

2023-2024



INSIDER'S GUIDE

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

Katharine Lee Bates Elementary School

116 Elmwood Rd. Wellesley 02481

Principal: Toni Jolley

Secretary: Megan LeBlanc

Nurse: Chris Spolidoro

Website: wellesleyps.org/bates

Email: wps-bates-office@wellesleyps.org

Phone: (781)446-6260

Fax: (781) 263-1520

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

Table of Contents

- I. [Welcome to Bates](#)
- II. [School Hours](#)
- III. [Safety Protocols at School](#)
- IV. [Arrival and Dismissal](#)
- V. [The School Day](#)
- VI. [Behavior Guidelines](#)
- VII. [School Communication](#)
- VIII. [Programs, Traditions & Events](#)
- IX. [Other School Information](#)
- X. [Health Guidelines](#)
- XI. [School PTO & School Council](#)
- XII. [Bates Faculty & Staff Bios](#)
- XIII. [Appendixes](#)

I. WELCOME TO BATES!

Bates Elementary School is one of seven public elementary schools in Wellesley. We have about 275 students and 45 teachers and staff. Did you know that the Bates School is named after the educator and author Katharine Lee Bates? This year Bates is excited to host kindergarteners and first graders from the Hunnewell School while their school is being rebuilt.

II. SCHOOL HOURS

School Hours:

Monday, Tuesday, Thursday, Friday:	8:30 am - 3:05 pm
Wednesday:	8:30 am - 12:00 pm

III. SAFETY PROTOCOLS AT SCHOOL

ENTRANCES

All school doors are locked at all times. Visitors and late arriving students should enter through the front entrance after being buzzed in. Once inside the building, visitors are asked to not open the door for others but to direct them to the front door to be buzzed in.

VISITING SCHOOL

When you visit the school, please sign into the Visitor’s Log in the Office and take a visitor badge to wear while you are in the school.

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. ARRIVAL & DISMISSAL

ARRIVE ON TIME

School starts promptly at 8:30 am and we recommend that students arrive between **8:15 - 8:25 am**. An on time arrival is a priority for all Bates students. Please note that students arriving after 8:30 often miss important start of day routines in their classrooms. For this reason, we recommend that all students arrive by 8:25 in order to have sufficient time to

put away their belongings and get organized for the day. After 8:35 students are marked tardy and need to check-in at the office for a late slip and to order lunch if necessary.

ARRIVAL LOCATIONS

Arrival locations are labeled on the map in Appendix A. Exterior doors are locked at all times, so students arriving after 8:25 should enter the school through the front door and proceed directly to their classroom.

ARRIVAL IN INCLEMENT WEATHER

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 and will be directed to the cafeteria (grades 3-5) and gym (K-2) prior to 8:25.

ABSENCES / TARDIES

Parents are asked to use the app **PickUp Patrol** to report that your child will be late, absent or dismissed early for any reason. If you are new to PickUp Patrol, directions to login and download the app will be provided prior to the start of school. Parents and guardians can download the app on a mobile device or access it on a computer. If you are not able to access the PickUp Patrol app, please call or email the Bates office for assistance. For late arrivals, please indicate your child’s lunch order, if applicable, in the note section of PickUp Patrol, as all orders need to be placed by 8:45 am.

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 & EARLY DISMISSAL: PICKUP PATROL

Please use the app PickUp Patrol to share your child’s dismissal plan. Once you’ve set your child’s default or regular plan, you are all set. If you need to change your child’s method of dismissal, please do so using the app by 2:00 p.m. or 11:00 a.m. on Wednesday. After 2:00 (or 11:00 on Wednesdays) please email or call 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

If your child is being dismissed early, please communicate this information via PickUp Patrol. If you are unable to use PickUp Patrol please call the Bates office. When arriving to pick up your child please come to the front entrance to meet your child.

DROP OFF AND PICK UP OPTIONS:

1) WALKERS

Students may be dropped off and picked up as “walkers.” Drop off and pick up locations are labeled on the maps in Appendix A & B. Students in grades K-3 must be picked up by an adult. Children in grades 4-5 may walk home on their own or with a sibling who is also in grades 4-5 with parent permission. By April of the third grade year, third graders may begin walking home without an adult. Parents should instruct children who walk on pedestrian safety rules. Children should only cross the street at designated crosswalks.

2) CAR LINE

Approach the car line by traveling west on Elmwood Road, toward Weston Road. Do not turn left into the car line loop as this holds up traffic on Elmwood Road and requires “cutting” the car line. Drop children off in the front circle directly in front of the main entrance. Please do not stop prior to the loop.

Do not block sidewalks, driveways or intersections. Avoid turning around in driveways or in the middle of Westgate Road to access the car line or school. Instead, make a loop around the block. Cars should not use the bus lane. Please see the map in Appendix C.

