

**2020 - 2021**



# **INSIDER'S GUIDE**

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

**Katharine Lee Bates Elementary School**  
**116 Elmwood Rd. Wellesley 02481**  
**Office Phone Number: (781) 446-6260**

**Principal:** Toni Jolley

**Secretary:** Melanie Friedman

**Nurses:** Chris Spolidoro & Maxine Creanza

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

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

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

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

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

Bates Elementary School is one of seven public elementary schools in Wellesley. This year we have about 250 students and about 40 teachers and staff. Students come from Wellesley and Boston.

## **II. SCHOOL HOURS**

### **School Hours:**

Cohort A: Monday, Thursday:	8:30 am - 3:05 pm
Cohort B: Tuesday, Friday:	8:30 am - 3:05 pm
Cohort C: Monday, Tuesday, Thursday, Friday:	8:30 am - 3:05 pm
Wednesday (full remote): (note the new end time)	8:30 am - <b>12:15 pm</b>

## **III. SAFETY PROTOCOLS AT SCHOOL**

### **HAND WASHING & HAND SANITIZING**

Students will be directed to wash or sanitize their hands throughout the day including before and after eating or taking a mask break. Hand sanitizer stations have been installed throughout the building.

### **PERSONAL PROTECTIVE EQUIPMENT**

Students and staff are asked to wear a mask each day and bring at least one extra mask in a clean bag in their backpack. If a child is in need of a clean mask, one will be provided by the school. Appropriate masks cover the nose and mouth. Gators, bandanas and masks with valves are not appropriate for school use.

Face shields are available to Bates faculty and staff and can be used in addition to a face mask. Clear masks are also available to faculty responsible for the instruction of students learning to read, students who are hard-of-hearing and language learners. Gowns and gloves are provided for staff to be used when there is a risk for contact with bodily fluids. Each classroom space has a clear plexiglass divider for use at a teacher table.

### **CLEANING PROTOCOLS**

The Bates custodial staff will clean high-traffic spaces and “high touch” areas throughout the day. They will also disinfect all school spaces on a daily basis. A spray bottle of cleaning solution will be available in each classroom for surface cleaning as needed.

### **SIGNAGE**

Signage will be posted throughout the school to promote our safety guidelines. These include directions for proper hand washing, reminders to stay 6’ distant and how to wear

masks properly. In addition, floor decals are placed in bathrooms, outside of bathrooms, in the hallways and at water filtration stations to promote social distancing.

## **SAFETY DRILLS**

The Wellesley Public Schools works in partnership with the Wellesley Police Department and Wellesley Fire Department to ensure the safety of our students in the event of a school emergency. Annual drills allow students to practice evacuation and fire drills. Parents are provided with information in advance about the age appropriate practices we use.

## **IV. HEALTH GUIDELINES**

### **DAILY HEALTH ATTESTATION**

Parents and guardians are asked to conduct a daily health attestation with their child prior to coming to school to ensure they are free of symptoms of COVID-19. See Appendix A for a complete list of COVID-19 symptoms.

### **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.

### **ILLNESS OR INJURY AT SCHOOL**

If a child is injured or becomes ill at school, the school nurse will make an evaluation and determine next steps. If the nurse determines that the child is presenting with any symptoms of COVID-19, the child will be moved to a special medical waiting room. The child's parent will be called, asked to pick up the child as soon as possible and advised to notify the child's physician.

### **TESTING POSITIVE FOR COVID-19**

Students and staff who test positive for COVID-19 are required to isolate for 10 days and be symptom free for 24 hours before returning to school.

### **CONTACT TRACING**

Seating charts will be maintained throughout the day for the purpose of identifying close contacts. A close contact is defined as an individual who has been within 6' of a person who tests positive for COVID-19 within the last 2 days for at least 10-15 minutes. If a child is identified as a close contact of an individual who tests positive for COVID-19, the parent will be contacted and advised on next steps by the Board of Health. All close

contacts should be tested and must self-quarantine for 14 days after the last exposure to the person testing positive, regardless of test results.

Any child who is self-quarantining at home but feels well may participate in remote instruction with their class.

