



2017 – 2018

NEW FAMILY

HANDBOOK

Westlake Hills Elementary

3333 Medicine Bow Ct

Westlake Village, CA 91362

School Phone: (805) 497 9339

School Attendance: (805) 497 9339 ext. 108

School Fax: (805) 374 1162

Child Care: (805) 379 0099

Westlake Hills Elementary School Website: <http://www.conejousd.org/whe>

Westlake Hills Elementary PFA Website: <http://westlakehillswildcats.com>

Welcome to Westlake Hills Elementary!

We are excited to welcome you to Westlake Hills Elementary, and hope that you will enjoy your time here as much as we do. This handbook has been created to make the transition to your new school easier. It will provide you with an overview of our campus and typical school life. We hope to address the most general questions you have about the “how-tos” at Westlake Hills Elementary.

For questions regarding Conejo Valley Unified School District’s policies and procedures, please refer to the District Policies and Procedures booklet you will receive at the beginning of school, or click on the following link:

<http://www.conejousd.org/>

For continuous information on upcoming school and PFA events, or to download a copy of the New Family Handbook, please go to the PFA website at

<http://westlakehillswildcats.com>

We will also keep you up to date with the Wildcat Weekly emails and printed bulletins in your children’s homework folders.

Sincerely,

Elena Bartolucci

Westlake Hills PFA New Family Liaison

elena760@gmx.com

2017-2018 IMPORTANT DATES

For more important dates throughout the 2017-2018 school year please go to the PFA website at

<http://www.westlakehillswildcats.com/calendar/> All events are subject to change!

August 18, 2017: Incoming Parent Night Out

Meet other WHE parents at this adult-only night out. Time and location TBD. Check the PFA website for updates.

August 19, 2017: TK/K Playdate

Bring your little ones and meet other families at the TK/K playdate from 9:00 A.M. – 11:00 A.M. on the WHE Kindergarten Playground. Light snacks will be provided. Child supervision not provided.

August 22, 2017: Orientations & Back to School BBQ

Come celebrate the upcoming school start with friends and PFA members! Find out your children's teacher assignment, return your registration paperwork, and sign up for classroom activities.

Please note: Teachers will not be present during the Back to school BBQ, so no need to lug around school supplies – supplies will be dropped off on the first day of school when teachers will be opening the classrooms for the new school year!

Kindergarten Orientation: 9:00 A.M. – app. 11:00 A.M.

Incoming Families, Grades 1-5, Orientation 3:00 P.M. – app. 4:00 P.M.

Back to School BBQ MPR & Blacktop 4:00 P.M. – 7:00 P.M.

August 23, 2017: First Day of School & Parent Coffee

Bring your school supplies and send your children off to an exciting and fun new year at school. **School starts at 08:15 A.M.** After you drop off your precious ones, stop by the Parent Coffee and meet the PFA! You will have a chance to find out about and sign up for all the fun PFA school activities that make our school so special! Younger children are welcome, and there will be coffee and goodies to nibble on. **8:20 A.M. near the Front Office**

September 01, 2017: PFA Meeting & New Parent Coffee

Still have questions about life at WHE or just want to connect with more families? Come join us for our PFA meeting of the year/New Parent Coffee at the **MPR at 08:45 A.M.**

September 04, 2017: Labor Day, NO SCHOOL

September 07, 2017: Back to School Night:

At Back to School Night, parents will have the opportunity to meet with their children's teachers in their classrooms. Teachers will talk about curriculum and classroom procedures. Please note that Back to School Night is for parents/guardians only.

Back to School Night, **6:30 P.M. – 7:00 P.M. 4th & 5th grades**

Back to School Night, **7:00 P.M. – 7:30 P.M. PFA Meeting on Blacktop**

Back to School Night, **7:30 P.M. – 8:00 P.M. TK-3rd grades**

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School Bells and Recess Schedule

Exciting changes are happening at Westlake Hills! Our families approved Common Planning Time, also called Banking Time, which will start in the 2017-2018 school year! This program enables teachers to have prescribed planning time together once a week in order to shape instructions. What does this mean to our school bell schedule? Our new school start and end times bell schedule will be:

Monday, Tuesday, Thursday, Friday	Wednesday
Class begins: 08:15	Class begins: 08:15
1st-5th Student Dismissal: 2:40	1st-5th Student Dismissal: 1:30
TK/Kindergarten Dismissal: 1:20	TK/Kindergarten Dismissal: 1:20

