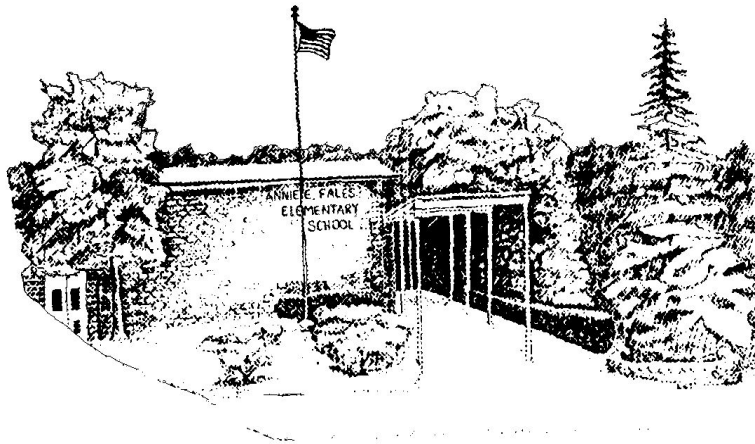


Annie E. Fales Elementary School



School Handbook Insert

2017-2018

The Westborough Public Schools do not discriminate on the basis of age, race, color, sex, religion, national origin, gender identity, sexual orientation, disability or any other class protected by law.

* Please review this with your child at home.



Annie E. Fales Elementary School

50 ELI WHITNEY STREET, WESTBOROUGH, MA 01581 • PHONE 508.836.7770
FAX 508.836.7773

Dear Fales Families,

Welcome to the new school year at Fales Elementary! We are looking forward to the year ahead. We believe it will be an excellent school year filled with learning, friendships, and fun!

Information is the key to making decisions and reaching our goals. With that in mind, this School Handbook insert has been created to provide you with a clear understanding of our school practices and procedures. You will find valuable information in this book about school routines and school sponsored activities. You will also find news about the Fales Parent Group, our active and much appreciated parent organization. **Please keep this guide in a safe place and refer to it as needed. We have also included a copy of this handbook on our school website.** Your cooperation in following the guidelines contained in this handbook as well as the **District Wide K-3 Student-Parent Handbook (online)** will assist us in providing the best experience for your child while he/she is at Fales. Please do not hesitate to call the school office if you have questions or concerns.

Please note that the District Wide K-3 Elementary School Handbook is online and is another “must read.” You will find the “Handbook Sign-Off Sheet” included in this first day packet. Be sure to read the District Wide K-3 Handbook and return the Sign-Off Sheet to school no later than Thursday, September 14th.

We wish the entire Fales learning community a wonderful school year! Please reach out to the Fales office with any questions. Happy new year!

Take good care,
Maryann Stannard
Principal
stannardm@westboroughk12.org

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Dear Fales Families,

Welcome to the 2017-2018 school year! The Fales Parent Group (FPG) is looking forward to a fun filled and exciting year ahead. We are a parent run organization comprised of many wonderful volunteers. We work closely with the outstanding Fales Staff to support our kids' education and also serve as a resource for parents to stay informed about what is happening at Fales.

The FPG calendar is full of events that will provide opportunities for you to enjoy and support your child's educational journey. We coordinate and host a variety of community building and fundraising events throughout the year; such as Fales Family Fun Day & Raffle, Fales Silent & Live Auction, Fales Movie Night and Fales Book Fair & Ice Cream Social. The proceeds from these events help fund curriculum-based enrichment programs for each grade level at Fales. These programs allow children to explore, create, learn, and discover beyond the classroom.

There are many ways throughout the year for you to be an active member of the FPG. Please consider volunteering at the bounce house, Raffle or Cake Walk during Family Fun Day, donating an item to the Silent Auction, or working a shift at the Book Fair or Staff Appreciation Luncheon.

Attending our FPG monthly meetings, held in the Fales Cafeteria, is another great way to be involved with the school. Come meet other Fales parents, hear school updates from our Principal, Maryann Stannard and learn about ways to get involved. FPG meetings are a great way to stay informed and connected with new and returning families!

We hope you enjoy your year at Annie E. Fales Elementary School! We are thrilled to be a part of the Fales Parent Group and look forward to meeting you.

Respectfully,

Erin Hightower, FPG President
Mary Johnston, FPG Vice President
Laura Peterson, FPG Secretary
Kris Kumsi, FPG Treasurer



Fales CARES!

