

**2019 - 2020**



# **INSIDER'S GUIDE**

**Katharine Lee Bates Elementary School**  
116 Elmwood Road • Wellesley MA 02481

**Katharine Lee Bates Elementary School**  
**Office Phone Number: (781) 446-6260**

**Principal:** Toni Jolley

**Secretary:** April Davenport

**Nurses:** Chris Spolidoro, Maxine Creanza

**Website:** [wellesleys.org/bates](http://wellesleys.org/bates)

**Email:** [batesoffice@wellesleys.org](mailto:batesoffice@wellesleys.org)

**Fax:** (781) 263-1520

**Office Hours:** The office is open from 7:45 am - 3:30 pm,  
Monday-Friday during the school year.

*Summer hours may vary.*

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## **I. WELCOME TO BATES!**

Bates Elementary School is one of seven public elementary schools in Wellesley. The school is home to about 360 students and about 55 teachers and staff. Students come from Wellesley and Boston.

We hope this guide will help you learn more about the Bates School and community. As your children settle into the new school year, you'll learn about the many opportunities that exist for parents to be involved with the school. Teacher conferences, performances, volunteer opportunities and many PTO events occur throughout the year. We have compiled some of the basic information about many aspects of Bates for you to use as a reference throughout the year.

## **II. SCHOOL HOURS/ARRIVAL & DISMISSAL:**

### **School Hours:**

Monday, Tuesday, Thursday and Friday: 8:30 am - 3:05 pm

Wednesday: 8:30 am - 12:00 pm

### **ARRIVAL**

School starts promptly at 8:30 am and students are encouraged to arrive at **8:15 am**. Adult supervision is available for students from 8:15 am to 8:30 am on both the front and back playgrounds. Kindergarteners and first graders meet on the front playground. Students in grades 2-5 meet on the back playground. Around 8:27 am a bell will ring for students to line up and proceed to their class.

### **INDOOR ARRIVAL**

In case of inclement weather, check for the orange flag on the curb in front and on the back playground which signals an indoor arrival. For indoor arrival, students should proceed inside to the cafeteria.

### **ABSENCES**

Parents are asked to call the Bates Office at (781) 446-6260 in the morning if a child will be late or absent that day. We track attendance, illnesses and safe arrival. When reporting your child's absence, please indicate the reason for the absence. If an absence has not been reported, the secretary will call home to verify the child's absence. Chapter 76 of the General Laws relating to education in the Commonwealth of Massachusetts specifically outlines the responsibilities of parents, students, and the school regarding attendance.

### **ABSENCES OF 5 CONSECUTIVE DAYS OR MORE**

If a student is reported as ill for five or more consecutive days, the school may request a physician's statement for his/her absences. Absences are tracked and parents are notified by letter when a child's absences exceed 7 days in a six month period. Because attendance is critical for school success, Mrs. Jolley will work with families to help support consistent school attendance if necessary.

### **ARRIVE ON TIME AT BATES!**

At Bates, students enter the classroom at 8:30 am and the day begins. When children arrive on time, they begin their day with a positive outlook! They have a few minutes to check-in with their teacher and friends, an important practice for creating a sense of belonging. Students also have responsibilities early in the day:

- Unpack materials
- Order lunch
- Complete classroom responsibilities
- Begin morning work to settle into the day

When all children arrive on time, it supports the classroom community. If your child arrives late to school, it has a negative impact. Morning meetings and lessons begin shortly after arrival. When a child comes into school late, the classroom teacher needs to stop teaching, add the child to the attendance list, make sure that he/she has ordered lunch and communicate with the office. This takes away learning time from the whole class.

Research has shown that attendance is critical for school success. A student who is 5-10 minutes late every day will miss the equivalent of a week of school. The entire Bates staff thanks you in advance for helping to make sure each child learns responsible behavior by arriving to school on time.

The School Council has established the following guidelines to support a successful arrival and set a positive tone for the day:

- Students may be dropped off starting at 8:15 am when the playground is monitored by staff.
- The doors will be locked for safety at 8:35 am. Students dropped off after 8:35 am will need an adult to park, walk with him/her into the school, sign him/her in in the office and get a late pass.
- Students will be marked tardy on the attendance record if they arrive after 8:35 am.
- After 4 tardy arrivals in one marking period the principal will contact the child's parents.

If your child has an appointment in the morning and will be late, please call the office to notify them and to order lunch if needed.

### **DISMISSAL**

Dismissal time is 3:05 pm every day except Wednesday. Every Wednesday students are dismissed at 12:00 pm. Any and all changes in dismissal plans must be made in writing for students in kindergarten through grade 2 and communicated to the child prior to the start of the school day.

### **CHANGES IN DISMISSAL**

Please avoid making changes to your dismissal plan during the school day. Changes in dismissal during the school day are disruptive to the school and classroom and can be the cause of confusion and anxiety for students. If a change in dismissal is unavoidable, a call must be made to the school by 2:00 pm so this information can be communicated to your child. If your child is being dismissed early, please communicate this information to the teacher and/or office before the start of the school day. When arriving to pick up your child, please report to the office to sign your child out and the secretary will call her/him down from their class.

### **SAFETY AND SECURITY**

Once school begins all doors are locked at 8:35 am.

### **VISITING DURING THE SCHOOL DAY**

Parents and visitors are asked to ring the buzzer on the front door and state their name and reason for the visit. Visitors are asked to come directly to the office to sign in and receive a visitor's badge. Visitors should sign out and return the badge when leaving the building.

### **DROP OFF AND PICK UP: CAR LINE**

If using the car line, please drop children off in the circle directly in front of the main entrance. Approach the car line from Westgate Rd. only. Do not turn left in front of the school into the car line from Elmwood Rd. Avoid using Elmwood as your route to Westgate, as this necessitates a dangerous U-turn on Westgate near crosswalks.

The Bates car line is a moving car line. Students may exit cars only on the passenger side once inside the front loop. For safety reasons drivers must remain in the car. Adults and students on safety patrol can provide an extra hand if needed, but students are encouraged to exit the car independently. Please pull forward as far as possible before stopping to let students get out. This will enable the car line to move as quickly as possible. Please remain in the car line and exit by turning right onto Elmwood Rd; do not attempt to pass in the car line.

During the winter months or in inclement weather please allow for additional time in the morning to drop off students in the car line in order to be on time for school.

If you choose to pick up your child in the car line, please display your family's name tag in the windshield for staff to see. Your child will meet your car in the front loop.

### **ARRIVAL IN INCLEMENT WEATHER**

An orange flag on the front curb and back playground indicates bad weather during arrival. Children should proceed inside where they will be supervised for indoor arrival in the cafeteria.

### **PARKING DURING ARRIVAL AND PICK UP:**

**For the safety of our students, the parking lot is closed during arrival (8:00-8:30) and dismissal (3:00-3:30) times. Please do not use the parking lot as a drop-off area.** Please do not park on the north end of Westgate Road or in any part of the car line, as it is a fluid line.

### **ARRIVAL AND DEPARTURE BY BUS**

Students who use the bus will receive information by mail indicating local pick-up and drop-off locations and times. For safety reasons, students who are not registered as bus riders may not ride the bus to a friend's house after school.

### **ARRIVAL AND DEPARTURE BY BICYCLE OR SCOOTER**

Children in grades 3-5, with parent permission, may ride their bicycles to school. Children younger than grade 3 may ride their bikes to school when accompanied by an adult, as recommended by the Wellesley Police. Riders must wear helmets, in compliance with Massachusetts General Law c.85, s.11(b). Bicycle racks are located behind the school and bicycles should be locked. For safety reasons, bicycles and scooters should be walked on school property, using sidewalks. Children should not walk or ride through the parking lot. Please review these safety guidelines with your child if he/she rides a bike to school.

