
| SEPTEMBER |   |                   |
| 1         | Executive Board Meeting                           | 9:30              |
| 4         | Classroom Coordinator Meeting                     | 9:30              |
| 7         | Labor Day (No School)                             |                   |
| 8         | Welcome Back PTC Coffee                           | 9:15              |
| 10        | Open House Grades K, 2, 4                         | 7:00 - 8:45<br>PM |
| 14        | Rosh Hashanah (No School)                         |                   |

|    |  |                   |
|----|--|-------------------|
| 15 | Open House Grades 1, 3                   | 7:00 - 8:45<br>PM |
| 20 | Ice Cream Social                         | 2:00 - 4:00<br>PM |
| 23 | Yom Kippur (No School)                   |                   |
|    | Family Photo Day - dates to be announced |                   |

OCTOBER

|    |  |        |
|----|--|--------|
| 2  | Fall Fundraiser (rain date 10/16)        |        |
| 6  | Executive Board Meeting                  | 9:30   |
| 9  | Student Photo Day                        | 9:15   |
|    | Family Photo Day - dates to be announced |        |
| 13 | PTC Meeting (Evening)                    | 6:45PM |
| 30 | Halloween Parade                         | 2:00   |

NOVEMBER

|            |                                      |                   |
|------------|--------------------------------------|-------------------|
| 2          | Executive Board Meeting              | 9:30              |
| 3          | Professional Development (No School) | 9:30              |
| 4          | Author Visit-Dan Gutman              |                   |
| 6          | Magic of Science Assembly            |                   |
| 10         | Joint Elementary PTC Meeting @ South | 9:30              |
| 10, 11, 12 | Fall Book Fair                       |                   |
| 10         | Book Fair Family Night               | 5:30 - 7:30<br>PM |

12 Kindergarten Coffee 9:15

20 Spirit Day

25 Report Card Distribution \*Early Dismissal

26, 27 Thanksgiving (No School)

DECEMBER

1, 2, 3, 4 Parent/Teacher Conferences \*Early Dismissal

8 Executive Board Meeting 9:30

11 Holiday Teacher Appreciation Lunch 11:00-1:30

23 K-4 Holiday Assembly \*Early Dismissal 10:15

24-31 Holiday Vacation (No School)

JANUARY

1 New Year's Day (No School)

5 Executive Board Meeting - Snow date 1/6 9:30

12 PTC Meeting - Snow date 1/19 9:15

14 Transition to Kindergarten @ East School -  
Snow date 1/15 9:30

18 Martin Luther King Jr. Day (No School)

19 Math Night - Snow date 1/21 5:30-7:00

22 Spirit Day

26 PTC Family Night @ NCHS - Snow date 2/4  
5:30 - 7:30  
PM

FEBRUAR

Y

2 Executive Board Meeting 9:30

15-19 Winter Break (No School)

MARCH

1 Executive Board Meeting 9:30

3 Variety Show @ NCCS (tentative) - Snow date 6:30 - 8:30  
3/8 PM

8 PTC Meeting 9:15

18 Spirit Day

23 Science Fair 5:30 - 7:00  
PM

25 Good Friday \*No School

APRIL

1 Parent Social & Silent Auction 7:00 -  
10:00 PM

5 Executive Board Meeting 9:30

8 Professional Learning \*No School

11-15 Spring Break \*No School

19 PTC Meeting

26, 27 Kindergarten Orientation

TBD Wishes for West Kickoff (TBD)

29 Grade 1 American Heroes Concert 10:00

MAY

|     |  |                   |
|-----|--|-------------------|
| 2-6 | Teacher Appreciation Week                            |                   |
| 3   | Executive Board (Incoming/Outgoing)<br>Meeting (BBT) | 9:30              |
| 4   | West Art Show  | 5:30 - 7:00<br>PM |
| 14  | Incoming Kindergartener Bike Rodeo                   | 10:00 -<br>12:00  |
| 17  | PTC Meeting - Summer Enrichment                      | 9:15              |
| 20  | Spirit Day   |                   |
| 20  | K Australia Concert                                  | 10:00             |
| 30  | Memorial Day (No School)                             |                   |
| 31  | Field Day Grades K-4 - Rain date 6/2                 |                   |

## JUNE

|    |  |         |
|----|--|---------|
| 3  | Grade 2 Geography Concert                              | 10:00   |
| 7  | Executive Board Meeting (New Board)                    | 9:30    |
| 8  | Grade 3 Constitution Concert                           | 10:00   |
| 9  | Grade 4 Explorers Concert and Celebration              | 6:00 PM |
| 10 | Grade 4 Picnic   |         |
| 14 | Last Day of School (if no snow days) * early dismissal |         |



PTC Contact List\_\_\_\_\_

## West PTC Classroom Coordinators 2015-2016

### Classroom Coordinator Chairs

Caryn Kelly  
203-972-2662  
203-803-9233  
hikellys@aol.com

Katrina Parkhill  
203-594-1209  
203-595-1547  
katrinaparkhill@gmail.com

### Kindergarten Classroom Coordinators

#### Borges

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Becky Ethridge  
home 203-594-9468

Mandy Miller  
home 203-594-9480

cell 646-713-4228 cell 503-729-9005  
email becky\_ethridge@yahoo.com email mandy.miller@gmail.com

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**Cerino**

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|                        |                               |
|------------------------|-------------------------------|
| Samantha Gaumer        | Kristen Hibbert               |
| home 203-594-1606      | home 203-594-7497             |
| cell 203-912-9266      | cell 203-856-1727             |
| email ssgaumer1@me.com | email klhibbert@optonline.net |