Fales Code of Character

COOPERATION

ACT WITH KINDNESS

RESPECT AND **R**ESPONSIBILITY

EMPATHY

SELF-CONTROL

Fales CARES is our **Code of Character**. Each letter in the word **CARES** is an important expectation of our school community. Every member of our school community is expected to support the **FALES CODE OF CHARACTER** each and every day because... **Fales CARES!**

Annie E. Fales School Mission

We at Fales School provide children with an education that empowers them with the skills necessary to meet success at each level and encourages them to become lifelong learners. Our mission is to operate in an arena of trust, collaboration, and partnership as we facilitate the growth and development of each child's attitude toward learning. Students are expected to respect others, to practice peaceful conflict resolution, and to act responsibly.

Vision

Annie E. Fales Elementary School is an educational learning community that is committed to the development of the whole child. Our vision for the future focuses on six major areas.

Curriculum and Instruction

- The curriculum and instruction of Fales School will be guided by our understanding of how young children learn and by our commitment to meeting their needs as individual learners.
- Fales School will support staff with professional development, collaborative planning time, and strategies and tools for implementing and demonstrating the scope and sequence of the district's curriculum.
- Fales School will constantly reflect on and evaluate our curriculum and instruction to ensure the academic, social, and emotional growth of each student.

Students

- Fales students will be academically and socially responsible.
- Fales students will be self-motivated and self-directed to work toward their full potential in all areas.
- Fales students will be respectful of themselves, others, their school, and their environment.
- Fales students will believe in themselves and take pride in their achievements.
- Fales students will follow the Fales Code of Conduct.

Community Supports

- Fales School will provide opportunities for students to participate in meaningful community service projects.
- Fales School will effectively utilize the vast resources of our business community.
- Fales School will increase community involvement by actively recruiting the town's citizens to share their talents.

- Fales School will increase public relations via newsletters, local cable television, newspapers, etc.

School Climate

- Fales School will establish clear guidelines for behavior based on the Fales Code of Conduct and will consistently model and enforce these guidelines.
- Fales School will promote an atmosphere of mutual respect among the entire school community.
- Fales School will recognize and celebrate the efforts and achievements of all members of the school community.
- Fales School will provide an emotionally and physically safe and supportive environment.
- Fales School will establish a clear set of expectations for confidentiality for all members of the school community (staff, students, volunteers, community service students, parents, and visitors.)
- Fales School will teach and model the social competency strategies of Open Circle to promote a positive atmosphere.

Communication

- Fales School will promote communication among staff of all K – 3 schools on a regular basis.
- Fales School will promote communication among Fales staff on a regular basis including: support staff, guidance, principal, grade level teachers, SPED staff, and staff across grade levels, including specialists.
- Fales School will provide open lines of communication between home and school and will provide opportunities for parent education regarding expectations of each grade level.

Use of Time

- Fales School will establish scheduled time for teams, specialists, and individuals to collaborate and reflect on teaching and the curriculum. This scheduled time will have a minimum effect on individual teacher planning time and student learning.
- Fales School will utilize curriculum days for the development of and evaluation of the curriculum under the direction of the Curriculum Specialists.
- Fales School will provide time for staff members to work on the Fales goals and to reevaluate our goals in order to keep them manageable.
- Fales School will maintain consistent SPED meeting scheduling for team meetings in order to facilitate classroom coverage.
- Fales School will incorporate time for student assessment.
- Fales School will comply with state requirements for time on learning.

Information About Our School

Visitor Sign-In / School Security

We welcome family participation at school, but need to provide a structure to monitor the comings and goings of adults in the building. This is important in order to maintain security in the building. All school doors will remain locked during the school day. Visitors may enter the building through the main entrance near the office. Visitors should ring the buzzer adjacent to the main doors. Office staff will remotely unlock the doors for visitors after identification is verified. Visitors should then proceed directly to the office to sign in and to obtain a visitor badge before going to other parts of the building. Fales staff member have been asked to stop any adult they see without a name tag and send them back to the office for proper sign-in. Parents and visitors must sign-out in the office prior to leaving the building.

School Hours

School begins at 8:50 a.m. and ends at 3:05 p.m.. Half-day kindergarten hours are 8:50 to 11:55. On early release days all students will be dismissed at 11:55 a.m..

School buses are unloaded at 8:25 a.m.; at that time, children report to their assigned playgrounds for a 15-minute recess. Students line up to enter the school building at 8:40 a.m.. In the event of inclement weather, children report to their classrooms when they arrive at school.

Students who are driven to school should not arrive before 8:25 a.m., as there is no adult supervision on the playground before that time.

Attendance

Regular school attendance and on-time arrival at school are important for your child's education. One of the most important things parents can do is get their children to school every day, and make sure they arrive on time. All students should try to arrive before 8:40 so they can enter the building with their classmates. This gives students time to get organized and settle in for the start of school at 8:50.

Students are required to have regular attendance except for personal illness, excusable emergencies, or other reasonable excuses. Massachusetts General Law chapter 76, Section 2 states: "A parent can be fined if a student fails to attend school for seven days (or fourteen half-days) within any six month period." Students with a pattern of excessive absences will be referred to the principal and/or attendance officer for appropriate action.