### **ARRIVAL AND DEPARTURE BY FOOT**

Children in grades K-2 will be dismissed as a "walker" to a parent or other adult with permission. Children in grades 3-5 may walk home on their own or with a sibling who is also in grades 3-5 with parent permission. Parents should instruct children who walk on pedestrian safety rules. Children should only cross the street in designated crosswalks. They should never cross the street between parked cars and should be reminded to exercise extra caution during the winter months.

### **IN CASE YOU ARE LATE**

If you are late picking up your child, he or she will be taken to the office to wait for you.

### **DRESS FOR THE WEATHER**

Students are asked to wear shoes with a firm sole that is safest for outdoor play. Sandals may meet this guideline, but flip flops do not. Students will have “indoor recess” in the event of rain or if the “real feel” is significantly below 20 degrees. During the transitional weather months please anticipate your child’s need for a jacket or sweater. Always label outerwear with your child’s name.

## **DOGS**

The Wellesley Public Schools does not permit dogs on school grounds during school hours, which includes arrival and dismissal, or during school events.

## **III. SCHOOL COMMUNICATION**

To speak with Mrs. Jolley, please call or email the school secretary at [batesoffice@wellesleyp.s.org](mailto:batesoffice@wellesleyp.s.org) or stop by the school to set up an appointment.

### **BATES BUZZ AND SCHOOL EMAILS**

The school offers regular communication with families through email letters from the principal with the subject line “Bates Buzz.” All notices and updates are sent via email. It is important that families update their contact information each year and as needed through the Parent Portal in order to receive email communications.

### **BATES WEBSITE**

The Bates website is a great resource for families to find copies of all Bates Buzz emails, important announcements and other information.

### **BATES BLAST**

The Bates PTO also sends emails that inform families of important dates and happenings. Please call the office if you would like to sign up to receive these emails.

### **CLASSROOM TEACHER COMMUNICATIONS**

On the school website you will find links for each teacher’s classroom web page and email address. On occasion your child may also bring home a notice or form to be signed. Please check homework folders periodically for this information.

### **DELIVERING MESSAGES AND ITEMS TO STUDENTS**

Messages and deliveries for students should be left in the office. Please clearly label items with your child’s name and class. Forgotten items and messages will be delivered promptly to classrooms by school staff to minimize disruption to instruction.

### **CONTACTING A TEACHER OR STAFF MEMBER**



If you have a need to contact your child's teacher, please email or call and leave a message. If you have an important message that must be received during the school day, please call the office before 2:00 or 11:00 on Wednesdays. Your message will be communicated to the teacher. Teachers may not have access to email or voicemail during the school day.

### **CHANGE IN DISMISSAL & OTHER MESSAGES**

We hope that families make every effort to arrange dismissal plans for their child before the start of the school day and communicate the plan directly to their child. We understand that last minute plans are sometimes arranged during the school day, however, please know that changes during the school day can be confusing to children who expect to follow the plan communicated directly by the parent and disruptive to the classroom as messages are communicated. We greatly appreciate the arranging of all plans before the start of the school day.

If a change must be made to your child's dismissal plans during the school day please use the CurbSmart app to note the change before 2:00 p.m. on full days or 11:00 a.m. on half days. After this time, the school has limited staff and time to respond to changes in dismissal and communicate any changes to students.

### **EMERGENCY CONTACT INFORMATION**

The Wellesley Public Schools use PowerSchool, an online platform, to maintain the emergency contact information, directory information, and other important permissions for each of our students. Prior to the start of school families are asked to confirm information for each child even if there are no changes. Parents can access the portal with this link: [PowerSchool Parent Portal](#). If a family's contact information changes during the school year, please update accordingly.

### **PROGRESS REPORTS/CONFERENCES**

Progress reports are issued at the beginning of February and on the last day of school in June. Individual parent conferences with classroom teachers are scheduled twice a year, in the fall and early spring. Conferences are 20 minutes long. Online sign up links will be emailed to all families. Teachers are also available any time during the school year for more informal meetings.

### **BATES SCHOOL DIRECTORY**

The PTO publishes an online directory. The Powerschool Parent Portal allows for parents to provide information to be shared with the PTO directory. Families can also opt out of the directory. This information must be updated each year through the parent portal.

## **DISTRIBUTING NOTES TO CLASSROOM FAMILIES**

In the event that paper notices need to be shared with an entire class, please check with the office regarding this procedure. Please note that birthday party invitations and/or thank you notes may not be distributed at school unless the entire class is invited.

## **PRIVATE SCHOOL APPLICATION PROCESS**

The Bates School is happy to help with the private school application process. Please call the Bates office to initiate the process and sign the necessary release forms. In order for the school to send requested records via the U.S. Mail, please submit a 10 x 13” stamped mailing envelope for each school your child is applying to. Address the envelope but leave the return address blank. Please attach \$2.00 postage to each envelope. If you are requesting teacher recommendations, please note that teachers need two weeks upon receipt of the recommendation request in order to complete the recommendation. Teachers are not expected to complete recommendations over school vacation weeks. Please call the office if you have any questions.

## **IV. THE SCHOOL DAY**

### **BEFORE SCHOOL CARE**

Before School care is provided in the Bates Library. You may enroll your child through the Bates School’s website. Under Quick Links select “Online Fee Payments.” Then select “Before School Care.” You can then create an account and enroll your child. The cost of the program is approximately \$360 per child per semester. You may drop your child off in the Bates library every day beginning at 7:15 am.

### **AFTER SCHOOL PROGRAM**

After School care is provided by the Wellesley Community Children’s Center (WCCC). Brochures are available in the Back to School folder on the school website and in the office.

### **START OF SCHOOL**

You will receive information about the start of school over the summer, in late July or early August. Homeroom teacher assignments will be made available to families via the Parent Portal. Students are invited to drop-in to see their classrooms and meet their teachers on the morning prior to the first day of school.

### **LUNCH**

Students have 40 minutes for recess and lunch. There are several lunch options for your child. You may pack a lunch with a drink; you may pack a lunch and have your child purchase a drink; or, your child may purchase a lunch with a drink. A monthly school

lunch menu is available online. Students purchase lunch and milk by using their assigned four-digit Personal Identification Number linked to their My School Bucks account. Students' PINs are sent home on the first day of school. We encourage students to learn his/her PIN by heart as soon as possible but have each child's information accessible if needed.

## **RECESS**

All classes have two 15-20 minutes recess periods a day, except on half days.

## **SNACK & ALLERGY ALERT**

Students have a 10 minute healthy snack daily. Students are responsible for bringing their own nutritious and easily opened snacks.

## **SPECIALIST CLASSES**

Students at Bates have weekly instruction in music, art, library, Spanish and P.E. by our specialist teachers. Classroom specialist schedules are shared with families at the start of the year.

## **TECHNOLOGY IN THE CLASSROOM**

Bates is proud to continue the WPS's 1:1 Program Initiative. Students in grades 3, 4 and 5 will use iPads throughout the school day. Students in grades K-2 will have access to the use of iPads and laptops as needed to support developmentally appropriate learning.

## **V. PROGRAMS, TRADITIONS & EVENTS**

The school maintains many special traditions and events throughout the year, many of which include volunteer opportunities for families.