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**Eldredge**

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|                        |                                 |
|------------------------|---------------------------------|
| Caryn Kelly            | Katrina Parkhill                |
| home 203-972-2662      | home 203-594-1209               |
| cell 203-803-9233      | cell 203-595-1547               |
| email hikellys@aol.com | email katrinaparkhill@gmail.com |

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**Griffin**

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|                          |                            |
|--------------------------|----------------------------|
| Michelle Moor            | Danielle Sieckhaus         |
| home 203-594-7310        | home 203-703-2067          |
| cell --                  | cell 203-249-2133          |
| email mtmoor73@gmail.com | email dsieckhaus@gmail.com |

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**Karlson**

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|                                |                            |
|--------------------------------|----------------------------|
| Laurel Howe                    | Meredith Sullivan          |
| home 203-595-9899              | home 203-801-0882          |
| cell 203-912-3654              | cell 917-859-1239          |
| email laurel@thehowefamily.com | email meredithg8@yahoo.com |

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**Tamburro**

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|                     |                                 |
|---------------------|---------------------------------|
| Marjorie Furman     | Carolyn Saunders                |
| home 203-966-5243   | home 203-801-0071               |
| cell 917-968-2172   | cell 917-589-1161               |
| email mjocf@mac.com | email saunders361@optonline.net |

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**First Grade Classroom Coordinators**

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**Hauser**

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|                       |                              |
|-----------------------|------------------------------|
| Jayne Benton          | Ciomara Lockyer              |
| home 203-966-5863     | home 203-594-9911            |
| cell 203-273-2049     | cell 203-554-2538            |
| email ctjayne@mac.com | email xiomaralockyer@mac.com |

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**Hedus**

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|                                |                               |
|--------------------------------|-------------------------------|
| Shannon Kieske                 | Robin Schuh                   |
| home 203-594-1970              | home 917-658-1121             |
| cell 415-307-5547              | cell 917-658-1121             |
| email shannon.kieske@gmail.com | email robin.f.schuh@gmail.com |

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**Kennedy**

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Lisa Hannich  
home 404-625-2892  
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Christa Kenin  
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**Myer**

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Christen Garcia  
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**O'Leary**

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Aisling Zaccarelli  
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**Second Grade Classroom Coordinators**

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**Cerro**

Lise Arnold  
home 203-594-9621  
cell 917-648-4556  
email lise.m.shonfield@gmail.com

Jennifer Crowley  
home 203-966-4760  
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**Fortmann**

Sheri Cronk  
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Lesley Harnett  
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**Girnys**

Caryn Frick  
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cell 201-888-2076  
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Ainsley Hayes  
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**Priest**

Ann McMahon  
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Stacey O'Malley  
home 203-594-1782  
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email omalley2003@gmail.com

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**Rushton**

Kimberly frisch  
home 917-748-7423  
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email k\_frisch@yahoo.com

Lori Harris  
home 203-972-9075  
cell 917-312-0041  
email lorindaharris@optonline.net

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**Willman**

Denise Luccarelli  
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Meredith Petitjean  
home 203-594-1315  
cell 818-259-2879  
email merelinc@gmail.com

### Third Grade Classroom Coordinators

#### Aunce

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Maureen Axon  
home 203-966-0030  
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email maxon@optonline.net

Darcy Smith  
home 203-966-5929  
cell 203-219-4252  
email darcycsmith@hotmail.com

#### Cornwell

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Michelle Bramwit  
home 203-594-7530  
cell 203-470-1679  
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Jill Crystal  
home 203-594-9481  
cell 203-326-1864  
email jctc5@aol.com

#### Correa

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Tracy Growney  
home 203-966-9432  
cell 203-981-9432  
email tracygrowney@optonline.net

Olga Steinberg  
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cell 917-703-2710  
email olga@billandolga.com

#### Merritt

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Maria Schmitz  
home 203-966-7353  
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Elizabeth Vigano  
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cell 203-858-1722  
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### Fourth Grade Classroom Coordinators

#### Creutz

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Babette DeFelice  
home 203-966-6460  
cell 917-913-0418  
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Jennifer Richardson  
home 203-594-1454  
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#### Hughes

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Felicia Alford  
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Kimberly Birmingham  
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cell 718-594-6136  
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#### Land

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Patricia Mee  
home 203-594-7793  
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Jennifer sechan  
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**Montaner**

Siobhan Graham

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Sharon Parrino

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**Murren**

Jennifer Cieszko

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Catherine Hanrattie

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email catherine@dimodugnodesign.com

## ABC's of WEST

**ASBESTOS MANAGEMENT:** As per state and federal regulations, the New Canaan Public School facilities have been inspected to determine if asbestos is present and to evaluate the potential for human exposure to airborne fibers of asbestos. An Asbestos Management Program has been developed to maintain these materials in a condition in which they do not pose a health hazard. As part of this program, asbestos-containing materials are inspected several times each year. Anyone wishing information about the Asbestos Management Program or the asbestos-containing materials found in the schools should ask to review the Asbestos Management Plan which is on file in the main office of each building and the Board of Education office.

**ASSESSMENTS:**

**Schedule of Standardized Assessments in New Canaan**

| Assessment                                     | To Evaluate                       | Grade | Test Given | Results          |
|--|-----------------------------------|-------|------------|------------------|
|  |                                   |       |            | <b>Available</b> |
| OLSAT<br>Otis-Lennon<br>School Ability<br>Test | Verbal/<br>Nonverbal<br>Reasoning | 2     | April      | June             |
|  |                                   |       |            |                  |
| Degrees of<br>Reading Power<br>(DRP)           | Reading Skills                    | 2     | April      | June             |
|  |                                   |       |            |                  |

|  |                                   |              |       |      |
|--|-----------------------------------|--------------|-------|------|
| Comprehensive Testing Program (CPTIII & ERB) | Verbal and Quantitative Reasoning | 3,5,7        | May   | Fall |
|  |                                   |              |       |      |
| Smarter Balance                              | Math, Reading, Writing            | 3,4,5,6, 7,8 | March | Fall |
|  |                                   |              |       |      |

**ATTENDANCE:** Consistent attendance is essential for effective learning.

Students are expected to be in school each day that school is in session except in cases of illness or family emergency.