As you plan family trips and vacations we urge you to schedule those trips during times when school is not in session. Extended absences from school are discouraged because they are disruptive to your child's education. According to school policy, we do not provide homework in advance for students who miss school due to family trips or vacations. As you plan future family vacations, please keep in mind that beginning this school year all family vacations and family trips that occur when school is in session will be recorded in your child's attendance record as an "unexcused absence." If an extended time away from school is unavoidable, please send in a note to the teachers and the building principal.

If your child is absent for 3 or more days due to illness or injury, you may receive homework for them by calling school in the morning. Homework may be picked up that afternoon in the office.

Tardiness

Students arriving after 8:50 are considered tardy and MUST be signed in by a guardian before going to class. This procedure ensures that the student is removed from the absence list and lunch is ordered.

Please note that **it is important for students to get in the habit of coming to school on time**, as this promotes the good habit of punctuality. Students should try to arrive before 8:40 so they can enter the building with their classmates. The time between 8:40 and 8:50 is used for morning routines such as before school work, attendance, lunch count, etc. We appreciate your cooperation in having your child come to school on time.

Attendance Call-In System

A call-in system for absent students has been established. If your child is going to be absent from school, you **must** call and leave a message on the attendance answering machine. (If you know in advance that your child will be absent or late, you may send in a note the day before.) The number for the call-in system is **(508) 836-7772**. The machine is on between the hours of 4:00 p.m. and 8:00 a.m. You should leave your name, your child's name, the teacher's name and a **brief reason for the absence**. Parents/guardians can still call school after 8:00 and report their child as absent. In the morning, the office staff will compare the names on the absentee list with the names on the answering machine. Calls will be made to parents/guardians of absent students who have not called in.

PARENTS/GUARDIANS MUST STILL SEND IN A WRITTEN NOTE FOR EACH ABSENCE. If the school has not received a written note explaining a child's absence within three school days of the absence, parents will be contacted.

Parent Pick-Up Policy

If a child will be picked up from school **before the end of the day**, the parent/guardian must send a note to the teacher in the morning stating that the child will leave school early. The student's parent/guardian must come to the office to sign out his/her child; the child will then be called to the office. **In the First Day Packet we provided you with a pad of blue change in dismissal sheets. Please send all change of dismissal plans to school with your child on the blue sheets. We hope you find these sheets as helpful to you as they are to our office staff.**

If a child will be picked up from school **at the end of the day**, the parent must send a note to the teacher in the morning. The note should indicate that the student will be picked up instead of riding the bus and the note should include the name of the person who will pick up the child.

Adults who pick up students at the end of the day should follow the hedgehog tracks along the covered walkway and enter the building through the first set of green doors by the cafeteria. Please note that the green doors by the cafeteria will not open until just before 3:00 p.m.. The checkout station will be located in the foyer between the cafeteria and art/music room. Adults picking up students should have their I.D. available for school staff to view. If a child does not have a note or if a parent has not phoned in a change of dismissal plans, the child will follow the normal bus routine.

School Parking Lot Procedures

In order to ensure the safety of all of our students at drop-off and pick-up times, the following policy has been adopted at Fales School. Please share this information with all adults who may drop-off or pick-up your child:

- **Parking Lot Entrance** – The driveway closer to Ruggles Street is a one-way ENTRANCE. The driveway closer to the school sign is a one-way EXIT. However, due to limited parking spaces only authorized vehicles are allowed to enter the parking lot between the hours of 8:00 a.m. and 4:00 p.m.
- **Drop-off Procedure** -To drop-off students in the morning, parents/guardians must park on the school side of Eli Whitney Street and walk their child(ren) to the covered walkway where staff members will supervise student arrival and dismissal. It is the parent/guardian's responsibility to walk his/her child(ren) to the covered walkway. There is no adult supervision on the playground before 8:25 a.m. Parents/guardians who drop off their child(ren) before 8:25 a.m. must remain with their child(ren) until supervisory staff is on duty at 8:25 a.m.
- **Pick-Up Procedure** –In order to pick up their student at the end of the day, parents must park on the school side of Eli Whitney Street, **follow the dinosaur tracks along the covered walkway and enter the building through the first set of green doors by the cafeteria.** The check out station is located in the foyer between the cafeteria and art/music room. Please note that the green doors by the cafeteria will not open until just before 3:00 p.m.

Bus drivers and staff members have been authorized to report to the Westborough Police Department any adult who drives into the bus lane or who passes a school bus that is loading or unloading.

School Bus Transportation

Bus schedules and walking routes are published in the late summer on the Westborough Schools Website and in the local newspapers. Website: www.westboroughk12.org

Morning buses are unloaded at 8:25 AM. Afternoon dismissal begins at 3:00.