## **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.

## **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.**

## **V. ARRIVAL & DISMISSAL**

### **ARRIVAL**

School starts promptly at 8:30 am and students may arrive between **8:20 - 8:30 am**. Adults will supervise students as they line up on spots 6' apart outside classroom doors and on the back blacktop area. *Please see Appendix B for your child's arrival locations.*

### **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 their classrooms through the nearest door.

### **ABSENCES**

Parents are asked to use PickUp Patrol to report that your child will be late or absent for any reason. When a child will be absent due to illness the district is now using an online form for reporting absences. That form can be found on the Bates website. This reporting method assists us to better track illness trends across the district. If you need assistance with the absence form please call the Bates office. Please note that we track attendance on in person and at home days.

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.

## **DISMISSAL**

Students are dismissed “as walkers” from various exit doors. *Please see Appendix C for your child’s dismissal location.* Students using the car line will be dismissed to the gym. Once in the gym, students are called in order of cars in the car line. Drivers pull up to the next available cone, where their child will load.

In order to know your child’s dismissal plan, we use an app called PickUp Patrol. Please download the app on your mobile device. Once you set your child’s default or regular plan, you are all set. If a change to your child’s dismissal plan needs to be made, please do so using the app by 2:00 p.m. If you are new to PickUp Patrol, directions to login and download the app will be provided separately. If necessary, changes in dismissal can be made at any time by email or phone call to the Bates office. Please do not email dismissal plans to the teacher, as teachers have limited access to email during the school day.

## **EARLY DISMISSAL & SIGNING OUT YOUR CHILD**

If your child is being dismissed early, please communicate this information via PickUp Patrol. If your child is being dismissed early, please communicate this information via PickUp Patrol. When arriving to pick up your child, please use the PickUp Patrol app to check your child out electronically. The app will notify the office of your arrival. It is important that you meet your child at the front door before we can dismiss your child.

## **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 traveling west on Elmwood Road only. Do not turn left in front of the school into the car line from Elmwood Rd. Avoid traveling east on Elmwood to make a u-turn on Westgate, or stopping on Elmwood and allowing students to exit and cross Elmwood, even near a crosswalk.

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. Please plan accordingly with backpacks and masks easily accessible so students can quickly exit 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 do not pass other cars 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 to their classrooms through the main doors.

### **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 at 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 wait for you in the office.

## **DRESS FOR THE WEATHER**

Please anticipate that we will be eating, playing and learning outside as much as possible. Please send your child with outerwear appropriate for the weather. Students are asked to wear shoes with a firm sole that is safest for outdoor play. Sneakers are recommended. 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.

## **VI. THE SCHOOL DAY**

### **AT HOME LEARNING IN THE HYBRID MODEL**

Please assist your child to set up their environment for at home learning. We recommend that each child have a designated learning space and use their own school iPad. **If a child is using a shared learning space, headphones are strongly recommended and cameras should be set up to minimize distractions.** A schedule for the school day will be provided by the teacher.

### **BEFORE SCHOOL CARE**

Before School care is provided in the library starting at 7:15 a.m. You may enroll your child through the Bates School's website. Under Quick Links select "Online Fee Payments." Then select "Before School Care."

### **LUNCH**

Students will eat outside 6' apart when weather permits. Please send a regular sized bath towel for your child to sit on each day. Seats will be assigned to support contact tracing if necessary. Prior to eating students will be instructed to wash or sanitize their hands, safely remove their mask and store it in their own pouch, provided by school.

Students may bring lunch from home or buy lunch at school. A lunch menu can be found online. Currently all families are eligible for free lunch all year. In inclement weather students will eat inside in the gym or cafeteria, where space allows for greater than 6' distance between students in most cases.

### **RECESS & MASK BREAKS**

All classes have two 15-20 minutes recess periods a day. Students are expected to wear masks and stay 6' apart during recess. Students will take a mask break at the end of each recess and as needed throughout the day.

## **SNACK**

Students will eat a mid-morning snack outdoors each day just prior to recess. Please send a snack that is easy to carry and eat without utensils.

