

**2025-2026**



# **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](http://wellesleyps.org/bates)

**Email:** [wps-bates-office@wellesleyps.org](mailto:wps-bates-office@wellesleyps.org)

**Phone:** (781)446-6260

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

**Office Hours:** The office is open from 7:30 am - 4:00 pm,  
Monday-Friday during the school year.

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## **I. WELCOME TO BATES**

Bates Elementary School is one of six public elementary schools in Wellesley. We have about 275 students and 50 teachers and staff. Did you know that the Bates School is named after the educator and author Katharine Lee Bates?

## **II. SCHOOL HOURS**

### **School Hours:**

Monday, Tuesday, Thursday, Friday:

8:30 am - 3:05 pm

Wednesday:

8:30 am - 12:00 pm

## **III. ATTENDANCE**

The Wellesley Public Schools require a high level of participation in engaged learning. Regular class attendance enables students to benefit from classroom discussions, presentations and interactive activities. These shared academic experiences are integral to the learning process and cannot be re-created or replicated. In addition to our responsibility to provide accurate information to the Department of Elementary and Secondary Education (DESE), we also know that students thrive when they are in school. Research shows that strong attendance is correlated with strong academic achievement.

## **EXCUSED & UNEXCUSED ABSENCES AND TARDIES**

An Excused Absence/Tardy includes:

- Illness or injury
- Bereavement/family funeral
- Major religious observances
- Extraordinary family circumstances, excused at the discretion of the principal

An Unexcused Absence/Tardy is not covered by the aforementioned definition. Examples of an unexcused absence may include, but may not be limited to:

- Repetitive or chronic absence or tardiness due to illness or injury not documented by a doctor or other medical professional
- Truancy
- Family vacations
- Undocumented absences
- Non-emergency family situations

#### PLEASE NOTE:

- In accordance with School Committee policy, each Principal, or designee shall make a reasonable effort to meet with any student, and that student's parent/guardian, who has missed five (5) or more unexcused school days in a school year. The meeting shall be to develop action steps to improve student attendance. The parties may seek input from other relevant school staff and/or officials from relevant public safety, health and human service, housing, and nonprofit agencies.
- Pursuant to M.G.L. c. 76, § 1, the Superintendent and/or designee may excuse absences not exceeding seven full day sessions or fourteen half day sessions in any six month period.
- When a student has been absent for five (5) or more consecutive days, parents must obtain a medical note and submit it to school.
- Chronic absenteeism may also lead to an impact on student learning, grade retention, or credit attainment.

#### **FAMILY VACATIONS**

We strongly discourage family vacations when school is in session. In addition to compromising the attendance law, family vacations interrupt the educational process in each subject area in ways that make-up work cannot reverse. Absences due to family vacations are not excused.

### **IV. ARRIVAL & DISMISSAL**

#### **SCHOOL START TIME**

School begins promptly at **8:30 AM** each day. Students are considered tardy if they arrive after 8:30 AM.

#### **ARRIVAL RECOMMENDATIONS**

We encourage all students to arrive no later than **8:25 AM** to allow time for morning routines and activities that help prepare them for a successful school day.

#### **SUPERVISION TIMES**

We supervise arrival between 8:15 - 8:30 AM on the front and back playgrounds.

#### **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 AM 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 to the gym prior to 8:25 AM.

## LATE ARRIVAL POLICY

- Students are considered late if they arrive in the building **after 8:30 AM**.
- Any student arriving after 8:30 AM must be escorted by a parent or guardian to the main office to be signed in.

## WHY EARLY ARRIVAL MATTERS

**Arriving by 8:25 AM** allows students to:

- Settle into their classroom
- Participate in morning routines
- Connect with classmates and teachers
- Begin the day feeling prepared and ready to learn

We appreciate your help in ensuring students arrive on time and ready for a great day of learning!