***The Bates School mascot:*** The Bates mascot is Tux the penguin. Students look forward to spotting Tux at school each year.

***The Magnificent Day of Play:*** Students participate in making creations out of cardboard and other materials.

***The 100<sup>th</sup> Day of School:*** The 100th Day of School usually falls in early February. Kindergarteners and first graders participate in a morning of fun counting activities. Students visit each classroom to celebrate the number 100 through games, art, math, and movement.

**Mini-Marathon:** Students challenge themselves to run laps on the course around the school while helping their community. Training during P.E. helps students develop running/walking endurance to ensure success in this well-loved event.

**Field Day:** Students participate in a fun-filled afternoon on Kelly Field with their choice of competitive and non-competitive games and activities facilitated by Bates' parent volunteers.

**Bates Artstravaganza:** Student may choose to participate in this special celebration of the arts.

**The METCO Program & The METCO Family Friends Program:** METCO (Metropolitan Council for Educational Opportunity) is a state-funded voluntary program that enables students who live in Boston to attend suburban schools. The goals of the program are to provide an opportunity for high-quality integrated public school education, new and diverse learning experiences for suburban children, and greater understanding and cooperation between urban and suburban communities. Wellesley began its relationship with the METCO program in 1966 as one of the original seven founding districts. Well over 100 METCO students are enrolled in grades K -12. Enrollment is based on annual program funding, available seating, and completion of the intake process.

The METCO Family Friends program was established to help build a bridge between METCO and Wellesley families. Each METCO student (and his or her family) is paired with a Bates Wellesley family. The Wellesley family “hosts” the Boston student after school on the first Wednesday of each month. A bus returns students to Boston later that afternoon. Long-standing relationships between children and adults often stem from this experience.

**School Concerts:** One all-school concert is held each year. In addition, a winter and spring concert features the band, orchestra and Bates fifth grade chorus. Parents and younger siblings are always invited to attend.

**Community Meetings:** Community meetings are monthly occasions for the whole student body to gather and sit in a circle in the gym to sing, share a book, showcase learning, and build community.

**Chorus, Orchestra and Band Concerts:** All fifth graders are members of the chorus. Students enrolled in musical instrument instruction are invited to join the Bates orchestra and band once they reach a level of competence. The chorus, band and orchestra perform at two concerts each year.

***Creative Arts and Sciences Programs:*** The PTO Creative Arts and Sciences committee supports enrichment opportunities for all students with whole school assemblies and grade-specific programs in the classroom. These enrichment opportunities support the curricula in the areas of social studies, science, math, literacy, music and art and are funded by parent contributions to the PTO and to Creative Arts and Sciences.

***Fifth Grade Leadership Roles:*** Fifth graders take turns rotating through important school jobs such as safety patrol, morning announcements, library support and flag duty. In addition, each fifth grader serves a term on the Student Council. All of these important jobs are designed to increase confidence and further develop our oldest students' sense of responsibility and leadership.

***The Bates Garden:*** Students, teachers and parent volunteers help to plant and maintain a vegetable garden in the back of the school. Students have the opportunity to visit the garden as a class.

## **VI. OTHER SCHOOL INFORMATION**

### **SCHOOL CANCELLATION NOTICES**

**When weather conditions place children's safety in jeopardy, the Superintendent's Office will notify families via School Messenger voicemail/email/text to home phones, cell phones and email addresses.** In addition, the following stations will be notified of school cancellations:

**Television** Channel 4

**Radio** WBZ (1030)

**Online** <http://thebostonchannel.com> (also snow closing alerts by email or text message) and [wellesleyps.org](http://wellesleyps.org)

**Please do not call the school, the Police or the Fire Department for this information.**

### **EMERGENCY CLOSINGS**

At times during the year, it may be necessary to close school before regular dismissal time due to power failure, sudden storms, etc. We make every effort to reach parents through the automated **School Messenger calling system**. If you cannot be reached, the school will refer to the alternate numbers listed in your child's emergency contacts in the Parent Portal. Please keep this information up to date during the year.

### **PRIVATE TUTORS AND OTHER ACADEMIC PROGRAMS**

Private tutors and outside academic programs operate independently of the Wellesley Schools and as such should receive information directly from parents or guardians.

Information about all the district curricula is available on the district website.

## **VACATIONS AND HOMEWORK**

When families elect to take extra vacations during the school year, children miss important instruction, discussion and activities that allow guided practice of new skills. Instructional time that is missed while a child is on vacation cannot be replaced. Since written assignments are directly related to classroom instruction, practice and explorations, it is not possible to send class work with students who take vacations during the school year. Reading and journal writing are two activities that parents may provide for their children while on vacation.

## **FOOD SERVICE CHARGES**

Every student has a food service account. Each morning, the teacher takes a count of the children wishing to buy lunch and sends the counts to the office. If your child is tardy and wants to purchase lunch, he/she will need to order lunch in the school office upon arrival. Since orders are placed shortly after arrival, please call the office in the event your child is arriving to school late and would like to order lunch.

Information about the Wellesley Public Schools computerized point-of-sale payment system is available on the Bates website Families tab: Food Services accounts can be created at [www.myschoolbucks.com](http://www.myschoolbucks.com). You can access your child's account and make payments with a credit card. Please do not send cash or checks to school with your child.

Information about free or reduced-price meal status, if applicable, will be preloaded into the child's account. The meal checkout process is the same for all students. USDA regulations require the completion of a new Free/Reduced application at the beginning of each school year. Applications and information about free/reduced school meals are available in the Bates office or from the Business Office, 781-446-6200, ext. 5611.

## **FOOD AT PARTIES OR SPECIAL EVENTS**

With the exception of individual snacks, food is not allowed in the classrooms. If a parent wants to share something to mark a celebration it should not be a food item; contact the classroom teacher for ideas and suggestions.

## **ALL OCCASION/BIRTHDAY BOOKS FOR THE LIBRARY**

If you would like to donate a book to the school library in honor of your child's birthday or for any other special occasion, please see the school librarian. She will ensure that a bookplate with your child's name on it will be placed inside the book.

## **BIRTHDAYS**

Birthdays are acknowledged during the morning announcements and students are invited

to the office to receive a special birthday pencil and a homework pass for students in grades 3-5.

## **FIELD TRIPS**

Field trips provide educational opportunities for students that cannot be offered within the building. The school may ask parents for assistance in funding some admission costs. Scholarships are always available, and at no time will any child be excluded because of inability to pay admission. Please contact Mrs. Jolley if trip costs are a concern.

## **LOST AND FOUND**

Please label all clothing (and other items such as lunch bags and backpacks) to facilitate the return of lost articles. **The “Lost and Found” bins are located in the cafeteria.** Unlabeled and unclaimed items are periodically donated to charity but only after parents have been notified and given time to check one last time for lost items. Please check the bins when you are in the building.

## **HOMEWORK**

Each grade establishes guidelines for homework assignments that are shared with parents at Back to School Night. Generally, students in kindergarten and grade 1 are encouraged to read nightly but will have few written assignments. Students in grades 2-5 will also have nightly reading in addition to assignments designed to reinforce important skills and concepts taught in school.

## **WORLD LANGUAGE**

All students at the Bates School receive instruction in Spanish 75-80 minutes a week.

## **STANDARDIZED TESTING**

Students in grades 3, 4 and 5 participate in state mandated standardized testing in the spring. Information about how and when testing will be conducted will be shared with parents when it becomes available.