Due to the large number of students who ride the bus, changes to the daily bus assignments are **not allowed**. Children may not take another bus to visit friends, attend parties, or to take private lessons.

Lunch Periods

Students eat lunch at the following times:

<i>Full Day Kindergarten</i>	<i>11:50 - 12:15</i>
<i>Grade 1</i>	<i>1:05 - 1:30</i>
<i>Grade 2</i>	<i>12:40 - 1:05</i>
<i>Grade 3</i>	<i>12:15 - 12:40</i>

Each lunch period is preceded by a 20-minute recess break.

Snack

All students, K through 3, have a snack period every day. Parents are requested to send a healthy snack (*such as fruit, vegetables, or cheese and crackers*) and a drink for their child. Please make sure your child knows which items are for snack and which are for lunch!

We have several Fales students with *LIFE-THREATENING* food allergies; therefore, some classes may have special snack precautions that must be taken. Mrs. Stannard and Mrs. Keyes have notified classroom families regarding allergies in a letter sent out with the August mailing. Please call Mrs. Keyes if you have any questions regarding safe snacks.

Safety Protocols

At the beginning of the school year, staff members are trained in the Fales safety protocols. These include our evacuation, missing student, and safety drill. The procedures are practiced through the school year. The Fales Safety Team, composed of the principal, the administrative assistants, the school counselor, school nurse, team chair, staff representatives, our School Resource Officer, and a representative from the WFD meets regularly to assess and update the procedures as necessary.

Clothing

Please remember to label all clothing and belongings with your child's name to help us get it back to you in the event it is lost. Students must wear sneakers for Physical Education and to play on the playground equipment. Be sure to help your child dress appropriately for the weather. If snow should come our way and students want to play in the snow they need to wear snow pants and boots. **Students should remove hats while indoors unless we are celebrating a special "Hat Day".** Thank you!

Parental Notification of Safety Matters

Parents have the right to be informed in matters of safety that affect their children. The principal will make the decision, at her discretion, concerning parent notification based on an assessment of factors including, but not limited to, the scope of the threat or violence, the immediacy of the threat, the identity of the (alleged) perpetrator, and the form of the threat. In general, decision regarding parental notification of such issues will be made in the following manner:

The principal will notify parents if:

- Their child(ren) are specifically threatened as individuals or as a group such as one class.
- Explosives or weapons are found at school.
- A verbal or written threat is very detailed and demonstrates realistic elements of planning.
- A well-defined threat is related to a significant incident at an area school.

Notifications to parents concerning threats to safety will be sent by either the principal or the superintendent. This message may be conveyed by the Connect5 calling system or by letter. The principal will periodically update parents on security issues through the school newsletter. Parents may direct questions regarding school security to the building principal.

Opportunities for Parent Participation

Room Parents

The Room Parent works closely with the teacher to coordinate and organize special activities that may relate to class themes, holidays, plays, or field trips. Each class has a Head Room Parent as well as 2 or 3 other room parents who assist with special assignments. A Room Parent form is distributed in the first day packet for parents who are interested in becoming a Room Parent. The classroom teacher makes the final selection of the Room Parent.

School Volunteers

Volunteers are vital components of the Fales community. Our children need adults to coach them, guide them, support and teach them. They need connections to adults who will share their excitement for learning. Children need opportunities to work side by side with adults to build their confidence, competence, and capacity. Volunteers not only enrich the learning process, but they also free the staff to provide additional enrichment to our students.

The success of our volunteer program relies on a process for identifying and training volunteers. As members of the Fales community, all volunteers must follow the same standard of confidentiality as our staff, thus ensuring that the individual needs and rights of our students are protected. A policy has been implemented to ensure that the above standard is embraced by all volunteers. Each volunteer at Fales must sign a Statement of Accountability, thereby agreeing to respect confidentiality. Volunteers are also required to submit to a CORI (*Criminal Offender Record Investigation*) background check.

Some of the many ways that volunteers help at Fales are:

- They work directly with children, under the teacher's supervision, to provide enrichment or skill reinforcement
- They organize classroom libraries
- They help organize the Literacy Center
- They perform classroom clerical tasks
- They assemble bulletin boards
- They copy papers and prepare teaching materials
- They laminate materials

Teachers determine their volunteer needs and submit a "volunteer wish list" to the volunteer coordinator. The coordinator matches teachers and parents by interests/needs. ***The decision to allow parents to work in their child's classroom or with their child's classmates is made by the individual teacher.***

Adults who are interested in becoming Fales volunteers are encouraged to fill out the form that is in the First Day Packet or email the **Fales Volunteer Coordinator, Sarah Tremblay**, at sarahmtremblay@verizon.net.