## REPORTING ABSENCES AND TARDIES IN PICKUP PATROL

Parents and guardians are asked to use the PickUp Patrol app to report that a student 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.

Important: For late arrivals, **please indicate your child's lunch selection 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 parents and guardians 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 PLANS & EARLY DISMISSAL IN PICKUP PATROL**

Families should use the PickUp Patrol app to communicate each child's daily dismissal plan. After setting your child's default dismissal routine, any changes can be made days in advance **but must be submitted by 2:00 PM** on Monday, Tuesday, Thursday, and Friday, or by **11:00 AM** on Wednesday. Please use the app rather than emailing dismissal plans to teachers.

### **EARLY DISMISSAL**

If your child is being dismissed early, please communicate this information via PickUp Patrol. We ask that whenever possible, early dismissal plans are entered by 8:00 AM so the teacher can be notified before the school day begins. If you are unable to use PickUp Patrol please call the Bates office. When arriving to pick up your child an adult must 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. After April break of the third grade year, third graders may begin walking home without an adult. Parents should instruct children who walk or bike on safety rules, including:

- Children should only cross the street at designated crosswalks.
- Children must walk their bike or scooter on the Bates sidewalks.
- Children should not walk or bike through the parking lot.

### **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 to unload prior to the loop.

Vehicles should not block sidewalks, driveways or intersections. Avoid turning around in driveways or in the middle of Westgate to access the car line or school. Instead, make a loop around the block. Please see the map in Appendix C to preview the car line with any caregiver using the car line.

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 required 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 more families use the car line. In order to be on time for school, allow additional time when using the car line.

For pick up 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.

### **3) 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.

### **4) 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.

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

**For the safety of our students, the parking lot is closed during arrival (8:00-8:30 AM) and dismissal (3:00-3:30 PM) times. Parents/Guardians may not use the parking lot as a drop-off or pick up spot as this presents a safety concern.** Please do not park in any portion of the car line, particularly on the northwest side of Westgate Road, between Elmwood Road and the Boulder Brook Reservation.

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

If you are late picking up your child, please come directly to the office.

## **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 starting at 7:15 AM. 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.

### **BREAKFAST**

Free breakfast is available for all students and is provided by Chartwells Food Service. A menu can be found online. Students choosing to eat breakfast at school must **arrive by 8:15 AM** at the front entrance.

### **LUNCH**

School lunches are free for all students and are provided by Chartwells Food Service. Students order lunch daily. A lunch menu can be found online. Students may also choose to bring lunch from home. Students ordering lunch at school are asked to review the lunch choices and know their order prior to arriving at school.

### **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.

### **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.

## **SNACK**

Students will eat a mid-morning snack each day. Please do not send candy. Please send a small snack that is easy to open and eat in a short amount of time.

## **WATER**

We ask that each child bring a **filled 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 for school use with parent permission.

## **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 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 K-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 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)
- 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**

We recommend that the following items be left at home:

- Smart watches, phones and electronic devices
- Pokemon cards or other kinds of trading cards
- Money
- Balls or other play equipment
- Toys

If brought to school, these items **must 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, broken or taken.

## **PERSONAL ELECTRONIC DEVICES AT SCHOOL**

Students are **not allowed** the use of personal electronic devices during school. Students must 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 [wps-bates-office@wellesley.org](mailto:wps-bates-office@wellesley.org).

## **BATES BUZZ AND SCHOOL EMAILS**

The school offers regular communication from the principal with families via ParentSquare with the subject line “Bates Buzz.” 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 with links to many resources including the PTO website and the school calendar.

## **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**

Families may drop off forgotten items in a bin outside the main office door. Please clearly label your child's item and ring the doorbell. **Lunch deliveries to Bates are not permitted.** Please ensure your child brings lunch with them each morning if they are not participating in the school lunch program. This policy helps us maintain a secure environment and minimizes disruptions.