## **CLASS PLACEMENT**

The goals of the placement process are to create a positive learning community in every classroom. Teachers take into account past groupings, learning styles, learning partners and future opportunities. Parents who have a serious concern regarding placement are asked to share their concern with the principal in the spring. Families are informed of their child’s class placement in early August upon completing the annual update to the PowerSchool Parent Portal.

## **MIDDLE SCHOOL TRANSITION**

Fifth graders at Bates have the opportunity to visit The Wellesley Middle School in the

spring. There are also several information sessions offered to parents of fifth graders in the spring. Look for information during the school year.

## **THE LAST DAY OF SCHOOL**

The last day of school is tentatively scheduled for June 22, 2020 (assuming 5 snow days). The last day of school depends on the number of snow days or other school cancellations during the year. The last day of school will be announced in April. The final day of school is a half day; all students are dismissed at 12:00.

## **VII. HEALTH GUIDELINES FOR SCHOOL ATTENDANCE**

### **ILLNESS**

Although regular attendance is expected, a sick child should never be sent to school. A child should be **fever free** for 24 hours before returning to school. Students receiving antibiotics for a contagious condition such as strep throat must stay out of school until 24 hours of antibiotic therapy has been completed.

### **INJURY**

Any student who has sustained an injury that has been treated by a physician or in an emergency room and will have restricted activity for a limited period of time (*cast, stitches, sprains, fractures, concussions, etc.*), must bring a note from the physician stating the nature of the restrictions and when the student can resume participation in P.E./recess. The student will not be allowed to return to P.E./recess until this note is received. Any student with a cast, boot, sling or splint will be precluded from P.E. and recess and offered a safe alternate activity. If your child sustains an injury and you feel (s)he should limit her/his activity for 1 - 2 days, please provide an explanatory note to the nurse.

### **DISMISSAL DUE TO INJURY OR ILLNESS**

Students who become ill or injured at school will be dismissed to the custodial parent/guardian or their designee from the office. The student will not be allowed to walk home alone. It is the expectation that a sick or injured student will be picked up as soon as possible.

### **KEY INFORMATION TO COMMUNICATE TO THE NURSE**

Parents/guardians are encouraged to call the school nurse any time they have questions/concerns and specifically for the following reasons:

- a new medical diagnosis or a change in your child's health status
- a newly prescribed medication
- a change in current medication
- a serious injury, illness or hospitalization



- a fracture, sprain, stitches or cast
- a contagious disease such as chicken pox, flu, strep throat, whooping cough, conjunctivitis
- a diagnosed or suspected case of head lice
- a student's absence for an extended period of time
- any recent changes in your family that may affect your child (a birth in the family, recent loss or sudden illness)
- any food or medication allergies

## PHYSICAL EXAMINATIONS

Examinations by a licensed physician, nurse practitioner or physician's assistant are required for kindergartners, new entrants at any grade and all students in grades 4.

## MANDATORY HEALTH SCREENINGS

1. Vision – done annually in the fall in grades K-5.
2. Hearing – done annually in the fall in grades K-3.
3. BMI - Schools in Massachusetts are now mandated by law to obtain height and weight information on all students in grades 1 and 4. After obtaining your child's height and weight, your child's BMI (Body Mass Index) will be calculated. Parents must contact the school nurse to obtain a copy of your child's BMI.
4. Postural screening - conducted annually in collaboration with the Health and Fitness Department for students in Grades 5.

## MEDICATION

A written "Order" from the student's licensed health care provider and a written "Consent" form signed by the student's parent or guardian must be submitted to the school nurse. This applies to daily medications and those medications taken on an as needed basis such as inhalers and EpiPens. **For their own safety, students should never transport medication to and from school or keep medicine in their possession during the school day.**

## HEAD LICE MANAGEMENT

Head lice is a prevalent program in school-aged children. Head lice are not dangerous; they do not transmit disease and are not a public health issue.

If you suspect your child has head lice or nits, please report this to your school nurse as soon as possible. The school nurse will review management procedures with the parent/guardian. The school nurse is a knowledgeable resource and can provide accurate information. Parents will be notified if their child has a confirmed case of head lice while at school. Parents may choose to pick up their child from school to begin treatment. The school nurse will reassess the student after treatment AND before returning to the classroom. The school nurse will have the discretion to inform parents of should

clustering of cases occur.

## **VIII. BEHAVIOR GUIDELINES**

The Katharine Lee Bates School faculty encourages members of our school community to reach their potential by fostering an understanding of themselves and others in a safe environment.

The social competency program, sometimes referred to as **Open Circle**, is a curriculum Wellesley teachers utilize in the classroom to create a cooperative classroom environment, build self-esteem and positive relationships and solve interpersonal problems.

We strive to Be our Best at Bates by following the 3 Bs:

- Be respectful
- Be responsible
- Be safe and kind

These values are reinforced in the classrooms, hallways, on the playground, and at school community meetings and assemblies. Following the 3 Bs contributes to a positive school climate.

Working with Stan Davis, the Bates Climate Committee developed the **Bates School Behavior Rubric Guidelines and Consequences**. When a child demonstrates behaviors that stop others from learning, Bates staff will follow the guidelines and consequences listed in the rubric. An important part of our response to behavior includes a reflection conference in which students are encouraged to reflect on the behavior, what problem they were trying to solve or goal they were trying to reach, the consequences of the behavior, how they can respond if the problem arises again and how they can make amends. The behavior rubric can be found on the last page of this guide.

### **ITEMS NOT PERMITTED AT SCHOOL**

The following items are not permitted at school at any time, which includes school related events:

- Weapons of any kind (knife, firearm, explosive) or items that resemble a weapon
- Heelys or other footwear with wheels
- Hoverboards or skateboards
- Clothing or items with inappropriate graphics or language for school activities

The following items are best left at home. If brought to school, they should remain in a child's backpack during the school day. Please note that the school cannot guarantee the security of personal items that come to school.

- Smart watches, phones and electronic devices

- Pokemon cards or other kinds of trading cards, such as Yugi-Oh cards
- Money

## **PERSONAL ELECTRONIC DEVICES AT SCHOOL**

Students are not allowed the use of personal electronic devices during school. Students may keep personal devices (Smart watches, phones, tablets, mp3 players) in their backpacks during the school day, but they may not be removed during school hours at any time.

## **SUSPENSION POLICY**

While suspension is rare in an elementary school, a Principal may make the decision to suspend a student as a consequence for behavior that endangers other students or which interferes with the learning of others. Suspension will take place after the student has been given a hearing with a parent present. Suspension may be the consequence for any of the following behaviors: theft, destruction of property, use of tobacco, pulling the fire alarm, profanity, threats or intimidation of others, harassment of another student, hitting an adult or endangering the safety of others (such as hitting, biting, fighting, brandishing a weapon including pocket knives, arson.)

## **IX. VISITING SCHOOL & VOLUNTEER OPPORTUNITIES**

There are many opportunities to visit and volunteer at Bates – no experience is necessary! Look for opportunities listed in the Bates Blast.

Whenever you visit the school, please first sign in at the office. If you plan on volunteering with students, whether in the classroom, on field trips or in the library, you must fill out a **CORI form** (which authorizes a background check). This form must be filled out every three years. A copy of your driver's license must be turned in along with the completed form, which can be found on the Bates website.

**Library:** You can volunteer to help shelve books, prepare materials for classes and assist the librarian at any time during the school day. Contact the librarian, Liz Rey, to schedule a time.