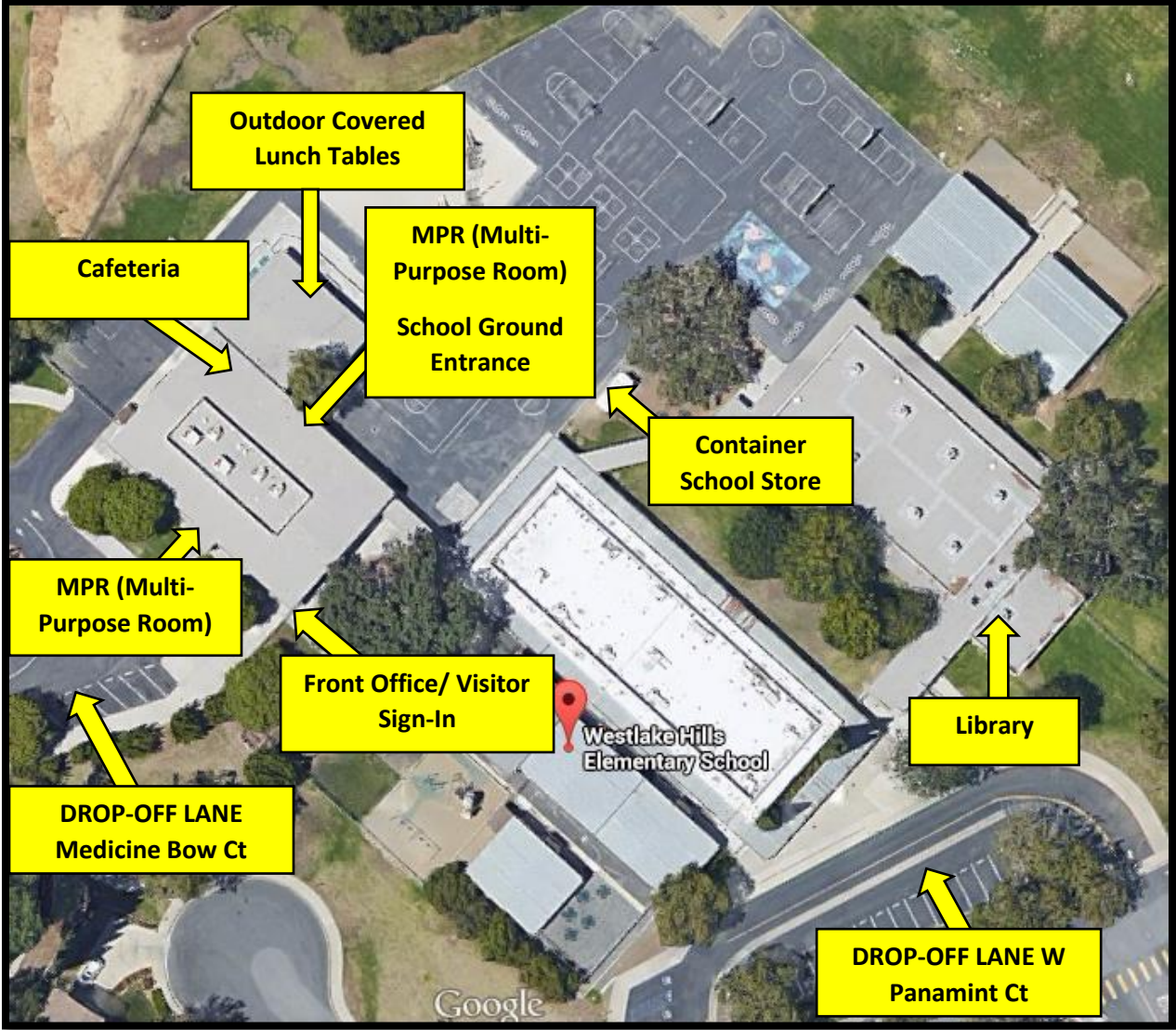
Recess Schedule:



PLEASE CHECK THE WHE WEBSITE FOR 2017-2018 BELL AND RECESS SCHEDULE AT:

<http://www.conejousd.org/whe/GeneralInfo/BellSchedule.aspx>

Where is....? Important locations at Westlake Hills Elementary:



MPR/ Multipurpose Room:

This large room is where most school-wide functions take place, including classroom plays, band and choir practice, book fair, and much more. There are 2 entrances to the MPR, one from the Medicine Bow Ct parking lot, the other from the school blacktop/ playground area.

How do I...? Bringing your children to school

The school campus opens at 07:55 A.M. Campus supervision is usually available starting 07:55 A.M. Please ensure that Campus Supervisors are present on campus before you leave.

Gate Openings/ Closures:

There are multiple gates around the school property. The gates will be open in the mornings during drop-off time. During this time, you can walk your children to the classrooms. After the school bell, staff will lock the gates. The gates will remain locked during the school day and will be unlocked again shortly before the end-of-day school bell. During school hours you can sign in at the front office and receive a visitor badge if you need to access the school.