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

If you have a need to contact your child's teacher, please use their school email. 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. Please be aware that teachers may not have access to email or voicemail during the school day.

## **EMERGENCY CONTACT INFORMATION**

The Wellesley Public Schools use PowerSchool 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 annual permissions allows for parents and guardians 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 early 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. 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 DURING ARRIVAL AND DISMISSAL**

Parents and guardians should instruct children in all bicycle and pedestrian safety measures. We ask that families reinforce the following for all children:

- Children should walk on the Bates sidewalks and **never walk or bike through the parking lot.**
- Children should only cross the street at designated crosswalks.
- Children must walk, not ride, their bike or scooter on the Bates sidewalks.

We ask that drivers use extreme caution when driving near Bates and through the parking lot. For safety reasons, the parking lot is closed during the active arrival and dismissal period.

### **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.

## IX. 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. Every student is gifted a Bates t-shirt by the Bates PTO.

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

***The 100<sup>th</sup> Day of School:*** The 100th Day of School usually falls in early February. Kindergarteners and first graders participate in 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:*** 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 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.

## **X. OTHER SCHOOL INFORMATION**

### **SCHOOL CANCELLATION NOTICES**

When it is necessary to cancel school, the Superintendent's Office will notify families via ParentSquare 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 **ParentSquare 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.
- 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.

## **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. 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 submit their concern using a Google form **prior to May 1**. Families are informed of their child's teacher assignment in August upon completing the annual update to the PowerSchool Parent Portal.

## **MIDDLE SCHOOL TRANSITION**

The Wellesley Public Schools works to help ease the transition from fifth grade to middle school with several activities each spring, including a field trip for fifth graders to visit the Wellesley Middle School and information sessions for parents and guardians. Look for more 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.

## **XI. HEALTH GUIDELINES**

### **ILLNESS**

Regular attendance is expected, but sick children should never be sent to school. Before returning to school, a child must be fever-free for 24 hours, free of vomiting and diarrhea for 24 hours, and if receiving antibiotics for a contagious condition such as strep throat, must complete 24 hours of antibiotic therapy.

### **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.**

## **XII. 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 Welcome:* 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 the principal.

*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 fall movie night, a Mini Marathon spaghetti dinner and a spring picnic.

*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 2026.

**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.

### **XIII. BATES FACULTY BIOS**

Toni Jolley has been 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 is an avid fan of college basketball and also loves music, cooking, and spending time with her family. She is a passionate reader and especially loves reading with students at Bates.

Megan LeBlanc has been the secretary at Bates since 2022. Ms. LeBlanc grew up in Ohio and worked in finance and real estate before coming to Bates. She lives in Wellesley with her husband David, children Ian and Hannah who are students at WHS and WMS, labrador retrievers Cricket and Nugget, and two cats. She loves to read, write, sing, and play video games, plus she is a passionate knitter.

#### **STUDENT SERVICES**

Marisa Cheung joined the Bates staff in 2023 as the school social worker/adjustment counselor supporting the mental health needs of students. Prior to her transition to Wellesley, Ms. Cheung 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. Ms. Cheung is also a classically trained dancer and is always ready for a dance party.

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.

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

#### **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 sons watching their hockey and baseball games. They also love spending time with family and friends at the beach during the summer and skiing in the winter. In her free time, gardening, cooking, baking, taking long walks, traveling and reading are always on Mrs. Cameron's to-do list!

Franny Jacobson has been teaching in Wellesley since 2003. Ms. J's daughters, Lexi and Emma, attended Bates School many years ago. Ms. J enjoys spending time with her daughters, their significant others, her 2 grandchildren, and her large extended family. She also loves to explore new music, cook, and spend time adoring animals of any species! Ms. J has been called on to relocate/rescue many animals in and around Bates School, including birds, chipmunks, bunnies, mice, snakes, dogs, insects, and spiders. On particularly rainy days, you may see Ms. J on the sidewalks and pavement surrounding Bates rescuing earthworms who were forced out of their soggy tunnels and are facing human feet, bicycles, birds, and other hazards.