## **WATER**

Water fountains are disabled for safety reasons. We ask that each child bring a reusable water bottle to school each day. Students will have access to water filling stations where they may refill a water bottle as needed.

## **SPECIALIST CLASSES**

Instruction in music, art, Spanish, P.E. and library will occur outdoors, in the classroom or in the gym.

## **iPADS, SUPPLIES & BACKPACKS**

The Wellesley Public Schools is proud to expand 1:1 Program Initiative to all students K-5. All students will have an iPad which they will be asked to bring back and forth to school each day. Student backpacks will be kept in the classroom for the time being. Lockers will not be used at the start of school and until further notice. Each child will also have their own set of supplies and will not share supplies.

## **TECHNOLOGY SUPPORT FOR FAMILIES**

If you have a technology issue please send an email to [helpdesk@wellesleyps.org](mailto:helpdesk@wellesleyps.org) and a member of the WPS technology staff will be in touch with you shortly. Telephone support will be available from 8:00 AM -4:00 PM (M&F) and 8:00 AM-8:00 PM (T,W,Th) by calling this number: **(781) 591-0033**. The WPS technology staff is working diligently to respond to help requests as soon as possible.

Technology tutorials for students and families can be found at the following site:

<https://sites.google.com/wellesleyps.org/wpstechtutorialsforpk5families/home>. The site includes information and tutorials for our most widely used applications (Clever, Google Classroom, Seesaw, Google Meet, Zoom, FlipGrid, EdPuzzle, NearPod, Padlet, etc.) as well as helpful information and tutorials about the WPS iPads distributed to all students in grades PreK-5.

## **VII. SCHOOL COMMUNICATION**

To speak with Mrs. Jolley, please call or email the school secretary at [batesoffice@wellesleyps.org](mailto:batesoffice@wellesleyps.org).

## **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.

## **DROPPING OFF ITEMS FOR STUDENTS**

Parents may drop off forgotten items in a bin outside the main office door. Please clearly label your child’s item and ring the doorbell. Office staff will make sure your child’s item is delivered to the classroom.

## **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.

## **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.

## **REPORT CARDS/CONFERENCES**

Report cards are issued at the end of January 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 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.

## **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 the school being applied to uses Ravenna, an online application system, please inform the Bates office. 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.

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

The school maintains many special traditions and events throughout the year, some of which include volunteer opportunities for families. Due to COVID-19 some of our traditions and events will be modified.

***Bates Spirit Days:*** The Bates community loves to show its Bates spirit. On monthly spirit days students and staff are encouraged to wear the Bates color red or Bates spirit wear.

***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 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 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.

**Community Meetings:** Community meetings are monthly occasions for the whole student body to gather together to sing, share a book, showcase learning, and build community. We will enjoy Community Meetings on Wednesday mornings in a Zoom format this year.

**Creative Arts and Sciences Programs:** The PTO Creative Arts and Sciences committee supports enrichment opportunities for all students 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 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.

## **IX. 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.

### **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 ORDERS**

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.

### **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. All students are invited to the office to receive a special birthday pencil and students in grades 3-5 also receive a special homework pass.

## **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.

## **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 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.

## **X. 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 in Appendix D.

## **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.)

## **XI. 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 May 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 in a typical year. Please note that during the 2020-2021 school year many events were cancelled or adapted for a virtual setting.

*New Family Coffee:* All new families are welcomed to Bates the day before school.

*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.

## **XII. BATES FACULTY BIOS**

### **ADMINISTRATION:**

Toni Jolley has served as the principal of the Bates School since 2014. Mrs. Jolley has worked for over 20 years as an elementary teacher, literacy coach and principal primarily in the Boston Public Schools and Wellesley but also in her home state of Texas. Born and raised in Dallas, Texas, Mrs. Jolley is married and has three daughters who are all Bates graduates and now attend WMS and WHS. The Jolley family also includes a Labradoodle named Maisie. Mrs. Jolley loves music, 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 and staff.

