

**2018 - 2019**



# **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:** Maureen Herzig

**Nurse:** 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 are welcoming many new students and some new staff to Bates. Everyone is looking forward to a great 2018-2019 school year!

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. At 8:25 am a bell will ring for students to line up and proceed to their class. In case of inclement weather, check for the orange flag on the curb which signals an indoor arrival. For indoor arrival, students meet in 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! Students 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 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. Dismissal notepads, for any changes, will be sent home to families in the fall.

## **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 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 curb 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. During the winter months we determine whether students will go outside for recess if the “real feel” is 20 degrees or above. During the winter months students need to bring snow pants and snow boots each day to play in the snow. Students will have “indoor recess” in the event of rain or if the “real feel” is 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.

## **III. SCHOOL COMMUNICATION**

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

## **PRINCIPAL COFFEES**

Throughout the year Mrs. Jolley and other school staff have an open discussion to update the community on the latest happenings at the school. The principal coffees are a great time to visit the school, ask questions and hear from staff and other parents.

## **BATES BUZZ AND SCHOOL EMAILS**

The school offers regular communication with families through twice a month email letters from the principal called “Bates Buzz” as well as emails and ongoing updates on the Bates School website. Important notices will be 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. All notices and forms that are sent via email can also be found on the website’s Quick Link “Backpack Notices.”

## **BATES BLAST**

The Bates PTO also sends weekly emails on Sunday evening 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 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. Changes in dismissal also cause a disruption to the classroom instruction as messages are delivered and discussed. 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 plans during the school day, please call the office before 2:00 pm or 11:00 am on Wednesdays. The office will take a message and deliver it to your child. After this time, the school has limited staff and time to communicate messages.

## **EMERGENCY CONTACT INFORMATION**

The Wellesley Public Schools utilizes a database called the PowerSchool Parent Portal to maintain an updated record of family contact information. This contact information is critical for the school to contact families in case of an emergency. Families are asked to confirm contact information for each child each school year even if there are no changes. Parents can access the portal with this link: <https://wellesley.powerschool.com/public/>.

## **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 student 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 Mrs. Herzig in the Bates office to initiate the process and sign the necessary release forms. In order for the school to send requested records, 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 Mrs. Herzig in 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 from the school over the summer, including the principal's letter in late July. 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 peanut free table is available and students may invite friends to join them. A monthly school lunch menu is available online.

## **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. If you receive notice that your child's classroom is an "**allergy alert**" classroom, you will be asked to send only snack items that are nut-free and to avoid items made in a facility that processes nuts. Please make sure all food items have a label that identifies the ingredients, as the teacher needs to check snacks each day. Alternatively, you can or send the teacher a photocopy or photo of the ingredients for a new snack item that is sent to school in an unlabeled container.

## **SPECIALIST CLASSES**

Students at Bates have weekly instruction in music, art, library and P.E. by our specialist teachers. Students in grades Kindergarten through grade 4 will also have Spanish instruction. 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. This day is typically held in December.

***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.

***The Bates Science Fair and Artstravaganza:*** Student may choose to participate in these optional special events held in the spring on alternating years.

***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 in all nine of Wellesley Public Schools: Fiske, Bates, Schofield, Sprague, Hunnewell, Hardy and Upham elementary schools, Wellesley Middle School, and Wellesley High School. 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 Assemblies:*** School assemblies and concerts are held several times throughout the school year. Parents and younger siblings are always invited to attend. Notices of assemblies appear on the school calendar on the website and in the principal's bi-monthly emails.

***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 read aloud, showcase learning, and build community. Parents and family members are always welcome to drop in.

***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 month-long term on 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 during recess times and 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 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 must be placed by 9:00 a.m. please call the office in the event your child is arriving to school after 9:00 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. Whenever possible the trips will be funded from the regular school budget. 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.

## **METCO**

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 in all nine of Wellesley Public Schools: Fiske, Bates, Schofield, Sprague, Hunnewell, Hardy and Upham elementary schools, Wellesley Middle School, and Wellesley High School. Enrollment is based on annual program funding, available seating, and completion of the intake process.

## **WORLD LANGUAGE**

Students in kindergarten, first, second, third and fourth grade at the Bates School will receive instruction in Spanish 75 minutes a week. The current plan is to continue expanding this instruction so that all students K-5 will be receiving Spanish instruction by 2019-2020.

## **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 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 20, 2017 (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

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 in 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 Jacqui Martell.