**School Hours:** School hours are Monday through Friday from 9:05 a.m. to 3:35 p.m. daily. Class begins at **9:05 A.M.**

**Arrival at School:** Students should be at school by 9:05 A.M. . Students arriving at school on the bus should go directly to their assigned playground for supervised play (grades K-1 on the front playground, grades 2-4 on the back playground). Students should not be dropped off any earlier than 8:50 a.m. in the drop off area at building three. If you leave your child earlier than the designated school hours, you are posing a risk to the safety of your child, as no adult supervision is provided. Teachers and administrators are not responsible for supervising children left at school before regular school hours begin.

**Arrival at School in Inclement Weather:** On days when the weather does not allow for children to be outdoors, kindergarten and first grade children report to the Brown Bag Theater for morning recess. Students in grades 2-4 report to the gym. Children will be supervised beginning at 8:50 a.m.

**Tardiness:** If a student arrives at school after 9:05a.m., he/she must report to the office before going to class. Please note that the principal will be informed in the case of consistent tardiness.

**Absences:** Parents are responsible for regular daily attendance of their children. An absence shall be considered excused when a child does not attend school due to illness or injury, death in the family, religious obligations, and emergency or other exceptional circumstances approved by the principal of the school. Verification of absence must be written or telephoned by the parent or guardian. All other absences, with or without written or telephone explanation, shall be considered unexcused.

**Call Back System:** If your child is going to be absent from school, you must call the office (594-4400) before 9:00 A.M. If we have your child marked absent and have not heard from you, we will call you.

**BEHAVIOR EXPECTATIONS:**

Behavior expectations - "Be Ready, Be Respectful, and Be Responsible" are developed for the following areas:

- Classroom
- Recess

Walking in the Hallway  
Bathroom  
Lunchroom  
Dismissal  
Bus  
Assembly

A copy of the full matrix can be obtained in the office.

**BIRTHDAYS:** Our policy for birthday celebrations at school invites parents to donate a book to the class library. Food or goodie bags are not permitted for birthday celebrations. Thank you for your cooperation.

**BULLYING:**

West School is committed to creating and maintaining an educational environment that is safe and respectful and thus free from bullying, harassment and discrimination. West School prohibits any form of bullying behavior on school grounds; at school sponsored activities (whether held on or off school grounds); at school bus stops; on school buses or any vehicle used by the school district; or through electronic means owned, leased, provided or used by the school district. West School also prohibits any form of bullying behavior outside of the school setting if such bullying (i) creates a hostile environment at school for the student against whom such bullying was directed, (ii) infringes on the rights of the student against whom such bullying was directed at school, or (iii) substantially disrupts the education process or the orderly operation of a school. Discrimination and/or retaliation against an individual who reports or assists in the investigation of an act of bullying is likewise prohibited.

Students who engage in bullying behavior shall be subject to school discipline, up to and including expulsion, in accordance with the Board's policies on student discipline, suspension and expulsion, and consistent with state and federal law.

**“Bullying”** means the repeated use by one or more students of a written, verbal or electronic communication, such as cyber-bullying, directed at or referring to another student attending school in the same school district, or a physical act or gesture by one or more students repeatedly directed at another student attending school in the same school district, that:

- 1) causes physical or emotional harm to such student or damage to such student's property;
- 2) places such student in reasonable fear of harm to himself or herself, or of damage to his or her property;
- 3) creates a hostile environment at school for such student;
- 4) infringes on the rights of such student at school; or
- 5) substantially disrupts the education process or the orderly operation of a school.

Bullying shall include, but not be limited to, a written, verbal or electronic communication or physical act or gesture based on any actual or perceived differentiating characteristics, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, socioeconomic status, academic status, physical appearance, or mental, physical, developmental or sensory disability, or by association with an individual or group who has or is perceived to have one or more of such characteristics.



For purposes of this policy, "**Cyber-bullying**" means any act of bullying through the use of the Internet, interactive and digital technologies, cellular mobile telephone or other mobile electronic devices or any electronic communications. West School follows the Board's Safe School Climate Plan which is available on the district's website.

West School will follow the Safe School Climate Plan in investigating and responding to concerns regarding bullying behavior.

Students are expected to report bullying to their teacher, school counselor, administrator, or any school employee in a supervisory capacity. Students may report bullying concerns anonymously.

If you have any questions please contact Jan Murphy, Principal at 203-594-4400.

**CARE CONVENTIONS:** CARE Conventions are town meetings designed to bring the students together to celebrate West School, share student work and emphasize our theme "Building a Caring Community". A fourth grade class will emcee the CARE Conventions.

**CARE OF TEXTBOOKS AND MATERIALS:** Students are responsible for the textbooks, core books, library books, supplies and equipment issued to them during the school year. If they are lost, students must pay for their replacement. Check the office/library for the cost. If a lost item is found, money paid will be refunded.

**CHANGE OF ADDRESS:** A form can be found on the district website. It should be electronically submitted. You will receive communication from NCPS Central Registrar. Bus changes, if any, will be made after documentation of address change is satisfied.

