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Hunnewell Values and Responsibilities

The Hunnewell community is based on CARE values and common sense about what is right and wrong.

CARE Values

Our school rules and expectations are based on common understandings about what is right, what we want to stand for, and how we want to be treated. CARE stands for Community, Acceptance, Respect, and Efforts toward Excellence:

- Community means respecting other students' property, respecting the school building and playground, waiting for a turn, not excluding others, and obeying school rules.
- Acceptance means not using "put-downs" or teasing others.
- Respect means speaking in a respectful tone to adults and children, not using "bad" language, and following directions from all adults in charge of school activities (including parent volunteers).
- Effort towards Excellence means trying hard, listening to others, thinking about how to use what is heard and read, and being prepared with pencils, books, and homework.

Common Sense

We have a lot of rules for each part of the school day. There are rules for the bus, the hallways, the cafeteria, the playground, the equipment, the bathrooms, and the classroom. Most students don't really need all these rules if they use the CARE values and common sense.

It is common sense that the following items are not allowed at school because they are dangerous: knives, sharp sticks, tools, razors, firecrackers, matches, slingshots, chains, cigarettes, lighters, bag bombs, and Silly String. Students need to know that if they find these on the way to school they should not pick them up. If they are found in the playground, a student needs to tell an adult.

In addition, each student needs to know and remember that the following items, while not dangerous, should not be brought to school: toy guns, toy knives, hard baseballs and wooden bats (Wiffle balls and bats are all right), CD players, iPods, and cell phones. CD players and iPods are allowed on the bus and are to be kept in the backpacks at school.

School Schedule

Hours:

All grades except Kindergarten

8:30am to 3:05pm M, T, Th, F

8:30am to 12noon on Wednesdays

Kindergarten Only

8:30am to 3:05pm on stay days

8:30am to 12noon on non-stay days

Arrival Time:

Children may arrive at school between 8:15 and 8:30am. Playground supervision begins at 8:15am in the area around the blacktop behind the school. Children should not play on climbing structures or swings before school as this area is unsupervised. On bad weather days, as indicated by the snowperson flag hanging outside the front of the school, children should go to the gymnasium upon arrival.

Safe Arrival Program:

If your child will be absent or late, please call the school between 7:30 and 8:30am. The school nurse will check on every child who is unaccounted for. When reporting that your child will be late, please indicate whether or not s/he intends to buy lunch. Lunch count is completed by 8:45am. There are usually no extra lunches.

"No School" Announcements:

In inclement weather, when traveling conditions appear to place children's safety in jeopardy, the Superintendent of Schools will notify the following of school cancellation:

Computer: www.wbz.com

Radio: WBZ, WKOX, WEZE, WBCN, WHDH, WCRB, WEEI, WGTR

Television: Channel 5, Channel 4

Telephone: 781-446-6200 for recorded message

Do not call the Hunnewell School, Police, or Fire Department for this information. If schools are not closed, the final decision concerning a child's attendance during adverse conditions rests with the parent or guardian.

Emergency Dismissals:

In a very unlikely case of an emergency dismissal (severe weather conditions or an unforeseen emergency), your child may be dismissed during a school day. The class Room Parents assist in contacting parents or other designated adults. No child will be dismissed unless we are clear as to his or her transportation and supervision. Parents should discuss with their children the arrangements for transportation and supervision in such an event.

Absence, Tardiness, Dismissal:

Call the school office when your child is absent or tardy. If a child's absence is reported, it is not necessary to write a note upon returning to school. You should notify the office if your child needs to be dismissed early. Children must be picked up and signed out at the school office. If a child is returned to school from an appointment, he/she must be signed back in at the school office.

School Visitation:

For security reasons, all doors to the outside except the front door are locked each morning after school begins. When you visit the school, please sign in the Visitor's Log in the Office.

Parents may not go into classrooms unannounced. If you need to deliver a message, lunch, homework, etc., please leave it at the office in order to minimize classroom disruptions. Parents are welcome to visit their child's classroom with advance notice. Please call the office to set up an appointment.