The Bates car line is a moving line. For a variety of reasons drivers must remain in the car. Please plan accordingly with backpacks 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 be patient and do not pass cars stopped ahead of you in the car line.

During the winter months or in inclement weather the car line can be longer than usual. Please allow for additional time to drop off students in the car line in order to be on time for school.

Please display your family’s name tag, provided at the start of school, in the windshield for staff to see. Your child will be directed to meet your car in the front loop.

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 or pick up spot. Please do not park in the car line (between Elmwood and the Boulder Brook Reservation on the northwest side of Westgate.)

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. Students riding the bus are escorted on and off the appropriate bus by a staff member.

ARRIVAL AND DEPARTURE BY BICYCLE OR SCOOTER

Children in grades 4-5, with parent permission, may ride their bicycles to school. Children younger than grade 4 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.

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 go outside whenever the weather allows, generally when the “real feel” temperature is 20 degrees or above. Please send your child with outerwear appropriate for the weather. When snow is on the ground students must wear boots and snow gear to play in the snow. In all weather students are asked to wear shoes with a firm sole that is safest for outdoor play, not flip flops. Sneakers are recommended. During transitional weather, children often remove outerwear while they play, so please label all outerwear items with your child’s name to facilitate the item’s return.

DOGS

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

V. THE SCHOOL DAY

BEFORE SCHOOL CARE

Before School care is provided in the gym 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.” Students should enter the gym through the gym door, near the front entrance, for the Before School Program.

LUNCH

School lunches are free for all students and are provided by Whitsons Food Service. Students order lunch daily. A lunch menu can be found at www.fdmealplanner.com. Students may also choose to bring lunch from home.

RECESS

All classes have two 15 minute recess periods a day. Kindergarten students enjoy recess on the front playground and students in grades 1-5 enjoy recess on the back playground, which may include Kelly Field.

SNACK

Students will eat a mid-morning or mid-afternoon snack each day. Please send a snack that is easy to open and eat in a short amount of time.

WATER

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

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

iPADS, SUPPLIES & BACKPACKS

The Wellesley Public Schools supports a 1:1 Program for all students K-5. All students will have an iPad which they will use in school and may also bring home.

TECHNOLOGY SUPPORT FOR FAMILIES

If you have a technology issue please send an email to helpdesk@wellesleyps.org and a member of the WPS technology staff will be in touch with you shortly. Telephone support will be available by calling this number: **(781) 591-0033**.

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 as well as helpful information and tutorials about the WPS iPads distributed to all students in grades PreK-5.

VI. 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.

Wellesley teachers utilize social competency curricula 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 at Bates**:

- 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. Students have opportunities to learn and practice prosocial behaviors throughout the school day. Educators reinforce positive behaviors, redirect behaviors when appropriate and implement logical consequences when necessary.

Working with psychologist Stan Davis, the Bates faculty climate committee developed the **Bates School Behavior Rubric Guidelines and Consequences**, found in Appendix C. When a child demonstrates peer to peer misconduct that can stop others from learning, Bates faculty and staff will respond. Faculty and staff respond with a learning conversation that supports students to learn from their mistakes and make restoration. Faculty and staff utilize the behavior rubric as a guide to determine potential next steps, including implementing any consequences earned. Partnering with parents is an important component of supporting students’ prosocial development.

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 such as a toy gun or knife
- Heelys or other footwear with wheels
- Hoverboards or skateboards
- Clothing or items with inappropriate graphics or language for school activities

ITEMS BEST LEFT AT HOME

If brought to school, these items 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. Please be sure to discuss with your child what they bring to school and make sure you are both comfortable with the decision knowing that the school is not responsible if the items are lost or taken.

- Smart watches, phones and electronic devices
- Pokemon cards or other kinds of trading cards, such as Yugi-Oh cards
- Money
- Balls or other play equipment

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.

DRESS CODE

Students are required to wear sneakers for PE. In the event a student forgets their sneakers, a loaner pair will be provided. Hats must be removed once indoors.

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.)

VII. SCHOOL COMMUNICATION

To speak with Mrs. Jolley, please call or email the school secretary at (781) 446-6260 or batesoffice@wellesleypsy.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 weekly emails that inform families of important dates and happenings. Please contact the PTO 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. 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 the PowerSchool Parent Portal opens to families who are asked to confirm or update information for each child. Parents can access the portal with this link: [PowerSchool Parent Portal](#). If a family’s contact information changes during the school year, please contact the office.

REPORT CARDS/CONFERENCES

Report cards are issued twice a year, at the end of January and on the last day of school in June. Individual parent/guardian conferences with classroom teachers are scheduled twice a year, in the fall and early spring. Online sign up links will be emailed to families. Teachers are also available to meet with parents/guardians as needed during the school year as well.

BATES SCHOOL DIRECTORY

The Bates PTO publishes an online directory for families. 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. Please look for an email in late September from the Bates PTO on how to access the online directory.