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

Jessica Mead has been teaching at Bates since 2000. Mrs. Mead has two children (Duke age 14, Ainsley age 12) and lives on a small farm in Upton, MA. On this farm she has chickens, goats, a cat and two new puppies, Tulip and Rosco. She loves attending her children's baseball, soccer and music events. Mrs. Mead grew up in Plymouth, MA and loves going back there to visit her parents on the beach. Mrs. Mead also loves wintertime and downhill skiing with her family.

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, attending concerts, going to the beach and is finally swinging back into her tennis game!

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

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

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 loves reading, the beach, Disney, cooking, shopping and spending time with friends and family. Mrs. Melanson lives in Wayland with her husband and two daughters Summer and Piper. She loves attending Summer and Piper's soccer, lacrosse and field hockey events. She has been going to Cape Cod since she was a little girl and continues the tradition with her family. She is a Boston sports fan, she especially loves to watch football.

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

Kim Casalena has been teaching in Wellesley since 2002. She taught second grade at Sprague for many years and was the literacy specialist at Schofield before coming to Bates. Ms. Casalena has two children, Hannah and Jake, who are both in college. In addition to teaching, Ms. Casalena loves to read, go for walks and spend time with family and friends. She loves teaching 3rd grade!

Erica Ilyin has been teaching at Bates since 1996. She has been both a fifth and a third grade teacher. 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 in 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. She also loves to crochet!

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 FOURTH GRADE TEAM:**

Allie Lussier is entering her second year of teaching 4th grade at Bates, having recently graduated from Hobart and William Smith Colleges. Ms. Lussier grew up in Wellesley and attended Bates herself from 2006 to 2012. After graduating, she returned to the Boston area and thoroughly enjoys being back in Boston sports territory. When she is not at school, Ms. Lussier can typically be found outdoors—on the water or in the snow, depending on the season.

Sasha Moore is entering her second year of teaching 4th grade at Bates! Ms. Moore is from Brookline, MA and now lives in the Boston area after recently graduating from Simmons University. She enjoys trying new restaurants and foods, and visiting Martha's Vineyard year-round. When she is not teaching, Ms. Moore loves rooting for the Celtics, being outdoors either running or hiking, and spending time with family and friends.

Mara Hochberg has taught in Wellesley since 1998, two years at Fiske and 25 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 grad student at UMASS Amherst), and twins Matthew (living at home & working) and Eli (a junior at UMASS Amherst). She loves snuggling with her two rescue dogs, Phoenix (12.5 yrs.) and Polly (7 yrs.). Mrs. Hochberg enjoys gardening, exercising, traveling, reading, knitting, and playing mahjong. But most of all, she loves the beach and collects sand from all over the world.

#### **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, cross-country skiing and photographing plants and animals. She is a little bit obsessed with all things environmental, including reusing and recycling. She loves to eat foods from lots of cultures, and especially enjoys produce from local farms and new flavors of ice cream. She's trying to grow her own vegetables with limited success. Ms. Gruenfeld has a severe travel bug and is always reading about new destinations and planning her next adventure. She has twin boys who are in college, as well as a daughter, son-in-law and three 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 and the family dog, Freddy. All three kids have become "beach bugs" like she did as a child. She loves to bake, play board games, water color and read with her kids.

### **SPECIAL EDUCATORS:**

Ilyce Chizmadia has been the team chair at Bates and WMS since 2024 and an 8th grade special educator at WMS since 2011. Prior to coming to Wellesley, Ms. Chizmadia worked for 9 years in the Boston Public Schools. She also taught & coached for a few years in St. Louis. In 2004, while working in STL (although she is a huge Yankee fan) she was at the game in Busch Stadium when the Red Sox won the World Series. Outside of school, Ms. Chizmadia loves to run, cycle, go on adventures with her rescue dog Stanley, and spend time with her family. She has a recent graduate from WHS and will soon be an empty nester!