Ms. Melanie Friedman joined the Bates School as secretary in late August last year. With a B.S. in business from UMass Amherst, Ms. Friedman previously worked at Wellesley Middle School and at Wellesley High School. She lives in Newton with her 16-year-old twins, Alexander and Rachel. A former preschool teacher, she is also a certified chef, having studied in Italy and Switzerland. Her many hobbies include cooking (of course!), hiking, and gardening.

### **STUDENT SERVICES**

Kate Stanley joined the Bates team in 2019 as a School Psychologist. Before coming to Bates, Ms. Stanley worked as a School Psychologist in Manhattan for five years and 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 and son, reading a good book at the beach, and group exercise classes.

Mrs. Chris Spolidoro has been a nurse for 29 years and is starting her 16th 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 ‘substitute’ nurse at Bates, she also covers additional days at Bates 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 sixth 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 passion for creativity and culture into the classroom.

Mrs. Amy Kapinos has taught Kindergarten or 1st grade at Bates School for 16 years. Prior to that, her own 3 children, Morgan, Reid & Trent, attended the Bates School. Mrs. Kapinos loves dogs and has a Golden Retriever named Quinnah. 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 eighteenth 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. 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. Melissa Clancy has been teaching for more than 20 years, twelve of those at Bates Elementary School. Mrs. Clancy was previously the Literacy Specialist at Bates and now Mrs. Clancy is teaching first grade. 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.

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

This is Mrs. Nicole Melanson's 18th 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 34-year teaching veteran, will be in her 24th 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!

Ms. Christina Cooney joined Wellesley Public Schools in 2005. She has worked as a first grade teacher and as a literacy specialist/coach at Sprague and is very excited to join the Bates community as a second grade teacher! She loves working with children and believes learning should foster creativity and curiosity about the world around us. Ms. Cooney enjoys spending time with her husband and two kids hiking, traveling, and swimming at the beach. In her free time, Ms. Cooney loves baking with her son, reading lots and lots of books, and getting outside whenever possible.

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

This is Miss Kaitlyn Murray's fourth year at Bates, and first year as a third grade teacher. Miss Murray was previously a teaching assistant at Bates. Miss Murray recently graduated with a Master's degree in Elementary Education from Lesley University. 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, and she especially loves the Patriots!

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 17 and Abby age 14. She also LOVES to read, travel, exercise, sing, play guitar and she has even taken up boxing! Move over Floyd Mayweather!

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

This is Mrs. Mara Hochberg's 21st 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, 17, and twins, Matthew and Eli, 16. She loves taking her 7 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.

Laura Kelly has been teaching at Bates School for the last 19 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.

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

Did you know that Mrs. Erica Ilyin has been teaching in the exact same classroom at Bates for 25 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 13th 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.

This is Ms. Irene Gruenfeld's 24th 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 9th grade this year and a daughter and son-in-law who live in Richmond, Virginia.

### **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 14th school year as the speech-language pathologist at Bates.

Ms. Erin Kelley will be starting her second 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 fourth 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 Ethan. 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 20 years. Ms. McCarthy was an OT in the schools in Everett and Saugus before coming to Bates seven 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, she spends time with her family riding bikes and paddle boarding at Goose Rocks Beach in Kennebunkport, ME.

Ms. Sarah Williams is entering her 12th year as a special educator in Wellesley. She spent her first 6 years at the Hunnewell School. This will be Ms. Williams' fourth year

working full time at Bates. She lives with her dog, Layla, and husband in Boston. 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.

Mrs. Corrie Martin has been a pediatric physical therapist for more than 25 years. She has been in the Wellesley Public Schools for 19 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. Nicole Fyvie has been the Bates' Physical Education teacher for the past nine 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. Addi Catarina is thrilled to be joining the Bates team as the school's new art teacher. She is a recent graduate of the University of Massachusetts Dartmouth, holding a BFA in art education and a minor in painting. She previously taught art at a summer camp in Mattapoisett, MA, and completed her student teaching internship at an elementary school in Fall River, MA. After living in North Dartmouth for four years, she recently moved back to her hometown of Millville, MA. Her favorite pastimes include painting, embroidery, hiking, birdwatching, and spending time with family.