Please do not to visit your child on the playground during recess, even if you happen to be at school for other reasons. Often the supervising teacher(s) is not the child's classroom teacher and may not recognize the parents. We have asked playground-supervising staff to be aggressive in approaching any parent who makes contact with a child. Should you need to see your child during recess (for pre-approved early dismissal, for example), please speak to the teacher before approaching your child. While this may seem restrictive, it insures safety for every child on the playground.

General Administration and Policies

Custody and School Responsibility:

Both parents are assumed to have co-equal custody rights unless there is court documentation to indicate otherwise. School personnel must permit contact with both parents unless there is current court documentation stating otherwise. The school may not rely on handwritten notes, phone requests, or agreements and court orders that have expired. Parents should send the school principal custody agreements and any other court documents that limit access to either parent. Problems most often occur when a non-custodial parent wishes to take the child home from school. Some court agreements are valid for specified amounts of time. Parents may want to periodically check the dates of restraining orders or other documents that limit child-parent contact. If a parent is in doubt as to his/her legal status, or how the school department views the legal status, she/he should request a conference with the principal.

Parental Notification Relative to Curriculum:

In compliance with the *General Laws of Massachusetts Chapter 71:32A*, all parents/guardians shall receive written notice at the beginning of each school year of the courses and curriculum offered to their children related primarily to human sexual education and human sexuality issues, of their right to inspect all such curriculum materials, and of their right to exempt their children from any portion of that curriculum without penalty. The Superintendent will determine with the Principals the procedure for notification about and inspection of curriculum materials in each school. Parents must request an exemption for their children in writing to the Principal. A parent/guardian who is dissatisfied with the decision of the principal may send a written request to the Superintendent for review. If dissatisfied with the Superintendent's decision, a parent may send a written request to the School Committee for review. The decision of the School Committee shall be the final local decision on the matter. However, a parent who is dissatisfied with the School Committee decision may send a written request to the Commissioner of Education for review of the issue in dispute.

At Hunnewell, the school system's core values, respectful and caring relationships, respect for human differences, and the principles of community guide the instruction that occurs in these classes. During the elementary years, the following areas of curriculum touch on aspects of human sexuality:

Grade 1 and 2 - The Personal Safety Curriculum

Grade 5 - Puberty and Development

You are welcome to review the content of these curricula. They are available in the school library.

Progress Reports:

Progress reports are issued twice a year, at the end of January and again on the last day of school.

Homework:

Completing homework and turning it in on time is an important application of the organizational skills children learn as part of their school experiences.

The primary purposes of homework include:

- Providing practice to strengthen academic skills
- Preparing for the next days' assignment

- Providing meaningful opportunities to develop a sense of responsibility and independence.

Time guidelines for homework by grade:

Kindergarten: Unscheduled, occasional "practice at home" assignments usually collecting items for a category, thinking of words for a letter, and collecting data about the family or home.

Grade 1: Approximately once per week there may be a special assignment for 15-20 minutes. Reading should be practiced every night in any of these forms: reading aloud, being read to, "reading" a memorized book, reviewing letters and sounds.

Grade 2: 20 to 30 minutes, 2 to 4 times a week.

Grade 3: 30 to 45 minutes, 3 to 4 times a week.

Grade 4: 45 minutes daily, plus special projects and daily reading.

Grade 5: 1 hour, plus special projects and daily reading.

Homework guidelines:

- Homework is your child's responsibility. Parental involvement should be limited since it may undermine the sense of independence. Get involved in your child's homework if some guidance is needed, or when an assignment is finished and your child asks you to check it over.
- Don't immediately come to the rescue every time your child becomes frustrated with a problem or assignment. Authentic effort is stressed in school. Part of making a good effort is not giving up easily. Learning to persevere is critical for success.
- Your child needs to learn to take initiative to manage his/her time. Children should be involved in deciding when to start and when to finish homework.
- Set a time limit on how late your child may stay up to do homework. If your child regularly spends a lot more time on homework than the grade level guideline, a conference with the teacher may be necessary in order to clarify homework expectations and to perhaps identify some study skills your child needs to strengthen. A first step is to encourage and support children to speak to the teacher if homework regularly keeps them up late or takes too much time.
- Make sure that your child's after school schedule is not so full that she/he is either too tired or too short of time to give full attention to homework assignments.
- Work with your child to identify a quiet place in the house to do their homework with adequate lighting and a writing surface.
- If there is a family situation that prevents your child from completing his/her homework, or if your child simply cannot do the assignment, please write a note to the teacher or, in the upper grades, have the child write a note to the teacher (which the parent also signs) explaining the situation.