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. Mrs. Kacavich and her husband Kevin have 2 daughters, Violet and Jordyn. When not in school, she enjoys spending time with her family, the beach, skiing, and shopping. Mrs. Kacavich has been the speech-language pathologist at Bates since 2006.

Erin Kelley began teaching at Bates in 2019. Prior to Bates, Ms. Kelley worked at Sprague School in Wellesley. Ms. Kelley loves to sing and has sung at many Red Sox games! In the warmer weather, she enjoys outdoor adventures, like hiking, camping, running, and spending time at the beach. In the winter, you can find her snowboarding at a New England mountain. She enjoys going on adventures with her fiancé Tim and Luna, their Australian Shepherd. Ms. Kelley also loves to try new restaurants and would consider herself a "foodie." She's busy planning for her New Hampshire wedding in October 2025!

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. Mrs. Rabinovitz 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 (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.

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.

Beth Lyons has worked in Wellesley Public Schools as a physical therapist for more than 20 years. She worked in outpatient and acute rehab prior to working for WPS. Mrs. Lyons enjoys spending time with her husband and two children at Cape Cod and Martha's Vineyard. She spends her free time gardening, reading, and visiting with family and friends.

#### **SPECIALISTS:**

Catherine Araya is a new Spanish teacher in the Wellesley Public Schools system. An international teacher from El Salvador, she recently graduated with a master's degree in Romance Languages from the University of Missouri. Señora Araya has teaching experience both in her home country and in the US, and she is committed to fostering a globally inclusive learning environment. Outside of school hours, Señora Araya enjoys visiting the public library, taking long walks by the river, and baking.

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, and now calls Boston home. They love a good flash mob. Fyvie loves to hike big mountains in all four seasons, and not just to collect hiking patches or set Fastest Known Times. In the summer Fyvie loves 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.

Riley Granger is excited for her second year as the music teacher at Bates! Ms. Granger grew up in Portland, Oregon, where she found a love of music in her school choir. After graduating from the University of Puget Sound with a master of arts in teaching, she moved to Boston in 2022 with her partner, Sam. Ms. Granger previously taught music and chorus to grades K-8 in Everett. She loves helping students find their unique musical voice! When she is not teaching, Ms. Granger enjoys rock climbing, knitting, and singing with various choirs in Boston.

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.

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.

### **LITERACY & MATH 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 in Wellesley since 2009. Before coming to Bates in 2022 as the K-2 math specialist and coach, she taught 1st and 2nd grade at Fiske in Wellesley. She also taught 1st grade for 9 years in Chelsea, MA. 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.

Kenn Craig has been working as an educator in Wellesley since 2012. Before coming to Bates in 2024 as the 3-5 math specialist and coach, he taught 2nd and 3rd grade at Sprague Elementary in Wellesley. However, the majority of his time was spent as a 5th grade teacher. In September of 2022, Mr. Craig became the 3-5 math specialist and coach at Upham and later at the new Hunnewell school when it opened. Mr. Craig lives in Millis with his wife and two children, Elliot (8 years old) and Lydia (5 years old). He loves to keep active and enjoys watching sports. He also still enjoys a great video game from time to time.

Lisa Rodger has been teaching for 19 years. She taught 3rd grade for 14 years at Fiske in Wellesley prior to becoming a reading intervention specialist this year at Bates. She also taught kindergarten, 1st grade, and 5th grade. Ms. Rodger loves getting lost in a good book, visiting new places, and spending time with her family. During the summer, she supervises lifeguards on the beach at the cape. Ms. Rodger is excited to get to know the Bates community and share her love of learning!