Before/After School Child Care:

If you need to arrange before and/or after school care, you can sign up for district child care or use outside organizations such as the Boys and Girls Club, YMCA, or Young Set. To find out more about Conejo Valley Unified School District child care, please visit

<http://www.cvusdchildcare.com/>

Where do I drop my children off?

You have several options to bring your children to school. You can walk your children to the classroom, or you can drop them off by using one of the 2 drop-off lanes. Grades 3-5 students can also bicycle to school. Bicycle parking is offered in front of the library and to the west of the lunch area. Please refer to Westlake Hills Elementary School Rules and Procedures Handout for bicycle rules.

Parking:

You can park in the residential area around the school. Please be observant of no-parking areas marked by signs or red stripes on the curbs and pedestrian crosswalks. Some areas will be no-parking zones during specified times of the day.

Drop-off/ Pick-up Lanes:

There are 2 drop-off/ pick-up lanes at Westlake Hills Elementary. One is located at Medicine Bow Ct and the other at W Panamint Ct. Please pull to the front of the line and do not park in drop-off/pick-up zones. **Speed limit is 10 M.P.H.** Please remember to drive safely and refrain from cell phone use, as there are children and families walking.



School Drop Off & Pick Up Rules



It's the beginning of the year and everyone is busy again, but the safety of our children is paramount! Please follow the Campus Traffic Safety Rules below to ensure an orderly and safe way for our Wildcats to go to school!!

- **Do NOT cut the line**
 - EVERYONE is in a hurry, just like you
- **Pull forward as far as possible**
 - Not pulling forward is the biggest factor in slow drop-offs/pick-ups!
- **Children MUST exit/enter vehicles on passenger side ONLY**
 - There is thru traffic on the driver's side - they might not see your child!
- **WAIT to load/unload in the designated zone ONLY**
 - Delay occurs when the cars ahead exit and your child is still getting in/out
- **Do not leave your vehicle unattended for ANY reason/ do NOT park in drop-off/pick-up zones**
 - Forgot something or looking for your child? Pull ahead into a parking spot!
- **Exit the area promptly - People are waiting behind you!**
 - Please admire your child/check your texts elsewhere
- **Do not use your phone - pay attention, children (and cars) are everywhere!**
 - This is especially dangerous in a school zone!
- **Obey traffic signs & attendants**
 - RESPECT the attendants - these are parents volunteering to ensure your child's safety!
- **Drive the speed limit**
 - Ten miles per hour while in the parking lots

Following these simple rules will ensure that we have an incident-free and safe campus during drop-off and pick-up times!

Tardies and Absences:

If your children arrive after the school bell rings, they will need to go to the front office to receive a **tardy slip**. At this time, they must let the front staff know if they are purchasing lunch that day. Children will take a copy of the tardy slip to their teachers.

If your children are ill or cannot attend school for any reason that day, **you need to call the school in the morning to report their absence**. If they are absent for multiple days, you need to call **each morning**. Please call early, or your children's absences will require a verification call from the staff, which is a time consuming process. You can also leave a message on the office answering machine.

Attendance School Phone Number: (805) 497 9339 ext. 108

***What happens after drop-off...?* Important things to know about Westlake Hills Elementary**

Beginning of Class:

After your children drop their backpacks off on the hooks in front of their classrooms, they can play on the school yard until the **bell rings at 08:15 A.M.** Please refer to **page 5** for the bell and recess schedule. When the school bell rings, the children line up at their designated spots and are escorted to the classrooms by their teachers. Teachers instruct the students of where their assigned line-up spots are at the beginning of the school year.

School Ground Supervision:

Campus supervisors keep an eye on the children during all recesses and lunch periods. They are there to assist students, ensure campus safety, and remind children of playground rules. Campus Supervisors can be identified by their orange vests.

Lunches:

Children can either bring their own lunch from home or purchase lunch from school. Information about food allergies and special diets can be found on the CVUSD website at

<http://www.conejousd.org/Departments/BusinessServices/ChildNutrition.aspx>

Purchased lunches will offer 2 hot options plus a sandwich option. Teachers will collect a lunch count each morning from the options available on the menu. A copy of the monthly menu is available in the front office. To view and/or print your own copy at home, please click on the following link and select the appropriate menu from the left side:

<http://www.conejousd.org/Departments/BusinessServices/ChildNutrition/MenusNutritionalInformation.aspx>

In the [CVUSD Child Nutrition](#) section you will also find important information about the CVUSD (Conejo Valley Unified School District) breakfast and lunch program as well as information about applying for reduced and free lunches. To make online payments for your children's lunch, you need to set up a Parent Connect account. You can do so by clicking on the following link and following the instructions to sign up:

<https://q.conejousd.org/>

If you do not want to pay online, you can also pay daily or in advance in the front office by cash or check. Please be advised that the cafeteria has a \$25.00 minimum check amount.