Mr. Lucas Swanson is thrilled to begin his career as a music educator at Bates. Before coming to Bates, he was a professional trumpet player for many years and a stay at home father. After moving to Rhode Island, he went back to school to study music education at Boston University and is excited to share his passion for music with the students at Bates. He served in the U.S. Navy for eight years as a trumpet player in the U.S. Fleet Forces Band in Norfolk, VA, and the U.S. Naval Forces Europe Band in Naples, Italy. As a civilian musician, he has performed with professional orchestras, jazz bands, rock bands, and is currently a member of the Salve Regina University Faculty Brass Quintet. In addition to making music, he loves to spend time hiking and gardening with his family.

Mrs. Elizabeth Rey has been the Bates library teacher for eleven 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 5th year at Bates.

### **READING INTERVENTION**

Louise Griffin has been at Bates for five years 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 third year at Bates School, and she has been teaching and working with children for over nine 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 recently received her teaching 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 fourth 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 in her final year 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 Mrs. Tammy Picard-Vallee's 19th 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 out with her family and friends on weekends. She is a huge fan of all Boston sports teams!!

Ms. Alexandra Kritharas joined the Bates staff in the fall of 2018. Since that time she has worked as a Kindergarten teaching assistant with Mrs. Cameron and Mrs. Kapinos. One of her favorite parts of being a teacher is getting to see firsthand the growth young learners accomplish in their first year of school. In her free time Ms. Kritharas enjoys going on walks, reading, and drawing/painting. Every summer she tries to go to at least one new country!

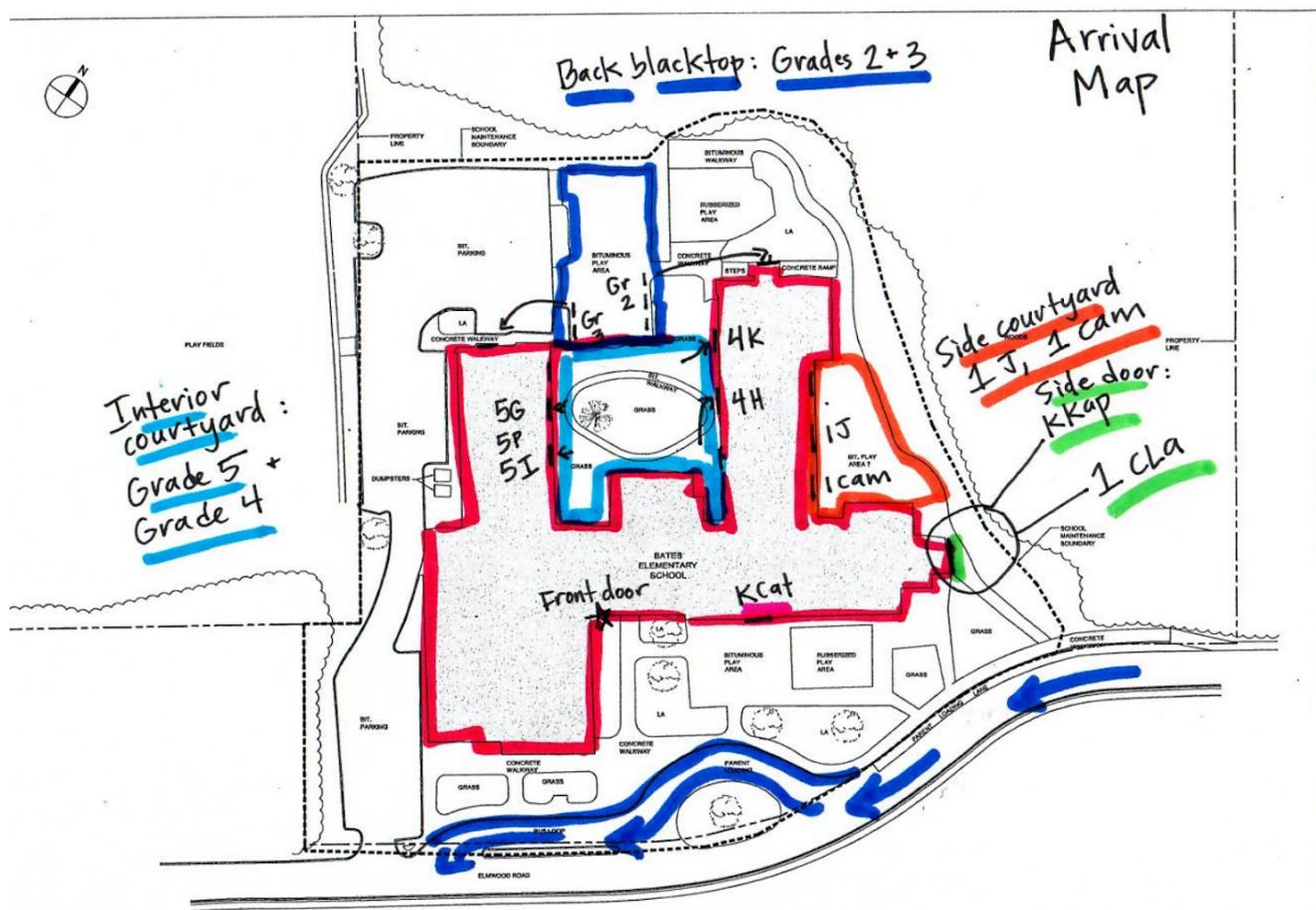
This is Marie Lynch's second year as Library Teaching Assistant. Her son and daughter both attended Bates School and are currently students at WHS and WMS respectively. She is also an alumna of the Wellesley Public Schools. Mrs. Lynch loves working with children and has previously worked as a preschool 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.