**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 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 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 monthly and minutes of all meetings are published on the Bates website.

## **XI. BATES FACULTY BIOS**

### **ADMINISTRATION:**

This is Toni Jolley’s fifth 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 has three daughters who attend the Bates School and Wellesley Middle School. She enjoys running, spending time with family and watching her children’s 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 in Michigan where they like to swim, ride bikes, kayak, and jump off the sea wall.

Mrs. Maureen Herzig is starting her fourth year at the Bates School. She has over 18 years experience working as a school secretary in public and private schools. She also has 10 years experience working in a consulting engineering firm. She recently moved to the Boston area from Connecticut where she grew up and raised her two daughters. Her oldest is Chelsey and she is married to Lance and live in CT. The youngest is Michon and she is living in Colorado. Maureen and her husband enjoy discovering everything that Boston has to offer. Her favorite things to do are cheering for the Red Sox, Bruins

and Boston College ice hockey, walking on the beach and making quilts.

## **STUDENT SERVICES**

This will be Mrs. Erica Levin's seventh year as a school psychologist and her third year at Bates. In her free time she enjoys hiking, traveling, live music and spending time with her husband, family, and friends. Relaxing at the beach with a good book is also one of her favorite things to do. She pretty much always has either coffee or tea with her!

Mrs. Chris Spolidoro has been a nurse for 27 years and is starting her 14th year at Bates this year! She loves traveling and spending time with her family, friends and new golden retriever puppy Oakley! She and her husband, Mark have 3 children- Brenna, 23, Jillian, 21 and Braden, 18. The beach is one of her favorite places and she enjoys reading, shopping and trying new restaurants.

## **THE KINDERGARTEN TEAM:**

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 children. The beach is their favorite place to be in the summer! In her free time, gardening, cooking, baking, taking long walks and reading are always on her to do list!

Mrs. Katie Catalano is very excited to be starting her fourth 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. Amy Kapinos has taught Kindergarten or 1st grade at 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, spent many hours attending their children's sporting events. Now as "Empty Nesters", they enjoy reading books, walking their dogs, going to the beach, spending time with friends and playing golf. Mrs. Kapinos also loves ice cream, Java-Berry being one of her favorite flavors!

## **THE FIRST GRADE TEAM:**

Franny Jacobson has been teaching first grade at Bates School for 15 years. She loves teaching and is passionate about children and animals. Ms. Jacobson enjoys all types of weather and secretly wishes to be a storm chaser for the Weather Channel. She adores spending time with her daughters, large extended family, and her beloved golden retriever, Maddie.

Mrs. Jessica Mead has taught kindergarten and grade 1 at Bates for 17 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.

Mrs. Miranda Wolfskill came to Bates as a teaching assistant in 2003 and loved it so much she never left. Life before Bates included a lot of school, travel and many different jobs. She was even an actress. Working with children called her back home and she enjoys teaching where she played as a little girl. Mrs. Wolfskill and her family love to spend their free time hiking and making jam. They are also involved in long-term research to figure out which is better: the mountains or the beach.

## **THE SECOND GRADE TEAM:**

Laura Kelly has been teaching kindergarten, first or second grade at Bates School for the last 17 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 dog, Tillie.

This is Mrs. Nicole Melanson's 15th 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 ten 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. Mrs. Melanson loves seafood and Italian food. One of her favorite restaurants is Giacomo's Ristorante in the North End.

Mrs. Pamela Rosenbloom, a 31-year teaching veteran, will be in her 22nd year at Bates School. She joined Bates School in September 1997 as a first grade teacher, taught 1st/2nd grade multiage class for seven consecutive years and has been teaching second grade ever since! 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 a 7th 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 15 and Abby age 12. She also LOVES to read, travel, sing, play guitar and she has even taken up boxing! Move over Floyd Mayweather!

This is Ms. Heather Macchi's 13th 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 she visited Minnesota and Wisconsin.

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

This is Ms. Irene Gruenfeld's 22nd 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 7th grade this year and a daughter who recently got married and moved to Virginia.

Mrs. Mara Hochberg has been a teacher at the Bates School for the past 18 years. 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, 15, and twins, Matthew and Eli, 14. She loves taking her 5 year old rescue dog, Phoenix, on long walks. The family cat, Penny, who is 17 years old, has finally realized that having a dog is not so bad after all. Mrs. Hochberg enjoys traveling, going on adventures, exercising, reading, and gardening. But most of all, she loves the beach!