#### **TEACHING ASSISTANTS:**

Shyann Chalmus started at Bates in 2023 as a special education teacher assistant and is now a building teaching assistant. She has also served as a teaching assistant in the extended school year program. Ms. Chalmus is a Wellesley High School graduate. She is now working on her degree in education at MassBay. She is also a dancer and really enjoys spending time with family and friends.

Joanna Clayman started working at Bates in 2021 as a kindergarten teaching assistant. She has also worked at Wellesley's P.A.W.S and ISS extended school year programs. Prior to these roles, Ms. Clayman was a prekindergarten teacher for many years. She loves supporting young children's growth and development at school. Ms. Clayman has two adult children, Taylor and Ryan, and loves exercising, gardening, true crime documentaries, Cape Cod, taking photos of wildlife, and participating in any activity involving animals.

Katie Corscadden has been working at Bates Elementary School since 2014. She also attended Bates as a student from kindergarten through fifth grade, graduating in 2007. Miss Katie started her career at Bates as a helper in Mrs. Kapinos's kindergarten class as part of her senior project at WHS. Currently Miss Katie works with the kindergarten, 1st grade and 2nd grade teams. Katie loves spending time with family and friends at the beach during the summer. Katie lives at home in Wellesley with her parents and has a sister, Keely and brother, Jay. Katie also loves cheering for the Bruins!

Mary Kate Morton joined the Bates staff in 2023 as a kindergarten teaching assistant. Ms. Morton grew up in Connecticut and received her master's degree in education at Quinnipiac University. After graduating, she moved to Boston. Outside of school, she loves spending time with family and friends, shopping, and teaching Yoga Sculpt at CorePower Yoga.

Kevin Moran began working in education in 2020 as a STEM instructor. Prior to this, Mr. Moran worked in security. He enjoys drawing, visiting museums, and collecting celebrity memorabilia, and is a member of the Wellesley Library Book Club. Mr. Moran studied Operations Management at UMass and is currently studying toward a graduate degree in Art Management at UMass Amherst.

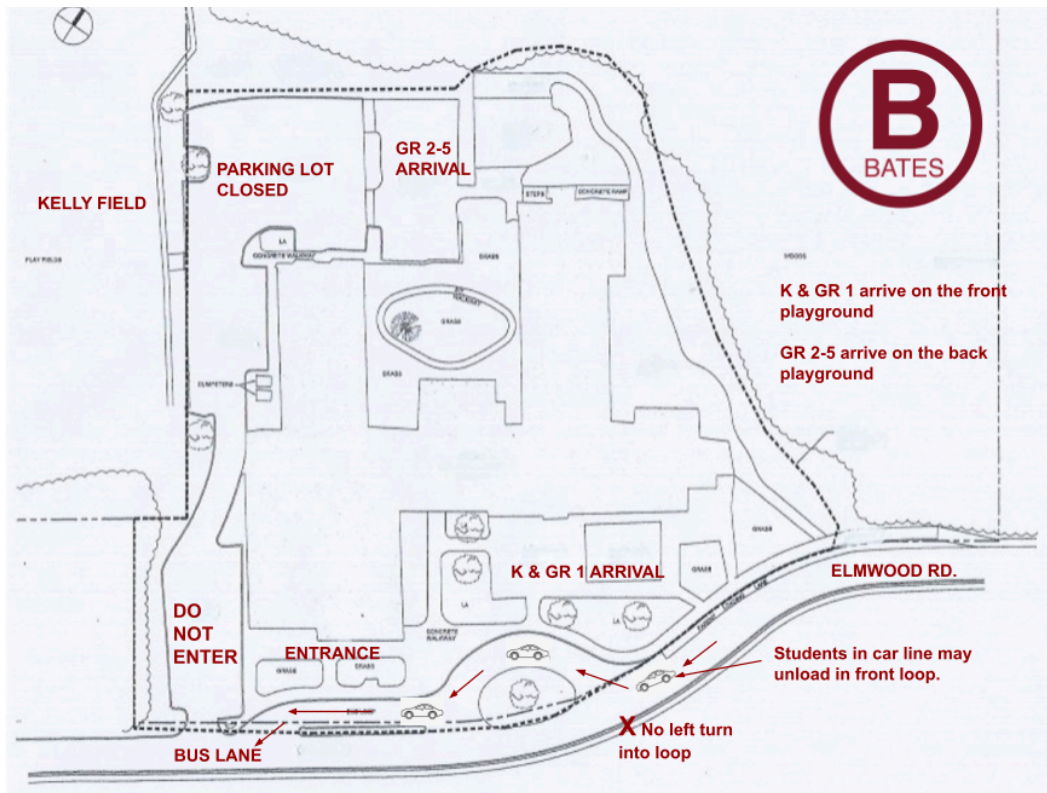
Amy Lund started at Bates as a permanent building sub in 2022. Her 3 older children attended Bates Elementary in the early 2000s and her 3 youngest recently graduated from WHS. Prior to coming to Bates, she worked as a world language teacher in Framingham teaching middle school Spanish and French. Before that, she was a Television Producer at Boston's local sports station TV38. Outside of teaching, she loves spending time with her family, taking walks on the beach, gardening, yoga and photography.