PRIVATE SCHOOL APPLICATION PROCESS

Please email or call the Bates office to initiate the private school application process and sign the necessary release forms. 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

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

Bates School Spirit: The Bates community loves to show its Bates spirit by wearing the Bates color red or Bates spirit wear.

The Bates School mascot: The Bates mascot is the penguin. Students look forward to spotting Tux the penguin at school throughout the year. Bates students are penguins!

The Magnificent Day of Play: In January we celebrate the Magnificent Day of Play. Students spend the day making creations out of cardboard and other recyclable materials in January. This is an excellent family volunteer opportunity.

The 100th 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.

Mini-Marathon: Every April 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 in June on Kelly Field with their choice of competitive and non-competitive games and activities facilitated by Bates' family 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 student in the METCO program (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, showcase learning, and build community.

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, library helper 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 it is necessary to cancel school, 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.

FIELD TRIP CHAPERONE PRACTICES

Should you be selected as a chaperone for a field trip, we ask that you follow these practices to ensure the safety of all students.

- Please stay with your group at all times and take ongoing attendance.
- Buying gifts/food for students is prohibited.
- Cell phone use is prohibited.
- Please do not take photos of other children, as photo permissions are student specific.
- Follow the school rules and any site specific rules.
- Encourage respectful behavior. Let the teacher know if you need help.

- Siblings cannot attend field trips, as it could be a potential distraction for the children and/or the chaperone.

CORI STATUS

Schools are required to screen current and otherwise qualified prospective employees and volunteers, who may have direct and unmonitored contact with children, for all available Criminal Offender Record Information (CORI). CORIs are valid for three years. If you would like to serve as a classroom volunteer or a field trip chaperone please verify that you have a current, valid CORI that has been processed on your behalf specifically by Wellesley Public Schools. Please contact the Bates office for more information.

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. 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, Dreambox and journal writing are several activities that parents may provide for their children while on vacation.

LIBRARY GIFTED BOOK PROGRAM

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 read about the gifted book program on the Bates [library website](#). Your family will be able to select a new book to add to the school library collection. Mrs. Rey 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. Summer birthdays are announced on the child's half-birthday.

LOST AND FOUND

Please label all clothing (and other items such as lunch bags and backpacks) to facilitate the return of lost articles. If you are looking for a particular item, please email or call the main office and we will gladly check the Lost and Found for you. 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.

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 goal of the placement process is 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 using a Google form prior to the announced deadline. Families are informed of their child’s teacher assignment in 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.

GIFT GIVING POLICY

Massachusetts General Law Chapter 268A and the State Ethics Commission rules prohibit all public employees from receiving personal gifts of “substantial value,” which according to the regulations is \$50 or more. This includes meals, tickets, services rendered, holiday gifts, etc. If multiple parents of students in the same class contribute to purchase a group gift for the teacher, the teacher can accept a gift worth up to \$150 as long as the gift is given from the group generically and specific donations are not identified.

The law and regulation apply to any single, personal gift to a public employee from an individual or group. An employee may accept multiple gifts from different parties, as long as each individual gift complies with the regulations.

Contributions for educational supplies, the purchasing of books or curriculum materials for the classroom, or a donation to a PTO or organization such as the Wellesley Education Foundation in the educator’s name are not subject to the limit.

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. HEALTH GUIDELINES

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 needs to go home or seek medical attention, the child's parent will be called.

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.**

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.

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, a haunted house, raffles, a silent auction and sweet treats for sale.

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 families.

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.

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 activities for the fifth grade class during the year.

Bates Auction: Every other year the PTO holds an auction in the spring, 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 next auction is currently being planned for spring 2024.

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.

XII. BATES FACULTY BIOS

ADMINISTRATION:

Toni Jolley has served as the principal of the Bates School since 2014. Mrs. Jolley has worked many years as an elementary teacher, literacy coach and elementary principal in her home state of Texas, Boston and Wellesley. Mrs. Jolley is married and has three daughters who are all Bates graduates and are now in high school and college. The Jolley family also includes a much-loved labradoodle named Maisie. Mrs. Jolley loves music, cooking and spending time with family. She is a passionate reader and loves reading to the students at Bates.

Megan LeBlanc joined the Bates School in 2022. Ms. LeBlanc grew up in Ohio and worked in finance and real estate before discovering that her favorite place to be is in a school. She lives in Wellesley with her husband David, children Ian and Hannah, labrador retrievers Cricket and Nugget, and three cats. She loves to read, play video games, listen to music (always singing along), and watch birds and other wildlife. Ms. LeBlanc is also a passionate knitter.

STUDENT SERVICES

Marisa Cheung is excited to begin her first year supporting the mental health needs of students at Bates. Prior to her transition to Wellesley, Marisa provided clinical services to children and families in their homes, community centers, partial hospitalization programs and schools. She loves traveling and hiking with her family and rescue dog. Marisa is also a classically trained dancer and always ready for a dance party.

