

PRINCIPAL'S ANNOUNCEMENTS 2017-18

Dear Bassett Families,

Many of my Bassett Blast announcements are relevant throughout the school year so I will keep them posted here for easy accessibility. I will update this document as needed.

Jim Sanfilippo

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Arrival & Dismissal

Many of our students ride the bus to and from school, but we also have many who are car riders, walkers & bike riders, and who attend Project Link.

Walkers/Bike Riders

If your child is walking or biking, a staff member will be stationed during arrival and dismissal times to help students safely cross from/to the path of the adjacent neighborhood.

Car Riders

If you are dropping off/picking up your child by car, you must enter from the back driveway on Woodmill Drive and join the car line. Students should be dropped off/picked up at the sidewalk next to the gym and mobile units.

- Do not enter from Bassett Road to drop off or pick up (except for half day kindergarten drop-off, 11:40-11:50 am).
- Do not drop off or pick up in the bus loop. The bus loop is for buses and day care vans only.
- Do not park in the back parking lot and have your child cross in front of cars in the car line. This is not safe!
- Please display your name placard in your front window at pick-up.
- Please always drive slowly and cautiously through the drop-off/pick-up area for the safety of ALL.

Project Link

If you need your child to be at school before arrival time and/or after dismissal time, Project Link is the before and after school care program offered by the Westlake City School District. For enrollment information go to the [Project Link website](#) or call 440.835.6306.

Please refer to our [Arrival/Dismissal Procedures Letter](#) and [Map](#) for additional details. The letter was included in your child's First Day Folder and is linked in the Bassett Blast. We utilize these procedures so that your child may arrive and be dismissed in a timely and safe manner. Thank you for your cooperation.

Attendance Line

If your child is going to be absent due to illness or be late, please be sure to call Bassett's attendance line at **440.835.6331** by 8:30 am. Our attendance line is automated, so it is necessary that you call this number and not the main Bassett phone number.

Bassett Office

If you need assistance, please call the office at 440.835.6330 or email our secretary, Mrs. McLoughlin, at mcloughlinc@wlake.org. Office hours are 7:00 am-3:00 pm.

Birthdays

Students are not permitted to bring in food for birthdays. Treat bags must not contain food. This policy is for the safety of ALL students.

It is not necessary to hand anything out for birthdays, but if you are looking for an alternative to food, suggestions are pencils, erasers, stickers or something for the classroom such as a book or game.

International Baccalaureate PYP

Westlake Elementary Schools follow the International Baccalaureate Primary Years Programme (IB PYP) curriculum model which:

- uses a combination of inquiry and instruction to help learners develop and apply academic knowledge and skills in new situations
- encourages learners to set goals related to these 10 learner profile attributes: balanced, caring, communicator, knowledgeable, inquirer, open-minded, principled, reflective, risk-taker, thinker.

More information is on the [Westlake Schools IB PYP website](#). Bassett's IB Newsletters are featured in the Bassett Blast each month and are available [here](#). If you have questions, please contact Bassett's IB Coordinator, Mrs. Wadden at waddend@wlake.org.

Lunch Information

The lunch menu is sent home each month and we keep it posted to every Bassett Blast in Quick Links. For 2017-18 a student lunch is \$2.60. If your child is buying just milk, it is \$.60. More information is on the [Food Services website](#).

Lunch Payment

Many students use EZ Pay to buy lunch. EZ Pay is the Westlake City School District's online payment option. Go to the [Westlake Schools EZ Pay website](#) to add money to your child's EZ Pay account or create an EZ Pay account.

Payment to your child's lunch account may also be made by submitting a check at Bassett payable to Westlake Board of Education. Be sure to include your child's name on the memo line of the check.

MAP (Measures of Academic Progress)

Students in all grades are taking MAP assessments three times during the 2017-18 school year: fall, winter, and spring. MAP is used to track progress and help us better meet the needs of our students. If you have questions, please contact your child's teacher.

Medication at School Forms

If you intend to include Bassett in the management of your child's medication, it is necessary for you to submit the appropriate medication forms. New forms must be provided to the school for each school year. **More information and the forms are [here](#).**

A parent/guardian must transport medication to and from school. If you have questions, please contact our school nurse, Mrs. Detwiler, at detwilerb@wlake.org.

Note for Link Enrichment Activities

If your child is attending an after-school Link Enrichment Activity at Bassett (such as Progress with Chess, Eager Engineers, KidzArt, Link Ink, Taekwondo, or Creative Artisans), please send in a note to your child's teacher each week indicating that your child will go to Link at dismissal time.

Once your child is at Link, instructors will make sure students get to the right classroom at the right time for their enrichment activity.

Note for Math Club, Book Club, Garden Club

If your child is attending Math Club, Book Club, or Garden Club, please send in a note each week letting your child's teacher know. These clubs are PTA-sponsored activities.

Planned Absence Request

We realize there may be opportunities for your family to travel at a time when school is in session, but you must submit the [Planned Absence Request form](#) at least 5 days in advance of the absence. We keep this form linked to the Blast each week in Quick Links.

Outdoor Recess in Winter

Please send your child to school prepared for outdoor recess: warm coat, hat, gloves, etc. When there is snow, boots and snow pants are required in order to play on the playground equipment.

Returning to School After an Illness

Please be aware of the Westlake City School District's policies for when a child should return to school after an illness:

- **FEVER:** A child should be "fever free" for 24 hours before returning to school. Their temperature needs to be normal without having medication administered to lower it.
- **STREP THROAT:** A child should be kept home for 24 hours from the time treatment begins. A child not visibly ill, but being tested, should remain home until the results of the culture confirm or dismiss the presence of strep.
- **VOMITING:** A child must go 24 hours without vomiting before returning to school.

Thank you for your cooperation in keeping Bassett students and families healthy! This information is available for download [here](#) and we will keep it posted in Quick Links.

Start & End Times

Grades 1-4 and full day kindergarten

- Drop off begins at 7:45 am
- Start time: 7:50 am (tardy at 8:05 am)
- Dismissal: 2:20 pm

Half day kindergarten

- Drop off begins at 11:40 am (tardy at 11:50 am)
- Dismissal: 2:20 pm

Student-Parent Handbook

The Westlake City School District's 2017-18 [Student-Parent Handbook](#) is intended to answer many of the commonly asked questions that students and parents may have during the school year and to provide specific information about certain Board policies and procedures. We keep the [Handbook](#) linked to the Bassett Blast each week in Quick Links.

Transportation

If you have questions or concerns about your child's busing, please contact the Transportation Department at 440.835.6313. There is also information on the [Transportation Department website](#).