**CHILD ABUSE AND NEGLECT POLICY:** The following policy is mandated by CT General Statutes 17a - 101: If a staff member has a reasonable suspicion that abuse or neglect of a student has occurred or that abuse is imminent, the staff member is required to immediately contact Department of Children and Family Services within 24 hours in the presence of the school principal. In addition, a written report to DCF must be completed within 72 hours of the oral report.

**CONFERENCES:** Parent-Teacher conferences are scheduled during four afternoon sessions following the distribution of the fall report cards. Classroom Coordinators assist in scheduling the conferences. Dismissal time on these days is 1:05 p.m. for all students. Teachers are also available for conferences throughout the year. These conferences may be initiated by either teacher or parent. Conferences can be scheduled by contacting the teacher directly.

**DELIVERIES FOR STUDENTS:** If it is necessary for you to deliver items to school for your child during the school day, those deliveries must be made to the office. Office personnel will contact the student.

**DISCIPLINE, SUSPENSION OR EXPULSION:** The principal or his/her designee may impose suspension and/or expulsion on any student whose conduct endangers persons or property or is seriously disruptive of the educational process or is in violation of a publicized policy of the Board of Education. (See Board of Education policy 5160)

**DISCRIMINATION AND HARASSMENT STATEMENT:**

It is the policy of the New Canaan Board of Education that no person shall be excluded from participation in, denied the benefits of, or otherwise discriminated against under any program including employment, on the basis of race, color, religion, sex, age, national origin, ancestry, marital status, or disability. Furthermore, it is the policy of the New Canaan Board of Education that no person shall harass, annoy, embarrass, or cause any duress toward any member of the school community either verbally, through gestures, in writing, or by physical contact. Any student experiencing harassment should report this behavior to a teacher or the principal.

Title IX Coordinator for the New Canaan Public Schools is:

Mr. Gary Kass

c/o New Canaan Public Schools

39 Locust Avenue, New Canaan, CT 06840

203-594-4022

**DISMISSAL:** Parents use a web based program called, School Dismissal Manager ([www.schooldismissalmanager.com](http://www.schooldismissalmanager.com)) to indicate how their child will be going home. All entries must be submitted by 1:45p.m.

**DRESS:** Clothing worn should be comfortable, appropriate for the weather conditions and safety conditions, not potentially damaging to public property and not disruptive to the educational process. Clogs and sandals are not advised, as they may be unsafe during recess for play. Flip flops or any rubber soled beach shoes are not permitted. All children have recess during the school day unless the temperature (windchill included) is below 25 degrees. Throughout the year, it is very helpful if each piece of clothing, especially jackets and sweatshirts, is identified with the child's name. Every child will need an old shirt that can be used as a smock in art and a pair of sneakers for use in gym class.

**DROP OFF PROCEDURES:** Drop off for ALL students is at Building Three near the science room. Someone will escort kindergartners to the front playground. There is NO drop off in front of the school.

**EARLY BIRD PROGRAM:** In an effort to meet the needs of full-time working parents who have no before school child care options, West School offers an Early Bird Program for this school year. The Early Bird Program is fee-based and will meet every day that school is in session. Activities will be supervised by Teaching Assistants and Interns. Families must enroll children for the entire program. Enrollment will be limited due to staffing and space constraints. Please call our office for fee information and enrollment.

**EARLY DISMISSALS:** On scheduled early closing days (parent/teacher conferences, Thanksgiving, winter holiday break, and the last day of school), students will be dismissed at 1:05 p.m. transported home by bus or picked up by parents.

**FIELD TRIPS:** Whenever a class leaves the school grounds for a field trip, signed permission slips must be on file for all students. If a student has not returned a signed slip, the student will be unable to participate in the trip. Field trips are curriculum related and students ride school buses.

**E-MAIL:** Example [firstname.lastname@ncps-k12.org](mailto:firstname.lastname@ncps-k12.org)

**GIFT GIVING POLICY:** On July 1, 2008, the Board of Education approved a policy concerning gifts to employees. The policy sets limits on the value of gifts employees or Board members may properly accept. Individual gifts may not exceed \$50 in one year and group (e.g. class) gifts may not exceed \$300 in one year. A letter from the Assistant Superintendent, Gary Kass as well as the policy can be found on the district website- [www.newcanaan.k12.ct.us](http://www.newcanaan.k12.ct.us)

**HEALTH SERVICES:** West School's health office provides students with first aid, emergency care, vision and hearing screenings and medication disbursement. Vision screenings are provided to students K-4 and hearing screenings are provided for K-3 students.

**Accidents and illness:** The school is responsible for first aid only, i.e. the immediate and temporary care given to a student whose illness or injury occurs on the school premises during school hours or in school-sponsored activities. Parents are urged to report to the school nurse as soon as possible when their child has a communicable disease. Parents should also notify the school nurse if a child has any medical problems, e.g. allergies, chronic illness, vision or hearing difficulties. The school nurse will work with the child's physician, parent and other school personnel to meet special health needs in school so that the child may benefit fully from his or her educational program. Students should be kept home from school when vomiting or if a fever is present. If a student has been diagnosed with a viral illness, (s) he should remain at home for an extra 24 hours after the symptoms have subsided.

**Emergency forms:** It is essential for the safety of your child that all emergency health forms are completed accurately. Emergency forms should be kept updated with current phone numbers throughout the school year.