Lunch:

Lunch can be purchased daily. There is a hot and a cold lunch every day. The menu is published monthly. Milk is available separately. Lunch works on a debit system. In anticipation of your child's purchases, please mail a check to: Food Service Department, Wellesley Public Schools, 40 Kingsbury Street, Wellesley, MA 02481.

Lost and Found:

Please write your child's name in all their outerwear. Lost and Found bins and hooks are located in the lower hallway of the school near the gymnasium. Parents are encouraged to check it periodically. Encourage your child(ren) to check for missing items of clothing. Smaller items are returned to the office (e.g. jewelry, wallets, etc.). The Lost and Found area is cleaned out on the first of every month. Labeled items are returned to their owners. Unlabeled items are donated.

Health and Safety

Emergency Card Information:

It is important to keep the information on the emergency card **up to date** so that a parent can be contacted in the case of illness or injury.

Health Issues:

There is a school nurse in the building during regular school hours. Emergency first aid treatment is provided at the school. Parents/Guardians are notified when any injury is more severe than a bump or minor cut or if your child is ill. Please keep the nurse informed of any changes in your child's health status. This includes prescription medication for long-term use.

Health examinations are required for kindergartners, new entrants, and for all children in grades three, six, and nine. State law requires that students be fully immunized against DPT, Polio, Measles, Mumps, Rubella, Hepatitis B, and chicken pox. Vision and hearing screening are performed yearly for all elementary children.

Nurses' Guidelines for Illness, Injury, and Attendance:

General Illness: If your child has an illness that will temporarily restrict his/her activity during the school day, you need to send a note to the school nurse explaining the reason for and the extent of the restrictions. Generally, children who are well enough to come to school should be able to participate in all activities, including recess.

Injury: Any student who has sustained an injury (stitches, sprains, fractures, etc.) that has been treated by a physician or in an emergency room and will have restricted activity for a limited period of time must bring a note from that physician stating when the student can participate in physical education again. The student will not be allowed to return to physical education until this note is received.

Chicken pox: If your child develops chicken pox, please inform the school. You must also call the Board of Health (781-235-0135). They will tell you when your child can return to school and will send you a certificate, which must be presented to school upon return.

Fever: If your child has a temperature of 99.4 or above (taken by mouth) in the morning, it is recommended that (s)he stays home. Students should remain home 24 hours after a fever has subsided. If your child develops a fever during school hours, (s)he will not be allowed to return to the classroom and will remain in the health office until dismissed to a parent or "emergency person."

Strep Throat: Children with a positive strep test are not allowed to attend school until they have been on antibiotics for a full 24 hours.

Conjunctivitis: If a child has conjunctivitis, (s)he may return to the school the day after treatment has begun and eyes are free of discharge.

Vomiting and Diarrhea: Any student with vomiting and/or diarrhea should stay home until symptoms have resolved for at least 24 hrs and (s)he is able to keep down food and liquids.

Head Lice: Please inform the nurse if you suspect or to confirm that your child has lice. The nurse will then follow the procedures to prevent the spread of lice in the classroom and the possible re-infestation of your child.

Dismissal: Students who become ill or injured at school will be dismissed from the office to a parent or her/his designee. (S)he will not be allowed to walk home alone.

Medication Policy:

All medications that must be administered during school hours may only be given by a school nurse and only if proper procedure is followed:

- Parents must provide the school with a written and current order from the physician.
- The school must also have a written request from the parent asking that this medication be given.
- Any medication must be provided in its original container with the pharmacy label, in an amount not to exceed a 30-school day supply. Pharmacists can provide a labeled second bottle into which enough medication can be placed for the doses to be given at school. A parent, or designated adult must deliver the medication to the nurse.

Do not send medications in your child's bag for self-administration. The medication can easily be lost and present a danger to another child who might take it. Medications that need to be given 3 times per day should be handled at home. Many antibiotics need to be given only 2 or 3 times per day and can be suggested to your physician as appropriate alternatives.