Chris Spolidoro has been a pediatric nurse for many years and joined the Bates staff in 2005. She and her husband, Mark, live in Franklin. She loves traveling and spending time with her 3 grown children and golden retriever, Oakley. The beach is one of her favorite places and she enjoys reading, shopping and trying new restaurants.

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. Her favorite part of being a School Psychologist is partnering with families to help students be their best selves. Outside of school, Ms. Stanley enjoys spending time with her husband and two children, going to the beach, and reading.

THE KINDERGARTEN TEAM

Rita Cameron joined the Bates staff in 1999. She has worked at Bates 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!

Franny Jacobson has been teaching in Wellesley since 2003. Previously 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 son-in-law Joe, her grandson, 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.

THE FIRST GRADE TEAM:

Laura Kelly has taught at Bates since 2002 in grades K, 1, 2, and 4. She loves how each day with her students is an adventure! Outside school, she enjoys reading, making art, gardening, and following the Red Sox, especially when they are winning! She loves spending time near the ocean with her family and friends and her dogs, Tillie and Spice.

Jessica Mead has taught kindergarten and first grade at Bates since 2004. Mrs. Mead has two children and lives in Upton, MA. She loves attending her children’s baseball and soccer events. She grew up in Plymouth, MA and loves going back there to visit her parents on the beach. Mrs. Mead loves wintertime and skiing with her family.

THE SECOND GRADE TEAM:

Katie Catalano began teaching in Wellesley in 2014. Before coming to Bates, Katie

taught at Fiske School in Wellesley and before that she taught kindergarten in the Boston Public Schools. She loves spending time with family and friends. She also loves new adventures which makes teaching second grade after many years in kindergarten extra exciting!

Nicole Melanson joined the Bates faculty in 2004 as a teaching assistant for three years while completing her master's degree. She was hired in 2007 as a third grade teacher, then she joined the second grade team. 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.

Pamela Rosenbloom has been teaching at Bates since 1997. Before coming to Wellesley Mrs. Rosenbloom taught first grade for ten years at Buckingham Browne & Nichols School, an Independent School, in Cambridge, MA. She has taught first grade, multiage 1~2 classes and grade two while in Wellesley. 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 is finally swinging back into her tennis game!

THE THIRD GRADE TEAM:

Katy Comstock has been teaching since 1994 and started working at Bates in 2000. She has taught in grades K, 1, 2 and 3. She grew up in Andover and lives in Natick with her daughter Isabella (a senior at WHS), dog Sasha, and 3 cats - Lucy, Lola and Logan. She enjoys reading, going to the beach, Cape Cod, and Disney. She is a Boston sports fan who especially loves watching football and going to Fenway Park.

Mrs. Ilyin has been teaching at Bates since 1996! She taught third grade when she first started out, and she is really glad to be back. She can't imagine herself in any profession other than teaching. Mrs. Ilyin lives in Wayland with her husband and youngest daughter. Her two older children are away at college. In her free time, she loves to go on long walks in the woods with her dog or get lost in a good book.

THE FOURTH GRADE TEAM:

Mara Hochberg has been teaching in Wellesley since 1998, two years at Fiske and the past 23 years at Bates. Originally from Rancho Palos Verdes in southern California, Mrs.

Hochberg lives in Stoughton with her husband, Ben, and three sons, Jonah (a junior at UMASS Amherst), and twins Matthew (working & taking continuing education courses) and Eli (a freshman at UNH). She loves snuggling with her two rescue dogs, Phoenix and Polly. Mrs. Hochberg enjoys traveling, cycling, hiking, reading, and gardening. But most of all, she loves the beach and collects sand from all over the world.

Ellen Theriault has been teaching at Bates since 1998. She was the special educator for grades 3-5 for many years at Bates before becoming a classroom teacher. Ms. Theriault grew up in Bar Harbor, Maine and returns there to visit family and friends and spend time in Acadia National Park as much as possible. Ms. Theriault enjoys traveling and spending time with family and friends.

THE FIFTH GRADE TEAM:

Irene Gruenfeld started teaching at Bates in 1997. 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, a daughter and son-in-law and two grandchildren who live in Richmond, Virginia.

Molly Perkins has been teaching at Bates since 2008. Prior to her career at Bates, Ms. Perkins taught for six years at the Dunning School in Framingham. She spends lots of her summer visiting her family at the beach in Madison, CT. 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, do puzzles and read to her kids.

SPECIAL EDUCATORS:

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. Meri has been the speech-language pathologist at Bates since 2006.

Erin Kelley began teaching at Bates in 2019. Prior to coming to Bates, Ms. Kelley taught 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 many Red Sox games! In the summer, she enjoys outdoor adventures, like hiking, camping, and spending time at the beach. In the winter, you can find her snowboarding at a New

England mountain. She also loves to hang out with her dog Luna and try new restaurants with friends.