**Food Allergies:** Appropriate precautions will be taken to protect children with food allergies. Classroom celebrations should be accessible to all children in the class. All food brought into the classrooms for celebrations or curriculum-based activities must be free of the allergen(s) and must be commercially prepared and accompanied by a printed ingredient statement. The goal of each school is to help an identified allergic student avoid exposure to allergens. An identified allergic student is one for whom the school nurse has a written plan for allergen avoidance. It is recognized, however, that the school district cannot guarantee the complete elimination of all allergens from the school environment. Teaching children about healthy food choices is an important part of their education. Healthy snacks and lunches are encouraged for all children at all times. (see B.O.E. Policy for more details)

**Administrative Guidelines regarding food allergies:**

1. The school nurse will identify students who may have a life-threatening food allergy from health records. A written plan for the avoidance of the allergen and an emergency plan in case of accidental contact with the allergen will be developed by the school nurse in collaboration with student's parents, physician, and, if appropriate, the student him or herself. This plan will be communicated to all personnel supervising the student during the school day. The bus company office will also be notified.
2. School personnel will not attempt to determine foods that are safe for an allergic student to consume. Parents will advise school personnel.

3. Parents, upon request, will be provided with information regarding the ingredients of school lunches.
4. A “No food or utensil trading” policy will be enforced.
5. A “peanut-tree-nut free/dairy free/egg free” table will be available in each school cafeteria when necessary. This table will be washed before the first lunch and between subsequent lunch periods.
6. As the most severe types of allergic food reactions are related to peanuts, peanut products, tree nuts, and tree nut products, they will not be used for instructional purposes.
7. In those activities that include food, the classroom teacher will collaborate with the parent of the identified allergic child.
8. All schools will have an established communication system to summon help to any location in an emergency throughout the school day.

**Medical and Dental Appointments:** Please try to schedule your child’s appointment during non-school hours. This helps prevent disruption to your child’s learning.

**Medications:** Medication must be delivered to the school nurse by an adult with an authorization form completed by the child’s physician and parent or guardian. These forms are available in the health office.

**Physical Examinations:** In accordance with state law, the New Canaan Board of Education requires that prior to the opening day of school all students transferring from other school districts, new kindergarten registrants and students entering during the school year show proof of having received a physical examination within the previous fifteen months. Physical examinations are required for continuing students and must be completed during the year your child is enrolled in grades 6 and 10. If either the health examination or immunization record have not be filed, or a valid medical or religious exemption has not been granted prior to the opening of school, your child will not be permitted to attend school until proof of compliance has been received.

**School insurance:** School insurance is available to all students. An application will be sent home with your child in September, however insurance may be obtained anytime throughout the school year. Purchase of the insurance is optional.

## **HOMEWORK GUIDELINES:**

### **The Purpose of Homework**

Homework serves four major purposes:

- Teach organization, planning and responsibility
- Provide opportunities for practice
- Reinforce home/school communication
- Promote reading for pleasure

All students, grades K – 4 are expected to read or be read to for 20 minutes each night **in addition to the times**

**listed below. The time requirements for other homework will vary in accordance with the student’s grade level. The weekly average of grade levels is as follows:**

|                              |                                       |
|------------------------------|---------------------------------------|
| <b>1<sup>st</sup> Grade:</b> | <b>40 minutes per week</b>            |
| <b>2<sup>nd</sup> Grade:</b> | <b>1 hour and 20 minutes per week</b> |
| <b>3<sup>rd</sup> Grade:</b> | <b>2 hours per week</b>               |

4<sup>th</sup> Grade: 2 hours and 40 minutes per week

Remember that these are merely guidelines. The time spent on homework may vary depending on the child.

### **Student's Responsibilities**

1. Homework is the responsibility of the student.
2. Students will bring home all materials necessary to complete assignments.
3. All assignments should be completed and returned on the date due.
4. Students may be required to make up missing assignments.

### **Study Habits**

The development of sound study habits begins early. Parents should help children set aside a quiet time each night free from television, telephones, and other interruptions. Even when children have no assigned homework, they should get into the habit of keeping this time inviolate. Among the many activities that students might engage in are daily reading, writing, and review of class work. Children should come to school prepared with materials designated by their teachers. Binders, book-bags, and assignment notebooks, proper rest, attitude and nutrition all help pupils to organize themselves for learning.

### **Absence – Homework**

When students are absent for one day, they may obtain makeup work upon returning to school. Arrangements can be made to send work home when students are absent from school because of an extended illness. Please give teachers one day's notice to prepare assignments. Homebound tutoring may also be obtained when a student is absent from school an extended period of time because of illness or injury. A note from a physician is necessary in this case and arrangements may be made through the homeroom teacher. Teachers are not obligated to prepare assignments for students who are absent for purposes other than illness or family emergencies.

**LEGAL CUSTODY:** If you are divorced or separated and have sole custody that prohibits non-custodial parent contact with your child, please place a copy of the court order on file in the West School office. This will ensure that only the child's legal custodian will have access to records and/or contact with the child. Without a court order on file, both parents have access to school records and contact with the child.

**LOST AND FOUND:** Please label all children's outerwear with your child's first and last name. Items that are lost will be returned to the classroom IF THEY ARE LABELED. Other items will be hung on the coat rack in the Brown Bag Theater or kept in a box by the coat rack. Please check regularly to see if items belonging to your child are in the Lost and Found.

**LUNCH: cost: \$3.75 MealPayPlus:** The MealPayPlus system allows parents to fund a debit card for lunch purchase. Each child will be assigned a personal identification number (PIN). This PIN will be associated with a debit card in which money is deposited for use in the cafeteria. As your child makes purchases, the amount of that purchase will be deducted from their account. As their accounts reach a preset minimum, you will be notified, by mail, that the account is low and how much is left. You will then have the option of depositing more funds for the account. Account cards and PINs will be stored in the cafeteria for the children.

Children will **not** carry the cards with them. Parents are encouraged to participate in the Cricket System. Sign up forms are available in the school office.

**Free or Reduced Lunch Fees:** Based on family income, some students may qualify for a free lunch or a reduced cost lunch. Families who believe they may qualify must complete an application available in the office. Applications are sent home to all families at the start of each school year.