**Art room:** If you would like to help prepare materials and assist in the art room, please contact art teacher.

**Class Room Parent:** Room parents are liaisons between families, the classroom teacher and the PTO. They help coordinate activities outside of the regular classroom routines. Contact the Room Parent Coordinator if you are interested.

**In class:** Let the teacher know what your strengths are and ask if they are open to your helping out. Some teachers have certain tasks they ask for help with.

**School Site Council:** (see below)

## **X. BATES SCHOOL PTO & SCHOOL COUNCIL**

The PTO, made up of parents, teachers and school staff, serves the purpose of supporting the school and its students. The PTO provides support mainly by fundraising and recruiting volunteers to help in various roles. Funds raised by the PTO are used for things such as enrichment programs, teacher appreciation and support, and technology.

The school seeks to offer high quality events and programs in which the community is excited to participate. Throughout the year you will see specific requests for volunteers. Please jump in and help out to the extent that you can. If you are interested in helping with any of the PTO sponsored events, please contact the respective Committee Chairs.

Here are some examples of PTO events held during the year:

*New Family Coffee:* All new families are welcomed to Bates the day before school with a coffee hosted in the cafeteria.

*Picture Day:* Each fall a professional photographer is scheduled to take class photos and individual photos of students. All students receive a complimentary class photo. Families wishing to purchase their child's individual photograph have several options from which to choose. Scholarship funds are available for families in need of financial assistance. Please contact Mrs. Jolley.

*Bates Pumpkin Fair:* A fun-filled PTO tradition, the annual Pumpkin Fair is held at Bates on a Saturday in October. The day includes many games, a DJ, inflatables, a café, dance performances by local dance troops, raffles, a silent auction and sweet treats for sale made by the Bates community.

*Halloween Parade:* Students are invited to wear a costume and participate in a short all-school parade. Students who do not wish to participate in the parade are invited to participate in fun activities in the gym.

*Bates Book Fair:* Students and families are invited to browse and purchase books for sale during one week in March, including an evening for parents.

*Family Nights:* Bates families enjoy several fun-filled family events each year including a spring picnic, a winter party and a pre-Mini Marathon dinner.

*Field Day:* Students participate in a fun-filled afternoon on Kelly Field with their choice of competitive and non-competitive games and activities facilitated by Bates' parent volunteers.

*Family Picnic:* Families celebrate the end of the school year with an annual picnic on Kelly field.

*Fifth Grade Activities:* The fifth grade committee organizes special end-of-the-year activities for the fifth grade class, including a fifth grade ceremony and a “Fun Day.”

*Bates Auction:* Every other year the PTO holds an auction, inviting all Bates families. All proceeds help fund the many PTO activities, teacher grants and professional development opportunities, and enrichment programs for students at Bates.

**The School Council:** Site-Based Councils were mandated by the Education Reform Act of 1993 as part of the Act’s decentralization of decision-making. The School Council is composed of equal members of elected teachers and parents, together with the Principal and a community member. Members generally serve for two-year terms. New members are solicited in the spring and summer to begin serving the following year. The role of the School Council is to advise the Principal, especially in creating and evaluating the School Improvement Plan. The School Council meets about once a month and minutes of all meetings are published on the Bates website.

## **XI. BATES FACULTY BIOS**

### **ADMINISTRATION:**

This is Toni Jolley’s sixth year as the principal of the Bates School. Mrs. Jolley has worked for over 20 years as an elementary teacher, literacy coach and principal primarily in the Boston Public Schools and Wellesley. Originally from Dallas, Texas, Mrs. Jolley is married and has three daughters who are all Bates graduates and now at WMS and WHS. The Jolley family also includes a Labradoodle puppy named Maisie. Mrs. Jolley enjoys running, spending time with family and cheering on her children at their various sports events. She is a passionate reader and finds she gets the best book recommendations from Bates students. Each summer she looks forward to visiting family on the shores of Lake Michigan.

### **STUDENT SERVICES**

Kate Stanley is thrilled to be joining the Bates team as a School Psychologist. Before coming to Bates, Ms. Stanley worked as a School Psychologist in Manhattan for five years and most recently for one year in the Dedham Public Schools. Her favorite part of being a School Psychologist is partnering with families to help students reach their fullest potential. Outside of school, Ms. Stanley enjoys spending time with her husband, reading a good book at the beach, and group exercise classes. She cannot wait to meet the students and families at Bates.

Mrs. Chris Spolidoro has been a nurse for 28 years and is starting her 15th year at Bates this year! She and her husband, Mark live in Franklin. She loves traveling and spending time with her 3 grown children, friends and golden retriever Oakley! The beach is one of her favorite places and she enjoys reading, shopping and trying new restaurants.

Ms Maxine Creanza has been a nurse at Bates since January 2018. Though she is officially the ‘Thursday’ nurse at Bates, she also covers additional days there and at other public schools in Wellesley as needed. Ms Creanza lives in Wellesley with her husband Peter Cory and they have two sons, Stephen (31) and Evan (28), who both graduated from WHS. Both boys are now married and live in Denver, Colorado and Berkeley, California. Peter is originally from Australia, so there have been many family trips ‘down under’. Ms Creanza enjoys travel, reading, concert and dance performances, the ocean, good food, and spending time with family and friends. She especially enjoys when all these things can happen at once!!

### **THE KINDERGARTEN TEAM:**

Mrs. Katie Catalano is very excited to be starting her fifth year at Bates. Katie previously taught at Fiske School in Wellesley and before that she taught kindergarten in the Boston Public Schools. She lives in a small lake neighborhood with her husband, her son, and her dog, Linguini. They all love spending time on their boat and exploring new trails in their woods. Aside from kindergarten, some of her greatest passions are creative projects of all kinds and cooking. Food and cooking provide an amazing window into the cultures and history of the world around us. She loves bringing her passions for creativity and culture into the classroom.

Mrs. Rita Cameron joined the Bates staff in the fall of 1999. Since that time, she has worked as a teaching assistant, first grade teacher and kindergarten teacher. She loves helping young children develop a life-long love for learning. Mrs. Cameron enjoys spending time with her husband and two young sons watching their hockey, baseball and lacrosse games. They love spending time with family and friends at the beach during the summer. In her free time, gardening, cooking, baking, taking long walks, traveling and reading are always on her to do list!

Mrs. Amy Kapinos has taught Kindergarten or 1st grade at the Bates School for 15 years. Prior to that, her own 3 children, Morgan, Reid & Trent, attended the Bates School. Mrs. Kapinos loves dogs and has two Golden Retrievers, Quinnah & Crosby. She and her husband, Robbie, enjoy spending their free time at the cape; walking their dogs, going to the beach, spending time with friends, gardening, reading books and playing golf. Mrs. Kapinos also loves ice cream, Java-Berry being one of her favorite flavors!

### **THE FIRST GRADE TEAM:**

This will be Franny Jacobson's seventeenth year teaching first grade at Bates School. Before this, she taught Pre-K, Kindergarten, and first grade in Brookline, for six years. Franny's daughters, Lexi and Emma, attended Bates School many years ago. Ms. J enjoys spending time with her daughters, her new son-in-law (Joe), her large extended family, and her beloved golden retriever, Maddie. She also loves to explore new music, listen to old music of any genre, garden, cook, and spend time adoring animals of any species! Ms. J has been called on to relocate many animals in and around Bates School, including: birds, chipmunks, bunnies, mice, snakes, dogs, insects, and spiders. On particularly rainy days, you may see Franny on the sidewalks and pavement surrounding Bates rescuing earthworms who were forced out of their soggy tunnels due to human feet, bicycles, birds, and other hazards.