Mrs. Jessica Grass recently moved to Massachusetts from Lansing, Michigan. She was born in Michigan and graduated from Michigan State University's College of Education. Go SPARTANS!!! Currently, Mrs. Grass is working on getting her teaching certificate in Massachusetts, with the hopes of continuing her teaching career in the area. When not at school, Mrs. Grass enjoys spending time with Mr. Grass and their two dogs, Dingo and Dot. They love to camp (especially in the fall), hike and spend time at the beach! Mrs. Grass also loves to get crafty with various activities from beading (simple jewelry) to scrapbooking. She is looking forward to a great year and very eager to get to know the students and families of Bates!

## Symptoms of COVID-19

- Fever (above 100°F) or feeling feverish (shaking chills)
- Cough (not due to other known cause, such as a chronic cough)
- Shortness of Breath/difficulty breathing
- New loss of smell/taste
- Sore throat
- Muscle/body aches
- GI symptoms, such as nausea, vomiting or diarrhea
- Headache
- Fatigue (*when in combination with other symptoms*)
- New nasal congestion or new runny nose (not due to other known causes, such as allergies) *when in combination with other symptoms*

## ARRIVAL MAP



KCat: Front playground door

KKap: Side door (NE side of building)

1Clancy: Side door (NE side of building)

1Cam: Side courtyard (NE side of building adjacent to tent)