**OUTDOOR LEARNING CENTER (OLC):** The Outdoor Learning Center is a place or teachers to bring their students outside for lessons and class performances. Food is not permitted in the OLC.

**OPEN HOUSE:** Open House will be scheduled early in the school year. Parents will have an opportunity to meet their child's teacher, find out about curriculum and discuss other pertinent topics. Open House is not the time for individual parent conferences or progress reports on individual students. The specialists will also be available to explain their curriculum.

**PICK UP PROCEDURES:**

- o Please have a sign in your front window indicating your family name.
- o You **must** give the pick-up team a note listing the names of the children you are picking up. (We need this for records and safety purposes.)
- o **Once in the pick up line PLEASE STAY IN YOUR CAR...Do not leave your car or you risk holding up the entire line.**
- o When approaching West School on Ponus Ridge from the *southbound lane*, please **do not turn left** into the parking lot if a line has already formed on Ponus Ridge. We ask that you drive to the end of the pick-up line that is formed in the northbound lane.
- o When entering the West School parking lot, please **do not enter the exit lane** in order to park. Please drive on the entrance lane. This is a safety issue. Please park in assigned spaces (Do not block fire lanes)
- o Please do not pass the pick-up line after **3:20 p.m.** If you decide to park **prior to 3:20 p.m.** to pick up at the gym door, please park in an open space **BELOW** the pick-up line. The gym door will open at **3:35 p.m.**
- o **\*\*Office pickups will end at 3:20 p.m.** All parent pickups after that time will be directed to the parent pickup line. In the event of an emergency, please call the office and we will hold your child until all buses have left the premises and cars have proceeded through the pickup line. You will be able to pick up your child in the office at that time.
- o While waiting in the pick-up line, please be aware of the entrance for the buses and keep it clear.
  
- o If you walk to the gym door, you are still required to have a pick up slip ready.
- o If you are loading a number of children, you may pull (briefly) into an unoccupied handicapped spot to belt the children in their seats.

**REPORTCARDS:** New Canaan Public Schools Progress Reports are issued three times each year, in the late fall, late winter, and at the end of the school year.

**SAFETY IN NCPS:** School Safety and emergency preparedness are important issues in New Canaan Public Schools. The school district has a District Crisis

Advisory Board (DCAB) composed of representatives from each of the schools, the Central Office, and several town agencies. This team has been meeting monthly since 1998 to share concerns and to formulate plans to prepare for a crisis. Protocols have been developed for emergency situations involving bus accidents, intruders, bomb threats, severe weather, death in our school community, fire, hazardous material response, and catastrophic national events. Educating our staff and parent community about important safety issues such as food allergies and indoor air quality is also the work of the DCAB. Each school also has a Crisis Team which meets on a monthly basis. These teams plan and execute drills, review procedures, and analyze and evaluate concerns related to school safety. Schools regularly practice fire drills, safety lockdown drills, bus evacuation drills and building evacuation drills. Fire drills involve evacuating the building while keeping children on the grounds. Safety lockdown drills involve implementing safety measures inside the building if there is an intruder (or other dangerous situation) in the school or in another school in New Canaan.

We also have a school evacuation plan, which involves moving the entire student body to a safer location in the event of an emergency or crisis situation.

During an emergency or crisis situation, parents can obtain information in a variety of ways. Our Blackboard Connect emergency communication system, district website and local radio stations and TV networks are primary sources of information for parents. In the event of an emergency, district personnel are assigned to provide these news sources with up-to-date information. In order to maintain a safe environment, we ask that all parents respect the directives of the NCPS administration and the New Canaan Police Department. In the event of an emergency situation, **prior to coming to the school campus**, please check the NCPS website for information and instructions.

While we do what we can at school to assure your child's safety, these are some measures parents and visitors can take:

- Show photo identification upon entering the building and wear a visitor's badge at all times.
- Make sure that your emergency, business and cell phone numbers are up to date in the school office in case we need to reach you.
- Have a plan in place in the event that school is dismissed early because of snow or some other emergency situation.
- Be sure that your child knows where to go in case you are not at the bus stop. Have a key placed in a secure location so that she/he can get into the house should you be unable to be there. Kindergartners are returned to school if no one is waiting at the bus stop.
- When visiting the school or waiting for pick up, park only in legal parking spaces in school parking lots. Cars parked illegally, in fire lanes and along the curbs, pose a potential hazard in emergency situations.
- Discuss bus safety with your child. It is critical that your child knows she/he should remain seated at all times on the bus. Review with your child the importance of waiting calmly for the school bus and getting on in a cautious manner without pushing other children.
- Talk to your children about "Stranger Danger" and how they should react if approached by a stranger.

- Stay informed about internet safety measures. Discuss these with your children and monitor their computer use.

As we take the necessary steps to respond to the safety needs of our schools, we will continue to provide an environment that is conducive to teaching and learning. Please be assured that we will continue to take every precaution to ensure the safety of your children. We will keep you informed and welcome your thoughts, questions, or comments.

#### **SECTION 504:**

The New Canaan Board of Education complies with Section 504 of the Rehabilitation Act of 1973, ("Section 504"), which assure that students with disabilities have educational opportunities and benefits equal to those provided to non-disabled students. If your child is eligible for accommodations, modifications and/or related services under Section 504 and you disagree with the school district's decisions regarding your child's educational program, you have the right to file a complaint and to request an impartial hearing. The following person has been designated to handle complaints regarding the identification, evaluation or educational program of students who are eligible under Section 504: Darlene Pianka, Director of Special Education, New Canaan Board of Education, 39 Locust Avenue, New Canaan, CT 06840, (Tel 203-594-4020). For further information about the district's procedures for resolving complaints/grievances regarding a student's identification, evaluation or educational placement under Section 504, please contact Ms. Pianka. Copies of the district's Notice of Parent/Student Rights in Identification, Evaluation and Placement under Section 504 are also available in the Special Education Department office, 39 Locust Avenue, New Canaan, CT.