Mrs. Jessica Mead has taught kindergarten and grade 1 at Bates for 18 years. Mrs. Mead has two children and lives in Upton, MA. She grew up in Plymouth, MA and loves going back there to visit her parents on the beach. On weekends in the winter Mrs. Mead and her family enjoy skiing up in the White Mountains of New Hampshire.

Kristen Nagle will be at Bates for a second year as a first grade teacher. Before coming to Bates Ms. Nagle taught kindergarten and first grade for six years in the Boston Public School and Winchester Public School districts. She is passionate about instilling a love for learning in her students and watching the incredible growth that takes place over the course of first grade. In her spare time, Ms. Nagle enjoys singing, musical theater, swimming, traveling and spending time with family and friends.

### **THE SECOND GRADE TEAM:**

Laura Kelly has been teaching kindergarten, first or second grade at Bates School for the last 18 years. In addition to teaching, she enjoys reading all kinds of books, learning new things, gardening, and following the Red Sox, especially when they are winning. Ms. Kelly secretly wishes to one day visit Antarctica to see real penguins in their natural habitat. She is most at home near the ocean with her family and friends and her dogs, Tillie and Spice.

This is Mrs. Nicole Melanson's 17th year at Bates. She joined the Bates faculty in 2004 as a teaching assistant for 3 years while completing her master's degree. She was hired in 2007 as a 3rd grade teacher and has been teaching 2nd grade for the last eleven years. In addition to teaching, Mrs. Melanson enjoys reading, going to the beach, cooking, shopping and spending time with friends and family. She has been going to Cape Cod since she was a little girl and continues the tradition with her family, husband Eric and daughters Summer and Piper. She is a Boston sports fan, she especially likes to watch the Patriots. Mrs. Melanson loves seafood, Italian food, and ice cream.

Mrs. Pamela Rosenbloom, a 33-year teaching veteran, will be in her 23rd year at Bates School. Before coming to Wellesley Mrs. Rosenbloom taught first grade for ten years at Buckingham Browne & Nichols School, an Independent School, in Cambridge, MA. She grew up in Cambridge and a majority of her family still lives in the surrounding area. She has always been passionate about her profession as an early childhood educator even before she knew this would be her professional path. In addition to teaching, Mrs. Rosenbloom loves traveling with her husband Paul, spending time with family and friends, dabbling in the kitchen, reading, shopping, music, going to the beach and in the near future hopes to resume her tennis game!

### **THE THIRD GRADE TEAM:**

Ms. Katy Comstock has been teaching since 1994 and started working at Bates in 2000. She grew up in Andover, where her parents still live. When she isn't teaching, she loves spending time with her daughter, Isabella, who is an 8th grader at WMS this year. Isabella loves to act and her mom loves watching her perform in shows or being with her on the set of a short film or Web-series. (Ms. Comstock used to act too!) She also loves reading a great book on the beach, swimming, and going to Cape Cod and Disney World. She's a Boston sports fan, especially the Red Sox and Patriots. She has 3 black and white cats named Lucy, Lola and Logan and a Havanese-Maltese dog named Sasha.

Mrs. Deb Cohen has been teaching first through fourth grades for over 20 years. Currently she teaches third grade at Bates. Prior to teaching in Wellesley, she taught in Spain as well as Port Washington, NY. Mrs. Cohen enjoys spending time at the Cape with her husband and two daughters; Grace, age 16 and Abby age 13. She also LOVES to read, travel, exercise, sing, play guitar and she has even taken up boxing! Move over Floyd Mayweather!

This is Ms. Heather Macchi's 14th year at Bates where she has taught third, fourth, and fifth grades. Prior to coming to Bates, she taught third grade in Norfolk, MA for eight years. Ms. Macchi grew up and currently lives in Walpole with her partner, Peter. She enjoys being outside - reading on her deck, walking on the beach, hiking, watching the



Red Sox at Fenway Park, cross country skiing and snowshoeing. She loves traveling to places she's never been. This summer's travels included the western parts of North Dakota, South Dakota and Nebraska.

#### **THE FOURTH GRADE TEAM:**

This is Ms. Irene Gruenfeld's 23rd year teaching at Bates. She enjoys spending free time outside in all four seasons, going to the beach, hiking, biking and cross-country skiing. She loves to eat all kinds of foods from other cultures, wander around farms and farmers' markets, and try new flavors of ice cream. She is also a little bit obsessed with reusing and recycling. Ms. Gruenfeld has a severe travel bug and is always reading about new destinations and planning her next adventure. She has twin boys who will be in 8th grade this year and a daughter and son-in-law who live in Richmond, Virginia.

This is Mrs. Mara Hochberg's 20th year teaching at Bates. Mrs. Hochberg has taught 2nd, 3rd and most recently, 4th grade. Prior to Bates, she taught 3rd grade at the Fiske School for two years. Originally from Rancho Palos Verdes in southern California, Mrs. Hochberg lives in Stoughton with her husband, Ben, and three sons, Jonah, 16, and twins, Matthew and Eli, 15. She loves taking her 6 year old rescue dog, Phoenix, on long walks and hikes. Mrs. Hochberg enjoys traveling, exercising, cycling, reading, and gardening. But most of all, she loves the beach and collects sand from all over the world. This summer she collected sand from Israel & Greece!

Ms. Ellen Theriault has been teaching at Bates for 21 years. She was the special educator for grades 3-5 for many years at Bates before transitioning to being a classroom teacher in 3rd and 4th grade. Prior to teaching, she worked in educational research. Ms. Theriault grew up in Bar Harbor, Maine and returns to visit there as often as possible to visit her parents and spend time in Acadia. After many years of living in Boston, Ms. Theriault now lives in Norwood with her wife Leah, their cat Lucy and dog Dover. Ms. Theriault loves traveling and being outdoors, especially biking, kayaking, hiking and gardening. This summer included trips to see family and friends in the Pacific Northwest, Canada, Maine and on the Cape.

#### **THE FIFTH GRADE TEAM:**

Did you know that Mrs. Erica Ilyin has been teaching in the exact same classroom at Bates for 24 years? She is very glad the old green chalkboards have been replaced with interactive whiteboards! Mrs. Ilyin can't imagine herself in any profession other than teaching. Her favorite thing about fifth graders is their amazing ability to have rich discussion about almost any topic. Mrs. Ilyin lives in Wayland with her husband and three school age children. In her free time, she loves to read and to run or mountain bike with her two dogs.

This will be Ms. Molly Perkins 12th year at Bates. Prior to her career at Bates, Ms. Perkins taught for six years at the Dunning School in Framingham. She grew up in Cheshire, CT, and now spends lots of her summer with her family visiting her parents on the beach in Madison, CT. In her free time she loves to spend time with her husband, Andy, daughter, Jane, and twin sons Neil, and Luke. All three kids have become "beach bugs" like she did as a child. She loves to bake, play board games, and read to her kids.

Mrs. Abigail Eustis is starting her 14th year of teaching, and her 9th year on the 5th grade team at Bates. Previously, Mrs. Eustis has taught Title I Reading & Math in grades 1-4 and 4th grade, in various towns on the South Shore. Mrs. Eustis loves the Patriots, buffalo chicken, and spending time with family, including her husband, Alex, children, Gabriel and Daphne, and cat, Nugget.