1 J: Side courtyard (NE side of building adjacent to tent)

Grade 2: Back blacktop

Grade 3: Back blacktop

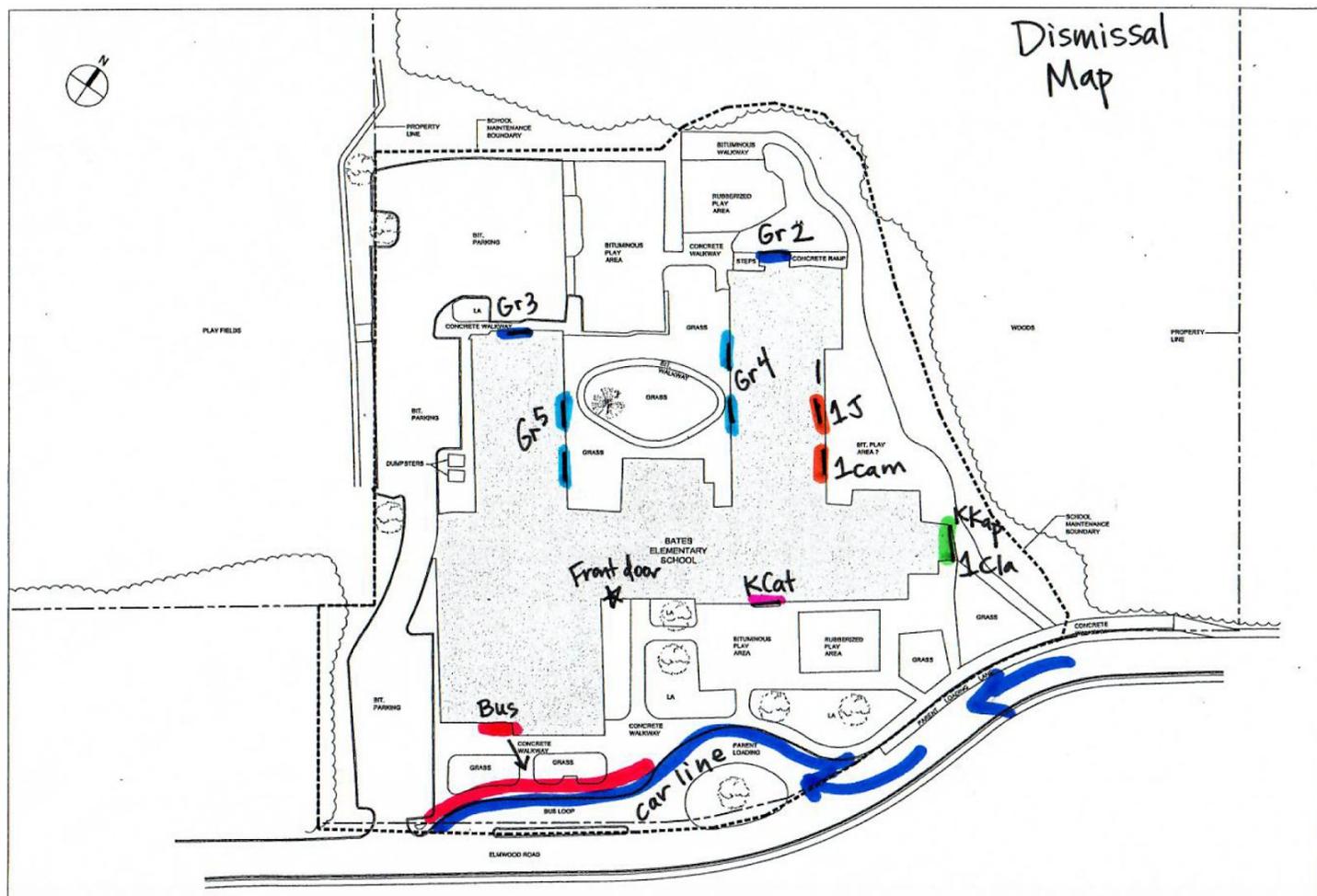
Grades 4: Interior courtyard (NE side)

Grade 5: Interior courtyard (SW side)

Students who arrive by car or bus will be directed to join their class at their line up spot. Adults will be ready to assist.

*Parents who walk with students to school are asked to wear masks and remain on the perimeter of the playgrounds/ black top areas with 6' distance between yourselves.*

## DISMISSAL MAP



KCat: Front playground door

KKap: Side door (NE side of building)

1Clancy: Side door (NE side of building)

1Cam: Side courtyard (NE side of building adjacent to tent)

1 J: Side courtyard (NE side of building adjacent to tent)

Grade 2: Back door top of stairs near playground

Grade 3: Back door adjacent to parking lot

Grades 4: Interior courtyard (NE side)

Grade 5: Interior courtyard (SW side)

Car line student will meet their car in the car line loop

Bus students will board in the bus lane

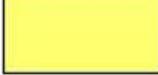
*Parents who walk to pick up students are asked to wear masks and remain on the perimeter of the playgrounds/ black top areas with 6' distance between yourselves. Please do not wait near doors or on the stairs/ ramp to the back door.*

## 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="color: red; 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="color: red; 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="color: red; 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="color: red; 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>