

**ELEMENTARY
&
PRESCHOOL
STUDENT AND FAMILY
HANDBOOK
2009-2010**

Westwood Elementary School
5800 Ridgewood Road, St. Cloud, MN 56303
(320) 253-1350 • westwood@isd742.org • <http://isd742.org>



WESTWOOD INFORMATION

Welcome to Your Community School

Thank you for choosing St. Cloud Area School District 742! We are proud of our outstanding staff and high academic standards and we look forward to working with you to provide your child with an exceptional educational experience.

We believe each student's potential is best realized within a safe, supportive, and positive learning environment. We recognize that the rights of all students must be respected. We believe that along with these rights, there is a corresponding responsibility for students to follow school behavioral expectations.

We acknowledge the right of parents/guardians to be responsible for their children – to guide and encourage them so they will conduct themselves in a respectful and appropriate manner at school. We invite parents/guardians to become active members of our school community.

This handbook is designed to provide important information to you and your student and provide standards for our students and school community. Items are listed in ABC order for your convenience.

Westwood Elementary School

5800 Ridgewood Road
St. Cloud, MN 56303
Phone: (320) 253-1350
Fax: (320) 529-4340

Janet Knoll, Principal • E-mail address: janet.knoll@isd742.org

District Administration Office: (320) 253-9333
E-mail: info@isd742.org
District Services (Transportation): (320) 253-9370
E-mail: dsb@isd742.org
Trobec Bus Service: (320) 251-1202

For your convenience, a voice mail message system is available throughout District 742 buildings. Messages will be returned as soon as possible.

To ensure the safety of our students, all visitors must sign in at the school's office or greeter's desk and obtain a visitors badge each time they visit. The East Door will be open during the school day. All other outside doors will remain locked.

School Day

The Westwood student day begins at 8:50 a.m. and dismisses at 2:15 p.m. Students are welcome in the classroom after 8:35 a.m. Supervision is not provided prior to 8:35 a.m.

Parents drop-off and pick up will be at Door 5. Cars will not be allowed in the bus chute.

Parents should drop off students at Door 5 in the morning and, if picking a child up, wait at the Door 5 area after school. Parents should not go to the classrooms to visit with the teacher, since the teachers are busy preparing for the school day or supervising student dismissal. Any parent wishing to talk to a teacher is welcome to schedule an appointment.

When students need to be picked up **during the school day or at dismissal**, a note should be sent to the teacher. If there is a question as to where your child should go at the end of the day and a note has not been received, your child will be put on the bus.

If a student is to go home with another child, a note needs to be sent to the school. Students are not allowed to ride home with another child on a bus other than their own.

Recess

When weather permits, all students will go outside for recess during the lunch period. Please dress your child appropriately for the weather. Snow boots and snow pants are required during the winter season. If your child has health concerns that will limit him/her from going outside, contact the school health office. The school may require a note from the doctor.

Behavior Expectation

Our school-wide behavior expectations are called the “Westwood Way.” All staff support the Westwood Way by developing classroom behavior plans and awarding PAWS slips to students who demonstrate appropriate behavior. The Westwood Way includes: • Be Safe • Be Kind • Be a Positive Learner • Be Your Best

Safety

Staff members are responsible for students safety during the school day. The following security measures will be followed:

1. All outside doors except Door 5 will be locked after school starts. All doors are equipped with panic bars and can be exited at any time.
2. All visitors must sign in and get a visitors badge.