

PRINCIPAL'S ANNOUNCEMENTS 2018-19

Dear Bassett Families,

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

Jim Sanfilippo
sanfilippo@wlake.org

Arrival & Dismissal

Many of our students ride the bus to and from school, but we also have many students 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 the parking lot and drop off area.

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.
- 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, even if a parent accompanies the child.
- Please display your name placard in your front window at pick up.

Please refer to our [Arrival & Dismissal Letter](#) and [map](#) for additional details.

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 Policy Letter

The attendance letter I sent via email is available [here](#). This letter outlines the Westlake City School District's attendance policy. Please make sure to read this letter; we will keep it posted in Quick Links.

Attendance Phone Line

If your child is going to be absent due to illness or be late, please be sure to call Bassett's 24-hour 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 out anything 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.

Change to Your Child's Dismissal Plan

If you need to make a change to your child's plan at dismissal time and you did not send in a note, please make sure to call the Bassett office at 440.835.6330 **no later than 1:45 pm.**

Lunch Information

If your child is planning to buy lunch, the lunch menu is sent home each month and we keep it posted to every Bassett Blast in Quick Links. Westlake City School District posts the menus on the Food Services website [here](#). For 2018-19 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)

MAP is used to track each student's progress throughout the year. We are doing MAP assessments three times during the 2018-19 school year: fall (September), winter (January), and spring (May). If you have questions, please contact your child's teacher.

Medication at School

If you intend to include Bassett in the management of your child's medication, you must submit the appropriate forms. New forms must be submitted for each school year. The forms can be found on the [School Health website](#) in the "School Health Forms" tab.

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.

Planned Absence Request

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

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](#).

Project Link Enrichment Activities

Project Link also offers a variety of enrichment activities including Eager Engineers, Eager Artists, Taekwondo, Yoga, Progress with Chess, and more. We keep flyers for Project Link enrichment activities posted in the Flyer Connection section of the Bassett Blast each week.

- **Note for Link Enrichment Activities at Bassett:**

If your child is attending an after-school Link Enrichment Activity at Bassett, please send in a note to your child's teacher 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 activity.

Returning to School After an Illness

Please be aware of the following guidelines for when a child may return to school after an illness:

FEVER

It is District policy that your child be "fever free" for 24 hours before returning to school. The child's temperature needs to be normal (less than 100°) without having administered medication to lower it.

STREP THROAT

Please keep students home for 24 hours from the time treatment begins. Students not visibly ill, but being tested, should remain home until results of the culture confirm or dismiss the presence of the disease.

Students having both rapid and overnight cultures should wait for both results before returning to school. This exclusion period is the only way of controlling the spread of the organism in the classroom!

VOMITING/DIARRHEA

Students must be 24 hours without vomiting and diarrhea before returning to school.

This information is available for download [here](#) and it is posted in the Quick Links area of the Blast. Please be sure to also read the [Cold and Flu letter](#) from our school nurse, Mrs. Detwiler.

Thank you for your cooperation in keeping our students and families healthy.

School Start & End Times

- Students may arrive beginning at 7:45 am.
- The school day starts at 7:50 am (tardy bell rings at 8:05 am).
- Dismissal begins at 2:20 pm.

Transportation

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