Ms. Ellen Theriault has been teaching at Bates for 20 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. Ms. Theriault grew up in Bar Harbor, Maine and returns to visit there as often as possible to visit her parents and hike and bike in Acadia. Ms. Theriault lives in Roslindale with her wife and has a friendly cat named Lucy and a very energetic dog named Dover. Ms. Theriault loves traveling and being outdoors, especially biking, kayaking, hiking and gardening. This summer included a trip to the Pacific Northwest and Olympic National Park and reading lots of good books!

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

Did you know that Mrs. Erica Ilyin has been teaching in the exact same classroom at Bates for 21 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 11th 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 time 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 13th year of teaching, and her eighth 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.

Mrs. Suzanne Rabinovitz is starting her second 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 2 year old daughter, Ayla. 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 18 years. Ms. McCarthy was an OT in the schools in Everett and Saugus before coming to Bates five 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 10th year as a special educator in Wellesley. She spent her first 6 years at the Hunnewell School. This will be year Ms. Williams' third year working full time at Bates. She and her dog, Layla, live in Waltham and enjoy running on the river. In the winter Ms. Williams enjoys skiing in Utah and spends much of her time in Maine with her family during the summer.

Mrs Corrie Martin has been a pediatric physical therapist for more than 23 years. She has been in the Wellesley Public Schools for 17 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 10 year old twin boys Owen and Finn. Mrs. Clancy enjoys bird watching, gardening and reading. The Clancys got a golden retriever, and Gracie has been an exciting addition to their family!

Mrs. Nicole Fyvie has been the Bates' Physical Education teacher for the past seven 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 the 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. This summer she has been practicing her brush lettering skills and painting with watercolor and gouache. Ms. Martell has been a vegetarian for twenty years and loves trying out new recipes at home. Her favorite thing to do is explore new places with her husband James and their daughter Evelyn.

Mrs. Beth Perry can hardly believe that she has been teaching music now for 32 years. This is her fifth year teaching music at Bates and she continues to love every minute of it! Mrs. Perry grew up in Rochester, New York and then lived in Ohio, Michigan and Connecticut before finally landing in the Boston area. She has four children ages 13-21 and the whole family spends a lot of time on the Cape. She wishes she could speak more languages, enjoys traveling, and secretly wants to be a backup singer in a band.

Mrs. Elizabeth Rey has been the Bates library teacher for nine 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 was born in Buenos Aires, Argentina, where she worked as a creative movement teacher at the elementary school level. In the United States, she has been teaching Spanish 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 was teaching Spanish at Prospect Hill Academy, a charter school in Cambridge/Somerville, for five years, and, previously, at

Maimonides School, a private Jewish school in Brookline. Mrs. Romano Toppelberg loves spinning and riding her bicycle, gardening... and zumba! She also loves to read and paint. Mrs. Romano Toppelberg has three children. She lives with her husband and daughter Gabriela (15), while her two sons David and Nathaniel are, respectively, a student and a recent college graduate. This is her third year at Bates.

Danielle Silverman is the new math specialist at Bates. More information will follow!

### **READING INTERVENTION**

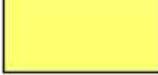
Marcie Mann is pleased to be returning to Bates this year as a Reading Intervention Teacher. She has been an interventionist at several other Wellesley Schools for the past six and a half years. Before that, she was a classroom teacher for twenty five years in the Newton Public Schools. She has two adult children and a precious five year old granddaughter.

Louise Griffin is so thrilled to be returning to Bates for her third 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:**

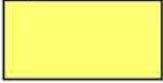
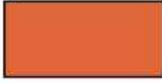
This is Mrs. Tammy Picard-Vallee's 18th year at the Bates School. Before joining Bates, she worked as a preschool teacher in her home town of Williamstown, MA. She enjoys spending time at the Cape, camping, chess, and traveling especially visiting her son Scott in Arizona. She enjoys spending most of her time with her family and friends and is a huge fan of all Boston sports teams!!

## XII. Bates School Behavior Rubric

<i>“Helping self and others to learn”</i> <b>Green</b>  <b>Appropriate</b>	<i>“Stopping others from learning”</i> <b>Yellow</b>  <b>Inappropriate</b>	<i>“Stopping others from learning”</i> <b>Orange</b>  <b>Significant Risk of Harm</b>	<i>“Stopping others from learning”</i> <b>Red</b>  <b>Highest Risk &amp; Illegal</b>
<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><u>Response:</u></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><u>Response:</u></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><u>Response:</u></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>