Suzanne Rabinovitz started teaching at Bates in 2017. Prior to coming to Bates, she was a special educator in the Melrose Public Schools and an early interventionist in Framingham. Suzanne and her husband Dan have 2 children, Ayla and Ethan. Mrs. Rabinovitz enjoys going to concerts, attending Red Sox and Patriots games, and enjoying coffee ice cream! She also enjoys weekends in Cape Cod with family and friends.

Patty McCarthy has been a pediatric occupational therapist for more than 20 years. She was an OT in the schools in Everett and Saugus before coming to Bates in 2014. She splits her time in Wellesley between Bates and Fiske. Ms. McCarthy lives in Boston 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. Patty will be busy this year planning her wedding.

Sarah Williams began working in Wellesley as a special educator in 2010. She spent her first 6 years at the Hunnewell School before joining the Bates team. She lives with her husband and two children, Emma and Tommy, and dog, Layla, in Bolton. 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.

SPECIALISTS:

Nicole Fyvie has been Bates' Physical Education teacher since 2011. Before teaching at Bates, Mx. 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. They love a good flash mob. In the summer Mx. Fyvie loves hiking big mountains, going to the beach, and trying new adventures (like bikepacking). She finds adventures more enjoyable when joined by her wife, Karin, their two 20-somethings, Maxine and Sophie, plus friends and co-workers.

Sarah Kess has worked as an art educator for nine years and has been teaching here in Wellesley since 2015. Last December Mrs. Kess welcomed her second baby and is excited to be back in the classroom. She lives in Boston with her husband, daughters and two cats. When she is not teaching she can be found taking photographs, going on adventures with her family, reading and listening to podcasts.

Beth Perry has worked in the Wellesley Public Schools for nineteen years now, and has been teaching Music at Bates since 2014. Mrs. Perry has degrees in Music Performance, Music Education and Educational Leadership, but over her thirty-seven year career (so

far) has loved teaching Elementary Music the best. She grew up in Rochester, New York, but living in Boston was always the plan! She and her husband Chris have four kids, 2 dogs and a very independent cat. Besides making music, some of her favorite things to do are: read, walk on the beach, try new foods, and travel.

Elizabeth Rey has been the Bates library teacher since 2009. 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.

Maria Terentieva is new to the Wellesley School District this year. After graduating from Massachusetts College of Art and Design with a degree in Animation, Mx. Terentieva earned a master's degree from Tufts University - School of the Museum of Fine Arts in Art Education. Mx. Terentieva has pursued and experimented with different kinds of art mediums throughout most of their life, and always loves learning new ways to improve and experiment with their art. In addition to making art, they also love board games, identifying wild plants and mushrooms, and sushi!

Sara Romano Toppelberg (also known as Señora T) was born in Buenos Aires, Argentina, where she was 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 to young children through art, movement and music. 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 grownup children (Gabriela, David and Nathaniel) and lives with her husband Claudio in Brookline. Señora T joined the Bates School in 2016.

CONTENT SPECIALISTS:

Melissa Clancy, who has been a Literacy Specialist at Bates School since 2015, has over 25 years of teaching experience, with the majority of those years spent at Bates Elementary School. Mrs. Clancy lives in Medfield with her husband, Patrick, and her twin boys, Owen and Finn. Mrs. Clancy enjoys activities such as running, beading, and reading books. The Clancy family also cherishes spending quality time with their golden retriever, Gracie.

Katie Feldman has been a primary grade educator for over 21 years. Before coming to Bates to be a K-2 Math Specialist, she taught 1st and 2nd grade at Fiske in Wellesley and also taught 1st grade at the Chelsea Public Schools. Mrs. Feldman lives in Medfield with her husband and two sons, Luke and Ryan. She enjoys reading, cooking, traveling to new

places with her family, and spending time boating and going to the beach in Falmouth, MA.

Danielle Silverman has been a Math Specialist/Coach at Bates since 2018 and in education for over 20 years. Before coming to Wellesley she worked for Boston Public Schools and Wayland Public Schools in a variety of positions - math coach, special education teacher and ESL teacher. Mrs. Silverman lives in Wayland with her husband and two children, Ryan and Elle. When she is not teaching, she can be found with her family on the beaches of the lower Cape, reading, hiking or on the soccer field.