Suspension Policy

While suspension is rare in an elementary school, the principal may suspend a student as consequence for behavior that endangers any member of the community or interferes with learning.

Suspension may be the consequence for any of the following behaviors:

- Theft
- Destruction of property
- Use of tobacco or drugs
- Pulling a fire alarm
- Profanity
- Threats or intimidation of others, including racial comments
- Bullying
- Harassment of another student
- Hitting an adult
- Endangering the safety of others including fighting; possession of drug or alcohol; possession of matches, cigarette lighters, cigarettes or firecrackers; carrying a knife including pocket knives; arson
- Misuse of technology

Suspension may be out-of-school or in-school. Parents are contacted and required to meet with the principal about the suspension.

Communication

Phones/Voice Mail:

446-6245 + ext.	To reach individual staff members
446-6245 ext. 499	To report absences
446-6275	To reach Barbara O'Brien during office hours (7am-3:30pm)

Phones in classrooms will not ring during school hours, but they have an automated voice mail anytime you call. If you are calling with time sensitive information, please be sure to call the office directly and ask Barbara O'Brien to forward the message. Time sensitive messages include: dismissal and/or pick-up plans, requests for schoolwork to be sent home to absent children, and confirming or canceling same-day appointments with staff.

Email:

The email address for all staff members is:

xperson@postal.wellesley.mec.edu

The email address convention for all staff members is their first name initial followed by their full last name. All the letters are lowercase. Barbara O'Brien's email address, for example, is bo'brien@postal.wellesley.mec.edu.

Please remember the following when using email:

- Parents and staff should not assume that a message sent is a message received. All technology systems sometimes have glitches. Also, teachers do not always have the chance to read their messages at the end of the day, particularly if they are scheduled to be in meetings at the close of school.
- Email should not be used for messages that are time or date sensitive or for a message that requires parent signatures.
- As with written notes, staff members will make judgments as to whether an email requires a response. Please do not assume that you can have an on-going weekly dialogue with a teacher via email.

Email and voice mail should not be considered a replacement for traditional methods of communication such as telephone calls, written notes, and personal meetings. At the beginning of the school year or at Parents' Open House, your child's classroom teacher will give you his/her personal preferences and guidelines for which type of communication works best for different situations and issues.

Communication with Teachers:

Parent conferences are held in October/November and March/April. At other times, it is helpful to write a note to a teacher to have him/her call you at a mutually convenient time. Each teacher has a mailbox in the office where a message may be left. Teachers are often available before and/or after school for phone calls.

Communication with the Principal:

If Dr. Boris-Schacter is not in a meeting, her door is always open for listening and solving problems, especially for brief matters. For longer conversations, it is best to schedule a time. Meetings may be scheduled through Barbara O'Brien or with the principal directly. Phone conversations with Sheryl can occur at any time. However, she is often more available before or after school.

Communication with the Hunnewell School Council:

This group, created by the Education Reform Act of 1993, is charged with advising the principal about school specific issues and the creation of an annual school improvement plan. The Hunnewell School Council meets once a month, in the evenings, and all are welcome.

Communication with the School Committee:

The School Committee, a town-wide, publicly elected body, meets regularly throughout the year. Every agenda allows for a "citizen speak" during which time audience members may make comments. School Committee members are chosen at the annual town election in early March. School Committee members may be contacted in writing at: Wellesley Public Schools, 40 Kingsbury Street, Wellesley. The office phone number is 446-6226.

Communication with the Central Office Administration:

- Superintendent of Schools: 446-6210, ext. 4505
- Assistant Superintendent of Schools: 446-6210 ext. 4503
- Director of Student Services: 446-6210, ext. 4524
- Director of Curriculum, Instruction & Staff Development: 446-6210, ext. 4502

Release of Names/Addresses to Local Organizations:

Local organizations occasionally request the addresses of students who are enrolled in the Wellesley Public Schools. The Superintendent's office provides this information to the Wellesley Education Foundation, the Wellesley Scholarship Foundation, and possibly other school-related groups. Any family may request that its name not be released to these organizations. To do so, contact the superintendent's office at 446-6210, ext. 4505.