Please refer to the Westlake Hills Elementary Schools Rules and Regulations Handout for information about breakfast options.

Friday Assemblies, Spirit Wear Day, and Awards Assemblies:

Every other Friday, weather permitting, Westlake Hills Elementary starts the day with a **school assembly** on the black top (by the school playground). The Principal talks to the students (and parents/guardians) about current topics regarding our school. The students recite the Pledge of Allegiance and sing our very own Westlake Hills Spirit song, which is listed in the back of the student handbook.

Fridays are also **Spirit Wear Day**. Students are encouraged to wear Westlake Hills Elementary clothing. Classes are competing with each other to see which class has the most students wearing spirit wear. Counting is part of the assembly, and the class with the highest number will get to proudly display a trophy in the classroom until the following Friday.

Spirit Wear is sold outside, near the front office - check the Wildcat Weekly for dates. This is your chance to buy Westlake Hills Elementary clothes and accessories. Each year, Westlake Hills organizes a Fun Run Day (a running event for all students). Students will receive a free Fun Run T-shirt at the event, which also qualifies as Spirit Wear.

Once a month is Awards Assembly, usually during the first Friday assembly of the month. Students are nominated by their teachers for outstanding achievements in academic and behavioral areas, and are recognized by the Principal and the school during Awards Assembly. We strongly encourage parents/guardians to be present on Awards Assemblies, since the children are very proud to receive these awards! Parents/guardians of children who are nominated will be notified by email prior to the assembly, so they can plan accordingly. **Nominated children do not know that they are nominated.** It is a wonderful surprise for them to be called for an award during the assembly.

After the assemblies, students line up at designated spots and walk to the classrooms with their teachers.

It never rains in California.... *But what if it does?*

On rainy days, children who ordered lunch walk to the cafeteria to get their lunch, and then return to their classrooms. Lunch and recesses will be held inside the classrooms, and students are supervised by parent volunteers.

On rainy Friday assembly mornings, the Principal will deliver announcements via Intercom to the classrooms.

Lost & Found Items:

During school hours you can look for missing and forgotten lunchboxes, water bottles, and clothing at our Lost and Found section located next to the cafeteria tables by the school ground MPR entrance. Lost and Found items that have not been claimed will be donated twice a year, once before the December school break and once at the end of the school year.

School Directory:

There is an online directory as well as a printed directory. This becomes a much-used tool throughout the year. It contains class rosters, teachers' names, important school phone numbers and e-mail addresses of every parent/guardian who wishes to be included. The online directory is free to all families, and new families can add their information here:

<https://www.myschoolanywhere.com/new-family.a5w?fam=WestlakeHillsElementary7548>

The printed directory is available for \$10 at the Back to School BBQ, and online at

<http://www.westlakehillswildcats.com/stamp-direct-donation.html>

***Get involved!* Important entities at Westlake Hills Elementary**

Parent Faculty Association (PFA):

The PFA at Westlake Hills forms a close working relationship between staff and parents for the benefit of students. The goal of the PFA is to enhance the educational experience by supporting the students and teaching staff with funds acquired through a variety of fundraising events throughout the year. All parents/guardians are members of the PFA and all families are encouraged to participate in the Direct Donation Drive in the fall. We strive for 100% participation.

Parent Volunteer Program:

One of the important roles of the PFA is to facilitate volunteering by parents who wish to help out at school, either in classroom, on PFA committees, or assisting in the library. Our administrative and teaching staff is outstanding, but without the tremendous efforts of our parent volunteers we could not operate nearly as smoothly as we do. Get involved! The best way to start is to attend the **Parent Coffee (see page 3)**, or to attend a PFA meeting, which are held each month on a Friday at 8:45 A.M. Meetings are announced on the PFA website:

www.westlakehillswildcats.com

Even if you are unable to regularly attend meetings, you can still volunteer to help at events. You can contact the PFA president, Melanie Rosenthal, at melaniejrosenthal@gmail.com.

Your time will be greatly appreciated!

School Site Council:

The School Site Council is the central school governance committee that oversees all aspects of the school and includes representatives from all stakeholder groups. You are invited to attend the meetings which are held once per month on Monday afternoon. Meeting times and minutes are listed on the school website at:

<http://www.conejousd.org/whe/Parents/SchoolSiteCouncil.aspx>