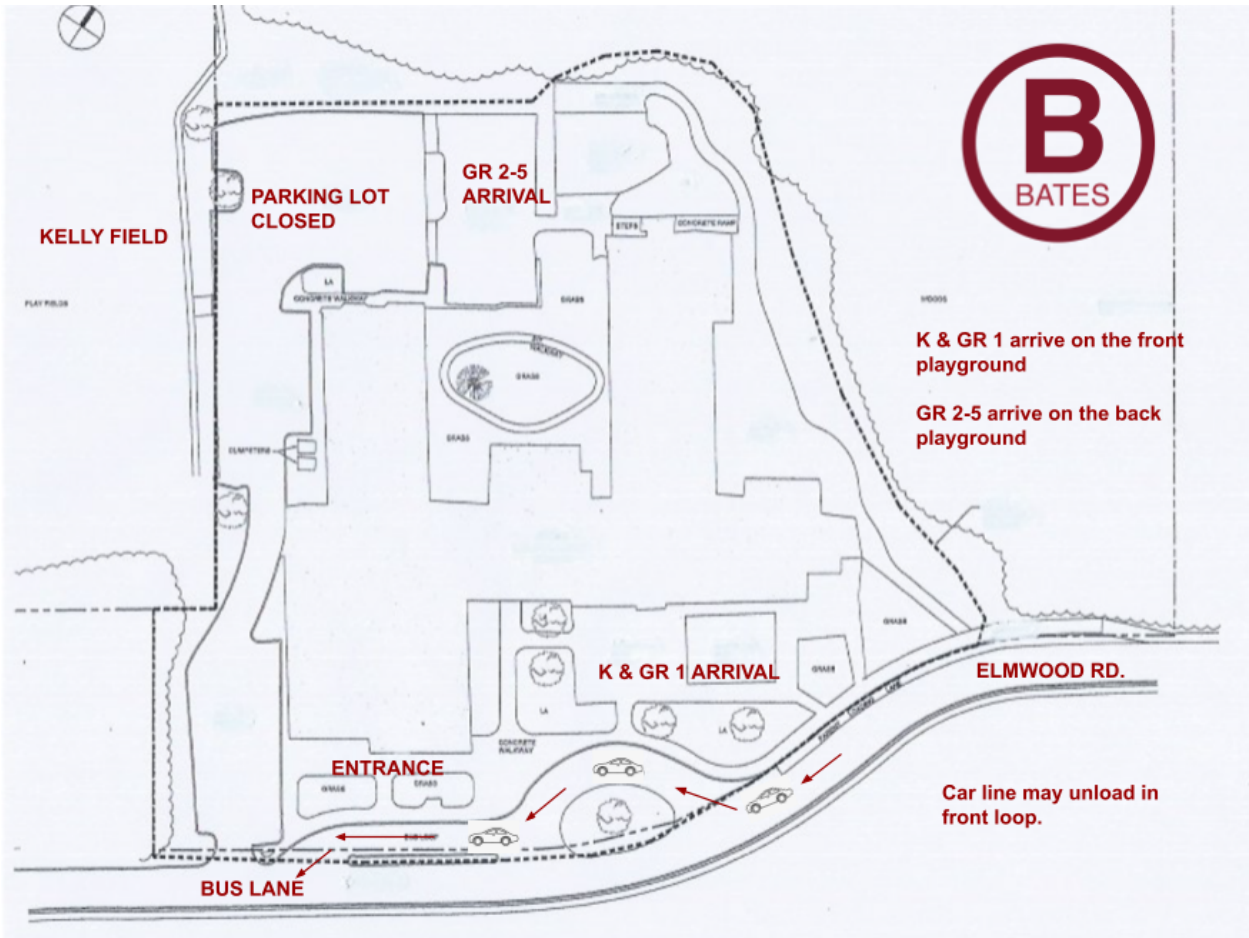
TEACHING ASSISTANTS:

Katherine Bojesen is excited to join the Bates faculty this year as the building assistant. She is an early childhood educator who taught for 7 years at the Tobin School in Natick. During her free time she loves to travel the world, visit family, bake, dance, and chill at the beach.

Louise Griffin has been a member of the Reading Intervention Team since 2016. 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.

Joanna Sussman started working at Bates in 2021 as a Kindergarten Teaching Assistant. Prior to that she was a substitute teaching assistant in 4th grade at Bates. She has also worked at Wellesley's P.A.W.S summer program. Prior to these roles, Joanna was a prekindergarten teacher for many years in Burlington, MA. She loves supporting young children's growth and development at school. Ms. Sussman has two adult children, Taylor and Ryan, and loves to exercise, garden, spend time on Cape Cod, take photos of wildlife, and participate in any activity involving animals.