### **SPECIAL EDUCATORS:**

Mrs. Meredith "Meri" Kacavich was born and raised in the small town of Sylacauga, Alabama. After graduating from the University of Alabama, Roll Tide!, she moved to Boston for graduate school. Meri and her husband Kevin have 2 daughters, Violet and Jordyn. When not in school, Meri enjoys spending time with her family, the beach, skiing, and shopping. This will be Meri's 13th school year as the speech-language pathologist at Bates.

Ms. Erin Kelley is very excited to be starting her first year at Bates. Prior to coming to Bates, Ms. Kelley taught at Delaney School in Wrentham and was a teaching assistant at Sprague School in Wellesley. She is a huge football fan, especially of the Patriots, and likes to keep up with her Fantasy Football team during the season. Ms. Kelley also loves to sing and has sung at three Red Sox games! In her free time, she enjoys going to the beach, going on adventures with friends, and trying new things.

Mrs. Suzanne Rabinovitz is starting her third year teaching at Bates. Prior to coming to Bates, she was a special educator in the Melrose Public Schools and an early interventionist in Framingham. She lives with her husband and 3 year old daughter, Ayla, and newborn son. Suzanne is a huge Patriots fan and loves going to watch the games. She spends many weekends in Cape Cod going to the beach, boating, and enjoying coffee ice cream! She enjoys spending time with her family and friends, shopping, and hosting parties at her home.

Ms. Patricia (Patty) McCarthy has been a pediatric occupational therapist for more than 19 years. Ms. McCarthy was an OT in the schools in Everett and Saugus before coming to Bates six years ago. She splits her time in Wellesley between Bates and Fiske. Ms. McCarthy lives in Boston (Beacon Hill) and enjoys running along the Charles River. In the summer time, she spends time with her family riding bikes and paddle boarding at

Goose Rocks Beach in Kennebunkport, ME.

Ms. Sarah Williams is entering her 11th year as a special educator in Wellesley. She spent her first 6 years at the Hunnewell School. This will be Ms. Williams' third year working full time at Bates. She lives with her dog, Layla, and fiance in Waltham. In the winter Ms. Williams enjoys skiing all over New England and in Utah, and spends much of her time in Maine with her family during the summer where she enjoys sailing, hiking, kayaking, and reading some good books. She is looking forward to her wedding in November!

Mrs. Corrie Martin has been a pediatric physical therapist for more than 24 years. She has been in the Wellesley Public Schools for 18 years after having spent several years working at Boston Children's Hospital. Mrs Martin lives in Wellesley with her husband Glen and 2 children, Ashley and Ryan (both Bates graduates!) She enjoys reading, traveling and spending time with family and friends in her free time.

#### **SPECIALISTS:**

Mrs. Melissa Clancy has been teaching for more than 20 years. Having spent 12 years teaching at Bates Elementary School, Mrs. Clancy is now the Literacy Specialist at Bates. Mrs. Clancy lives in Medfield with her husband Patrick and her 11 year old twin boys Owen and Finn. Mrs. Clancy enjoys running, gardening and reading. The Clancys love spending time with their golden retriever Gracie.

Ms. Alexis Fudge has been teaching art for two years and is excited to join the Bates community for the 2019-2020 school year. She loves to draw & paint everything and anyone who is willing to sit still long enough for her to do so. Ms. Fudge grew up in Westchester, New York and loves to visit whenever she gets the chance. When she's not drawing or painting, Ms. Fudge loves to go to the theatre & cooking. Currently, she is illustrating a middle grade novel and hopes to publish it by 2021.

Mrs. Nicole Fyvie has been the Bates' Physical Education teacher for the past eight years. Before teaching at Bates, Mrs. Fyvie worked in the HIV/AIDS education field for 15 years. She grew up in both Toronto and New York City, but now calls Boston home. She loves a good flash mob. Mrs. Fyvie measures the success of her summer by how many different bodies of water she swam in. She finds it more enjoyable when joined by her wife, Karin, their two crazy teenagers, Max and Sophie, plus friends and co-workers.

Ms. Jacqui Martell has been an art teacher at Bates since 2008 and she's 100% sure it is the most fun job in the world. She loves drawing and painting, but her favorite material to use with students is clay. Before becoming an art teacher, Ms. Martell studied sculpture and jewelry design, and worked as a display artist for several stores. When she

is not in the classroom, Ms. Martell tries to find time to experiment with making art, especially calligraphy and brush lettering. Besides art, her favorite thing to do is explore new places with her husband James and their daughter Evelyn. Ms. Martell's family is growing, and they are excited to welcome a baby boy in September!

Mrs. Perry has worked in the Wellesley system for sixteen years now, seven of them teaching Music at Bates. She has degrees in Music Performance, Music Education and Educational Leadership, but over her thirty-four year career (so far) has loved teaching Elementary Music the best. She grew up in Rochester, New York, but living in Boston was always the plan! She and her husband Chris have four kids, ages 15-23, 2 dogs and a very independent cat. Besides making music, some of her favorite things to do are: read, walk on the beach, try new foods, and travel.

Mrs. Elizabeth Rey has been the Bates library teacher for ten years. Before coming to Bates, Mrs. Rey was a children's librarian at the Wellesley Free Library. Mrs. Rey grew up in California and has an identical twin sister. Mrs. Rey's husband, Christian, is French and they both speak French and English with their three children, Amelie, Timothy, and Christopher. Mrs. Rey loves to read, bike, travel with her family, and play with the family's little white dog, Wesley.

Mrs. Sara Romano Toppelberg (also known as Señora T) was born in Buenos Aires, Argentina, where she worked as a creative movement teacher at the elementary school level. She has been teaching Spanish in the United States for many years. In 1998 she founded the first program in the Boston area teaching Spanish through art, movement and music to young children. Prior to joining the Wellesley Public Schools, she taught Spanish at schools in Brookline and Somerville. During the summer, Señora Toppelberg loves reading, riding her bicycle, camping, gardening, and zumba! She has three children and lives with her husband Claudio and daughter Gabriela in Brookline, while her sons David and Nathaniel have graduated from college. This is her 4th year at Bates.

Danielle Silverman has worked as an educator for more than 15 years. This is her second year as the Math Specialist here at Bates. Before coming to Wellesley she worked for Boston Public Schools and Wayland Public Schools in a variety of positions. She has enjoyed working as a math coach, special education teacher and ESL teacher. Mrs. Silverman lives in Wayland with her husband and two children, Ryan and Elle. When she is not teaching, she can be found with her family on the beaches of the lower Cape, reading, hiking or training for triathalons.

Mrs. Guillermina Solano Franco is from Sevilla, Spain, where she worked as a teacher at the Elementary and Middle school and at the Department of Education for 15 years. She arrives into the United States in 2005 with the exchange program "Profesores Visitantes

en EEUU y Canadá”. She has been teaching Spanish for many years. From 2005-2008 she worked in Chelsea, MA as an Immersion teacher in the Middle School. In 2008 she went back to Sevilla but she returned to EEUU in 2010 to work as Spanish High School Teacher in Salem, MA. Prior to joining the Wellesley Public Schools, she was teaching Spanish at Kelly Elementary School in Chelsea for five years and at the Bowditch Elementary School in Salem, MA for two years. Mrs. Solano loves riding her bicycle, swimming, traveling around the world and reading!. She lives with her husband in Newton. This is her 2nd year at Bates.