Ally Tierney joined the Bates team in 2024 as a special education teaching assistant and is now a permanent building substitute. She is a 2024 graduate of Roger Williams University with a degree in Elementary Education and is currently pursuing her master's degree in education from Framingham State. Ms. Tierney lives in Norfolk, MA, and enjoys traveling to Cape Cod in the summer. She has two West Highland Terriers named Reilly and Murphy, and she loves to read, work out, and dance in her free time.

Olga Yurchenko joined the Bates community as a building teaching assistant in 2024. Ms. Yurchenko (also known as Ms. Y) worked as an ELL specialist for Newton Public Schools for 25 years. She lives in Needham with her family, and enjoys spending time with her husband and two daughters. She also loves traveling and reading.

## Appendix A

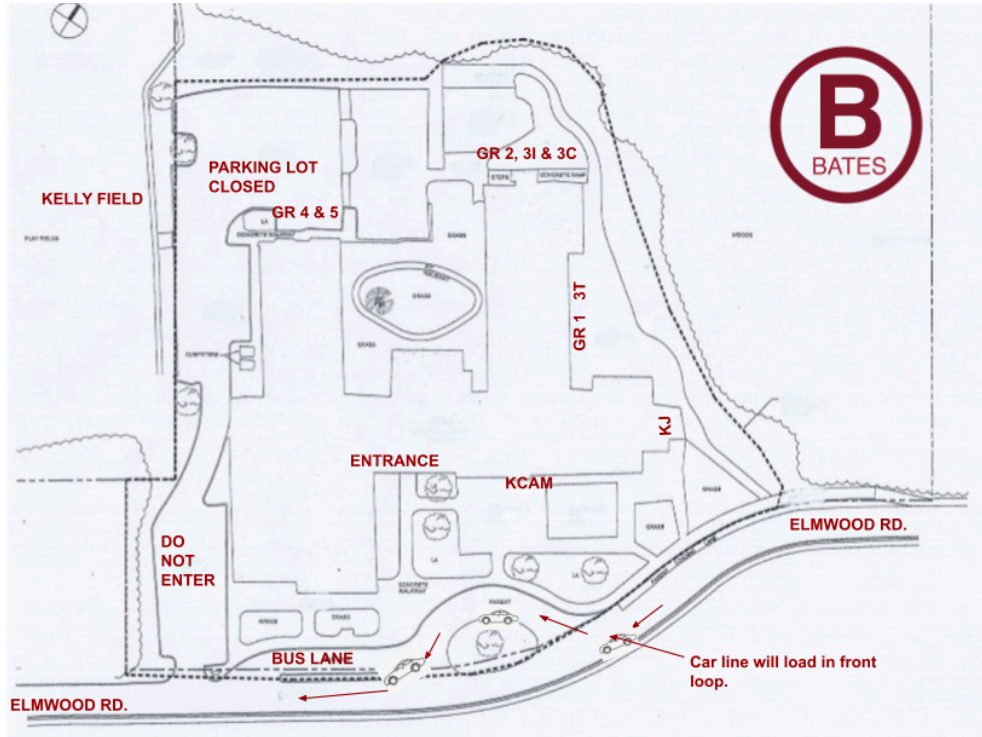