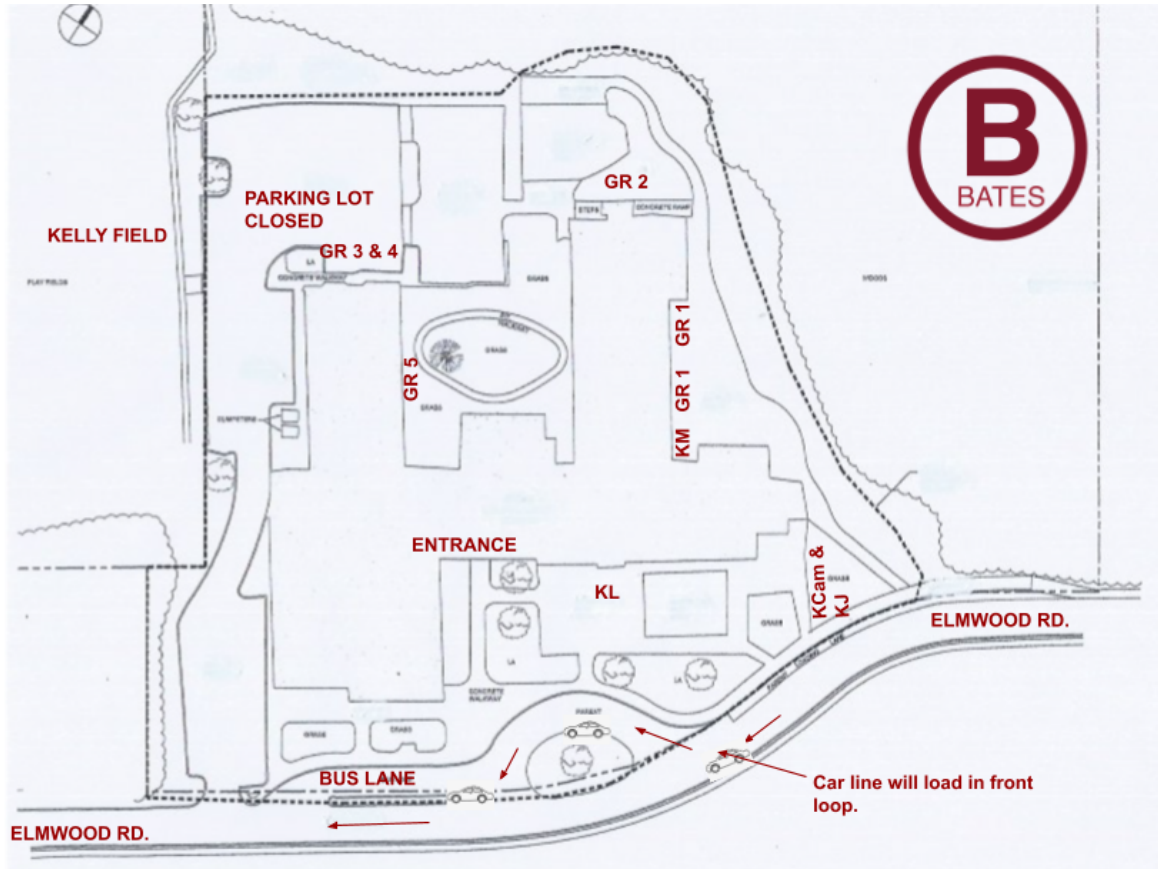
Appendix A
ARRIVAL MAP



All students who arrive prior to 8:28 should proceed to their playground location where adults are supervising. At 8:28 students line up and proceed inside to classrooms.