## **READING INTERVENTION**

Louise Griffin is so thrilled to be returning to Bates for her fourth year as part of the Reading Intervention Team. Prior to working at Bates she has a broad range of experience under the education umbrella. She taught at the elementary level in CA. After her husband, four children and she moved to the Boston area, she taught at the preschool level for 10 years. For the last few years she placed her focus, training and work on reading support at the elementary level. She enjoys spending time with family and friends - whether inside eating delicious foods, watching movies, discussing the latest novels, playing games or outside swimming in any body of water or exploring a foreign land.

## **TEACHING ASSISTANTS:**

This is Erica Carlino’s second year at Bates School, and she has been teaching and working with children for over eight years. Mrs. Carlino taught pre-school for five years, and has since worked with elementary and middle school students. She moved to Massachusetts in 2017, and is currently pursuing her elementary teacher certification. Mrs. Carlino is an avid painter and illustrator and is very passionate about art. She loves to travel, spend time with her family, husband, and her dog Chloe.

This is Ms. Kelley Joyce's third year at Bates as a teaching assistant. Ms. Joyce previously worked in a kindergarten classroom at Fiske Elementary and spent three years within the Waltham Public School Systems. She is currently enrolled at Cambridge College pursuing her masters in Early Childhood Education. Ms. Joyce enjoys spending most of her free time with family and friends. Some of her favorite activities are going to concerts, reading, gardening and cooking. Ms. Joyce loves a good joke, and she especially enjoys it when the students teach her a new one!



This is Miss Kaitlyn Murray’s third year at Bates as a teaching assistant. Miss Murray is currently a graduate student at Lesley University, where she will graduate this May with a Master’s in Elementary Education. Miss Murray grew up and currently lives in Northborough, MA with her dog, Finnigan. Miss Murray enjoys spending time with her family, drawing, reading, going to the beach, and taking Pure Barre classes. Miss Murray

is a big Boston sports fan, especially the Patriots!

This is Mrs. Tammy Picard-Vallee's 18th year at the Bates School. Before joining Bates, she worked as a preschool teacher in her home town of Williamstown, MA. She enjoys spending time at the Cape during the summer and being out on the boat. She also loves camping, playing chess and traveling, especially visiting her son Scott in Arizona. You can always find her hanging with her family and friends on weekends. She is a huge fan of all Boston sports teams!!





This is Marie Lynch's first year as Library Teaching Assistant and she is very excited to be a part of the Bates team. Her son and daughter both attended Bates School and are currently students at WHS and WMS respectively. She is also an alumna of the Wellesley Public Schools. Mrs. Lynch loves working with children and has previously worked as a preschool teacher at Wellesley Nursery in the Hills and at Elmwood Christian Preschool. She also spent 10 years working as a hospital administrator at Brigham & Women's Hospital in Boston. In her free time Mrs. Lynch enjoys spending time with her family, reading, cooking, running, and visiting relatives in London and Stockholm where she is originally from.

## XII. Bates School Behavior Rubric

<p style="color: red;"><i>“Helping self and others to learn”</i></p> <p><b>Green</b></p>  <p><b>Appropriate</b></p>	<p style="color: red;"><i>“Stopping others from learning”</i></p> <p><b>Yellow</b></p>  <p><b>Inappropriate</b></p>	<p style="color: red;"><i>“Stopping others from learning”</i></p> <p><b>Orange</b></p>  <p><b>Significant Risk of Harm</b></p>	<p style="color: red;"><i>“Stopping others from learning”</i></p> <p><b>Red</b></p>  <p><b>Highest Risk &amp; Illegal</b></p>
<p><b>Sharing</b> or taking turns</p> <p><b>Including</b> or inviting to play</p> <p><b>Respecting differences</b></p> <p>Using <b>kind words</b></p> <p>Getting an adult to help</p> <p>Playing safely</p> <p>Using safe body</p>	<p>Negative <b>facial expressions</b></p> <p>Talking <b>negatively</b> about someone</p> <p>Invading peers’ <b>personal space</b></p> <p>Inappropriate <b>language</b> for a school setting</p> <p>Laughing <b>at</b> a mistake or weakness of someone else</p>	<p><b>Name calling/teasing</b> of other students based on <b>personal characteristics</b></p> <p><b>Exclusion:</b> stopping someone from having friends or participating in an activity or threatening to leave someone out of a group or activity</p> <p>Pushing, shoving, slapping, grabbing, running into other students roughly and other <b>physical aggression</b></p> <p>Starting or spreading <b>rumors</b> (true or false statements likely to embarrass)</p> <p><b>Taking or breaking</b> things that belong to others</p> <p><b>Biased, violent, or explicit language</b> not directed at any specific person</p> <p>Use of obscene or rude gestures/ language</p>	<p>Severe <b>physical aggression</b> (hitting, punching, kicking, and similar behaviors that may injure others)</p> <p>Threatening <b>language</b></p> <p>Name calling or other behaviors related to <b>protected categories</b></p> <p>Retaliation, <b>intimidation, or threat of retaliation</b></p> <p>Touching others’ <b>private areas</b></p> <p>Spitting at someone</p> <p>Illegal actions</p>

*Continued on the next page*

## Response to Behaviors (Rubric, cont.)

<p style="text-align: center;"><i>“Helping self and others to learn”</i></p> <p style="text-align: center;"><b>Green</b></p>  <p style="text-align: center;"><b>Appropriate</b></p>	<p style="text-align: center;"><i>“Stopping others from learning”</i></p> <p style="text-align: center;"><b>Yellow</b></p>  <p style="text-align: center;"><b>Inappropriate</b></p>	<p style="text-align: center;"><i>“Stopping others from learning”</i></p> <p style="text-align: center;"><b>Orange</b></p>  <p style="text-align: center;"><b>Significant Risk of Harm</b></p>	<p style="text-align: center;"><i>“Stopping others from learning”</i></p> <p style="text-align: center;"><b>Red</b></p>  <p style="text-align: center;"><b>Highest Risk &amp; Illegal</b></p>
	<p style="text-align: center;"><b>Response:</b> Staff may or may not respond</p> <p style="text-align: center;"><i>Learning Conversation and/or Think About it Form, Utilize in the moment consequences if appropriate; Report to classroom teacher</i></p>	<p style="text-align: center;"><b>Response:</b> Staff Response (1 &amp; 2)</p> <p style="text-align: center;"><i>1<sup>st</sup> time: Learning Conversation and/or Think About it Form</i></p> <p style="text-align: center;"><i>2<sup>nd</sup> time: Think about it form plus parent called by teacher or letter sent home &amp; restitution if possible</i></p> <p style="text-align: center;"><i>K-1: Miss one social time</i> <i>2-5: Miss two social times</i></p> <p style="text-align: center;"><b>Administrative Response (3+)</b> <b>3<sup>rd</sup> time:</b> Principal calls home or holds meeting with parent/guardian; restitution if possible</p> <p style="text-align: center;"><i>K-1: Miss two social times</i> <i>2-5: Miss three social times</i></p>	<p style="text-align: center;"><b>Response:</b> All Staff Report Administrative Response</p> <p style="text-align: center;"><i>Learning Conversation, Think About it Form, Principal calls home &amp; restitution if possible</i></p> <p style="text-align: center;"><b>1<sup>st</sup> time</b> <i>K-1: Miss one social time</i> <i>2-5: Miss two social times</i></p> <p style="text-align: center;"><b>2<sup>nd</sup> time</b> <i>K-1: Miss two social times</i> <i>2-5: Miss three social times</i></p> <p style="text-align: center;"><b>3<sup>rd</sup> time</b> <i>K-1: Miss three social times</i> <i>2-5: Miss five social times</i></p>