**SECURITY AND SAFETY MEASURES:** Items that are either disruptive to the educational process or jeopardize the safety of students are not allowed. Examples include knives, toy guns, hardballs, wooden or aluminum bats, lacrosse sticks, matches, and glass containers. Under federal and state laws and policies, if a student is found to be in possession of a firearm or deadly weapon, he or she is subject to mandatory expulsion for one calendar year whether this occurs on school property or at a school sponsored activity. In addition, the incident must be reported to both the New Canaan Police Department and Commissioner of Education.

To ensure the safety of children, staff and volunteers at West School, the following procedures are in place:

- All doors are locked and remain locked throughout the day.
- Regular fire drills and school safety drills are scheduled.
- Children may only be sent on a playdate or to the pick up line if they have a note from home.
- In the event of a school bus accident, an Administrator will go to the scene of the accident. The fire department and/or police department are in charge of the accident scene. Parents may not enter the bus or take their children from the bus until given permission by the police.
- All visitors/volunteers must show photo identification upon entering the building and wear a visitor's badge at all times.
- Crisis Intervention Team – West School's team is led by Joanne LaVista, Assistant Principal. The team meets to plan for emergency situations



should they occur.

- District Crisis Advisory Board – This district-wide team meets to coordinate emergency planning for all NCPS. Joanne LaVista, Assistant Principal is the West School representative to this board.

**SCHOOL HOURS:** School hours are from 9:05am to 3:35pm.

**STUDENT VISITORS:** Special permission must be obtained from the Principal.

**STUDENT RECORDS:** Student records are kept to record and maintain information about students for educational purposes. They include achievement tests and evaluations of educational progress. All such records are confidential and are the property of the school. Their contents are to be made available only to parents or guardians of those students and to those in the schools who have legitimate educational interests. In accordance with the school system's Pupil Records Policy, requests for information from, inspection, or review of any student records must be made in writing to the custodian of the building's records, Jan Murphy, Principal, clearly identifying the inquirer and the specific information to be reviewed. Parents and legal guardians must make requests at least five days prior to the date of review and inspection of records. Telephone requests will not be honored. If more information is needed regarding this procedure, the Board of Education policy is on file in the office.

**STUDENT WITHDRAWAL:**

Please complete the student withdrawal form which can be found on the district website. In order to forward school records to other schools, a Record Release Form must be completed and submitted to the West School office. This form can be obtained from the school secretary.

**Private or Parochial School Recommendations:** It is the policy of NCPS to release only official student records of elementary students (K-4) who are transferring to private, parochial, or other public schools. All requests should be submitted to Janine Farkas, School Secretary. One recommendation form will be completed for private schools by the principal after input from the teacher is provided.

**SUPPORT SERVICES:**

New Canaan Public Schools provides a variety of special services to children to assure that all students maximize the opportunity to learn. Children demonstrating a need may be referred for the following services:

**Challenge Program:** Those students who have been identified as intellectually gifted by a district wide identification committee participate in the Challenge Program. This program is designed to help address the needs of these students. Mrs. Kathy Crosby teaches this program.

**Student Study Team:** The Student Study Team (SST) is led by an administrator and the school psychologist. It is composed of classroom teachers, special education teachers and special area teachers. It serves as a forum to which teachers can bring behavioral and educational concerns about their pupils. The team listens to a statement of concern and generates strategies and accommodations to be applied in the child's regular classroom. The child's progress is reviewed at regular intervals until the problem is resolved or further action is recommended. Parents are informed when a child is presented to the SST.

**Planning and Placement Team (PPT):** When there is a suspicion of a learning

disability or other handicapping condition, the Planning and Placement Team (PPT) meets. The PPT consists of the parents, the school psychologist, an administrator, the classroom teacher, a special education teacher, and the speech-language pathologist. The psychologist is the coordinator of the PPT. Referrals to the PPT are usually made by the Student Study Team. The PPT investigates the nature of the concerns, reviews pertinent records, and makes recommendations that may include evaluation of the student. The PPT re-convenes to review test results and make further recommendations.

**School Psychologist:** The school psychologist acts as a resource to staff, parents and others in regard to general issues of human learning, development and behavior. In general, he/she coordinates and facilitates team meetings, provides counseling and other intervention plans for students, and conducts evaluations. They also maintain special education records in accordance with federal, state, and district guidelines. Both Dr. Don Siegel and Mrs. Jennifer Mezzancello serve as West School Psychologists.

**Special Education Teachers:** A team of special education teachers is available to evaluate students who have been referred to the Planning and Placement Team. They share their findings with parents and teachers and make recommendations for educational programming. They develop and implement teaching strategies in the classroom and/or resource room. They may also consult, collaborate, or team teach academic subjects with classroom teachers. West School Special Education teachers are Ms. Ann Fisher, Mrs. Deborah Carney, Mrs. Colleen Bailey, Mrs. Melinda Sheehan and Ms. Kathie Rupp.

**Speech-language Pathologist:** The speech-language pathologists, Mrs. Alicia Sullivan and Ms. Francine Gurtler provide services to students with problems in articulation, voice, fluency and language. For problems in articulation, voice and fluency, direct referral to the speech-language pathologist may be made by parents and teachers. Students with suspected weaknesses in receptive and expressive language skills are referred to the Early Intervention Team, and perhaps, in turn to the Planning and Placement Team. The speech-language pathologist may screen or evaluate speech and language skills, provide direct services to students, consult with classroom teachers and parents, and develop strategies for success in the classroom.