Appendix B

DISMISSAL MAP



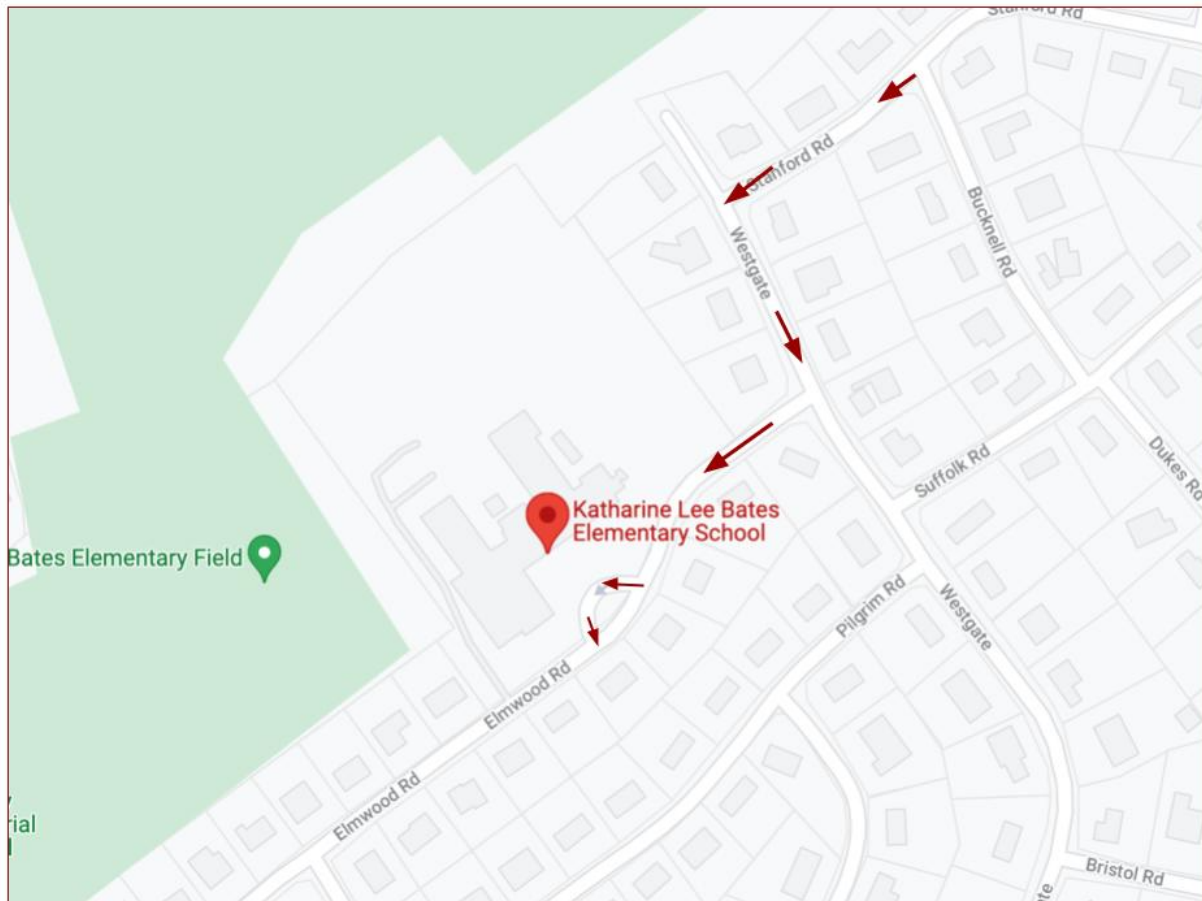
Dismissal locations

- KL: Classroom door on front playground
- KCam & KJ: Side door (NE side of building)
- KM: Classroom door on side courtyard
- Grade 1: Classroom doors on side courtyard
- Grade 2: Back door, top of stairs near playground
- Grade 3: Back door, adjacent to parking lot
- Grade 4: Back door, adjacent to parking lot
- Grade 5: Interior courtyard or back door, adjacent to parking lot

Students using the carline will meet their car in the car line loop.
Students taking the bus will board their bus in the bus lane.

Appendix C




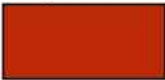
CAR LINE DIRECTIONS



1. Approach the car line traveling west on Elmwood Road
2. Do not turn left from Elmwood Rd. into the car line loop.
3. Cars may not use the bus lane.
4. Drivers must remain in the car.
5. Do not pass cars in the car line.
6. Please be mindful not to block sidewalks, driveways or intersections in the neighborhood.
7. Please display your family's name tag (provided) in the windshield for pick up.

Appendix D

Bates School Behavior Rubric

<p><i>"Helping self and others to learn"</i></p> <p>Green</p>  <p>Appropriate</p>	<p><i>"Stopping others from learning"</i></p> <p>Yellow</p>  <p>Inappropriate</p>	<p><i>"Stopping others from learning"</i></p> <p>Orange</p>  <p>Significant Risk of Harm</p>	<p><i>"Stopping others from learning"</i></p> <p>Red</p>  <p>Highest Risk & Illegal</p>
<ul style="list-style-type: none"> • Sharing or taking turns • Including or inviting to play • Respecting differences • Using kind words • Getting an adult to help • Playing safely • Using safe body 	<ul style="list-style-type: none"> • Negative facial expressions • Talking negatively about someone • Invading peers' personal space • Inappropriate language for a school setting • Laughing at a mistake or weakness of someone else 	<ul style="list-style-type: none"> • Biased, violent, or explicit language not directed at any specific person • Pushing, shoving, slapping, tripping, grabbing, running into other students roughly and other physical aggression • Name calling/teasing of other students based on personal characteristics • Exclusion: stopping someone from having friends or participating in an activity or threatening to leave someone out of a group or activity • Starting or spreading rumors (true or false statements likely to embarrass) • Taking or breaking things that belong to others • Use of obscene or rude gestures/language 	<ul style="list-style-type: none"> • Biased, violent or explicit language directed at a person • Severe physical aggression (hitting, punching, kicking, and similar behaviors that may injure others) • Threatening language • Retaliation, intimidation, or threat of retaliation • Touching others' private areas • Spitting at someone • Illegal actions
<p><u>Response:</u> <i>Positive reinforcement</i></p> <p><i>Narrating prosocial behaviors</i></p>	<p><u>Response:</u> Staff response</p> <p><i>Learning Conversation; Utilize in the moment consequences; Report to classroom teacher</i></p>	<p><u>Response:</u> Staff Response</p> <p><i>Missed social time; Teacher calls family;</i></p> <p>Repeated Instances (3+) Administrative Response <i>Principal calls family; missed social time</i></p>	<p><u>Response:</u> All Staff Report Administrative Response</p> <p><i>Missed social time; Principal calls family</i></p> <p>Repeated Instances (2+) <i>Family meeting with Administrator</i></p>