### ARRIVAL MAP



All students who arrive prior to 8:25 should proceed to their playground location where adults are supervising.

## Appendix B

### DISMISSAL MAP



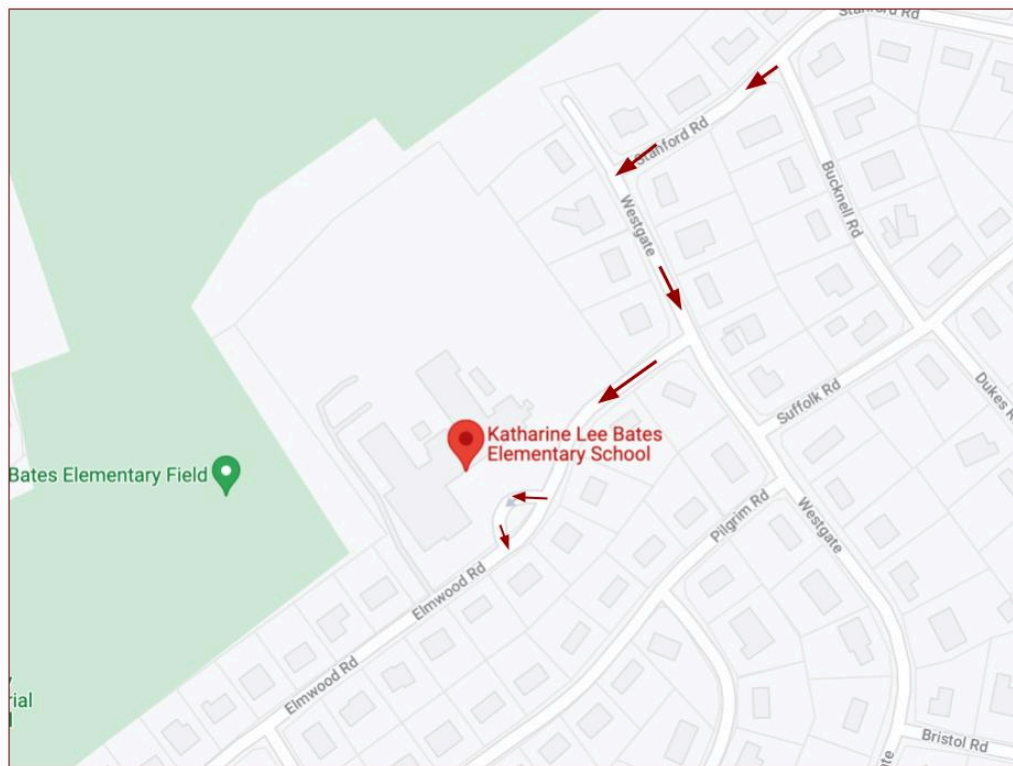
#### Dismissal locations

- KCam: Classroom door on front playground
- KJ: Side door (NE side of building)
- Grade 1: Classroom door on side courtyard
- Grade 2: Back door, top of stairs near playground
- 3T: Classroom door on side courtyard
- 3I & 3C: Back door, top of stairs near playground
- Grade 4: Back door, adjacent to parking lot
- Grade 5: Back door, adjacent to parking lot

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

## Appendix C


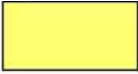


### CAR LINE DIRECTIONS



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

## Appendix D

### Bates School Behavior Rubric

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