**Literacy Specialist:** The Literacy Specialists coordinate the reading programs in the school, support the implementation of the curriculum, and supervise the standardized reading tests. In addition, they teach groups of children who require either intervention or enrichment.

#### **TECHNOLOGY:**

We are fortunate to be able to provide students with access to a variety of devices and technology (laptops, iPads, etc.) that they can use educationally in our schools to enhance teaching and learning. At the elementary level, students are provided with district devices when access to technology is needed at school. Students in K-4 are not permitted to bring to school any electronic device from home, including cell phones, iPads, E-readers such as Kindles, etc.

**TELEPHONES:** Barring emergencies, students are not allowed to use school telephones. Playdates and after school arrangements should be confirmed prior to the start of the school day.

**TOYS:** We have found that children bringing toys to school causes a disruption to the learning environment. We ask that all children leave toys and electronic devices at home. Please be aware that classroom teachers may each have their individual policies regarding the removal and re-distribution of confiscated toys.

**TRANSPORTATION:** **Buses:** All children living in the West School district are entitled to ride the bus to school. The bus schedule is emailed to each family prior to the opening of school. Concerns or questions about the busing may be addressed by Roy Walder.

**Cars:** Arrival and dismissal times present potential traffic and safety problems for us. The bus loop and parking configurations require the following procedures for the safety of the children and for your convenience should you find it necessary to drive your children to and/or from school:

**A.M. Drop off:** Please drop all children (grades K-4) off at Building 3. The drop off area is marked. Cars should remain in a single line and there is no passing. Kindergarten and First Grade children walk through the building to the front playground. Students in grades two through four will report to the playground in back of the school. **NO CARS ARE ALLOWED IN THE BUS LOOP!** Please do not drop off children in the front of the school.

**3:35 Pick Up:** Please pick up all children (Grades K-4) in the back of the building near the gym. The pick up area is clearly marked. **NO PICK UP IN THE LOBBY OR AT CLASSROOM DOORS IS PERMITTED.** Only students boarding buses will exit the building through the lobby.

**Your cooperation with these procedures is essential. Please follow the signs that will route traffic safely through (or past) the drop off area into the parking lot for parking or exit onto Ponus Ridge Road.**

**Arrival at school:** Upon arrival at school, students in K-1 report to the front playground. Students in grades 2-4 enter the building through the front doors and proceed through the building to the back playground. At 9:00am, students will line up as instructed before entering the building. On days when there is inclement weather, students will report to the cafeteria (K-1) or to the gym (2-4) as soon as the first bus arrives.

- Administrators should be notified if children are walking to and from school
- Children are not permitted to ride bicycles to school.

**Riding a Different Bus:** If children are going on a playdate, parents must enter this information into School Dismissal Manager by 1:45p.m. Children who have a play date may ride a different bus provided that there is room on that bus. This program is available for our K students in November, once they have adjusted to the school routine. **Children may only have one playdate take the bus home with them. If more than one child is going home with a friend, other arrangements should be made.**

**U.S. DEPARTMENT OF EDUCATION**

Office for Civil Rights  
33 Arch Street, Suite 900  
Boston, MA 02110-1491

**VOLUNTEERS:** We are very fortunate at West School to have so many people

who can help out both in and out of the classroom. In order to assure the safety of students and maintain the behavior standards that we work hard to uphold, we ask that all volunteers do the following:

- Photo identification is required of all visitors and volunteers. Upon entering the school, all visitors must report to the Welcome Desk in the main lobby or main office. You will be issued a visitor sticker which must be worn at all times when inside the school building. Please return this sticker to the Welcome Desk before you exit the building. These procedures are for the safety of everyone in our school community.
- Volunteers are scheduled and should be recorded in our "Visitor's Log".
- Sign out in the office or welcome desk before exiting the building.

**WEATHER:**

**Weather closings, Delayed Openings and Early Closings:**

On days when snow is predicted, parents will receive a text alert or phone call. Please do not call West School, the central office or the police department. School delay and cancellation information is broadcast beginning at 6:30 A.M. on the following radio stations:

**WNLK 1350 AM**

**WSTC 1400 AM**

**WMMM 1260 AM**

**WVIP 1310 AM**

**WQQQ 96.7 FM**

**WICC 600 AM**

**WEBE 108**

**WEZN 99.9 FM**

Viewers can also find school cancellation or delayed opening notices on our district website and the following television stations:

**WTNH** New Haven - Channel 8

**Cablevision 12** Norwalk - Channel 12

**Early Closings:** In the case of closings due to emergencies such as inclement weather or power failures, parents are asked to listen to the radio rather than calling the school. The Connect Ed System will contact parents. Please make an advance emergency plan with your children and neighbors should there be an early closing and send this to school in writing with your child. Unless informed otherwise the school will send all children home by their regular transportation (bus or pickup).

**CTWEATHER.COM WEBSITE WILL NOTIFY YOU IN CASE OF CHANGE IN SCHOOL SCHEDULE:**

Log on to [www.ctweather.com](http://www.ctweather.com), click on "School Cancellations" and find our listing under "New Canaan Public Schools." Scroll down the menu on the left of "E-notifications" and click.

Click on "Schools."

Complete the registration process by submitting your e-mail address.

You will receive a confirmation request within 72 hours.

Reply to the request by clicking on the link and follow the directions to access your account and to identify New Canaan in the pull down menu. You must identify and choose New Canaan as the notification district (you can also identify other districts as needed by duplicating this process).

You will receive email notification of any change in the school schedule.

List of Students by Teacher Here

