

Hunnewell Elementary School

Insider's Guide **2016-2017**



The Hunnewell School
28 Cameron Street
Wellesley, MA 02482
Phone: (781) 446-6275
Voice Mail: (781) 446-6225
Fax: (781) 263-1525

Ellen Quirk, Principal
Amy Mistrot, Secretary

CARE Values

CARE stands for
Community
Acceptance
Respect
and
Effort toward Excellence

WPS 2016-17 ACADEMIC YEAR CALENDAR

August 16						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February 17						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

September 16						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

March 17						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

October 16						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April 17						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

November 16						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May 17						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

December 16						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

June 17						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

January 17						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Student Scheduled Days

August	1	February	15
September	21	March	23
October	18	April	14
November	18	May	22
December	17	June	18
January	20		185

Aug 25 & 26 (Thurs/Fri)

Aug 29 & 30 (Mon/Tues)

August 31 (Wed)

Aug. 31 thru Sept. 9

September 5 (Monday)

September 12 (Monday)

October 3 (Monday)

October 10 (Monday)

October 12 (Wednesday)

November 1 (Tuesday)

November 8 (Tuesday) Elections

November 11 (Friday)

November 23 (Wednesday)

November 24-25 (Thurs, Fri)

November 28 (Monday)

December 26 - Jan. 2, 2016

2017

January 3 (Tuesday)

January 16 (Monday)

February 20 - 24

April 4 (Tuesday)

April 14 (Friday)

April 17 - 21

May 29 (Monday)

June 2 (Friday)

June 22 (Thursday)

June 23 (Friday)

NOTES:

WHS Graduation day is Friday, June 2. The final day of school will be adjusted depending on days lost due to inclement weather. (Teachers work 184 days; students attend 180 days.)

Yellow: No School

Green: Additional Elementary Early Release Date for Parent Conf.

Blue: Early Release Dates for WMS & WHS

Grey: 2 Hour Delayed Opening - All Schools - Election Day

Red: Early Dismissal Date WHS Only

Light Blue: Early Dismissal Date WMS Only

Early Dismissal-Elementary students are dismissed on Wednesdays at 12:00 noon. Middle School (11:19 am) and High School (11:29 am) Early dismissal dates are: October 19, November 2 and 23, December 7, January 11, February 1, March 1, April 5, May 3. NB: June early dismissals are Middle School: June 7; High School: June 2

The final day of school will be a half day. For elementary students there will be only one half day during the final week of school. If the last day of school is a Thursday or Friday, the preceding Wednesday for elementary students shall be a full day.

Football First day of practice: Friday, August 19, 2016

Fall Athletics First day of practice: Thursday, August 25, 2016

Winter Athletics First day of practice: Monday, Nov. 28, 2016

Spring Athletics First day of practice: Monday, March 20, 2017

As Voted by School Committee: June 21, 2016

Table of Contents

Academic Calendar – WPS	5
Arrival and Dismissal	6
Absences Reporting	
Arrival Time	
Benefit of Arriving on Time	
Dismissal Guidelines	
Dismissal Locations	
Arrival and Departure Procedures	7
By Bicycle	
By Bus	
By Car	
Before and Afterschool Care	7
Before School Program	
WCCC	
Behavior Expectations	7
Philosophy	
School Rules	
Cafeteria	
Hallways	
Recess	
Indoor Recess	
Behavior Rubric Guidelines	9
Behavior Consequences Chart	10
Change to Dismissal	11
Changes to Normal Expectations	
Changes During the School Day	
Emergency Closings	
Late for Pickup	
School Cancellation Announcements	
Communication	12
Phone	
Communication with the Principal	
Communication with Teachers	
Email	
Drop-off and Pick-up Rules	12
Before School Drop off	
Dismissal/Pick-up	
Everyday Requirements	
Food at Hunnewell	13
Food Service Charges	
Guidelines for Food at School Parties or Special Events	
Lunch Program	
Snack	
Fifth Grade Leadership	14
General Information	14
Birthday Celebrations	
CORI Status	
Dogs - <i>NEW School Committee Policy</i>	

Dress Code	
Emergency Response Drills	
Gift-giving Policy	
Inclement Weather	
Items that should NOT be brought to school	
Lost and Found	
Lunch and Recess	
METCO Program	
School Hours	
Health	16
Guidelines for School Attendance	17
Illness	
Fever	
Rash	
Injury	
Dismissal Due to Illness or Injury	
Immunizations	
Physical Examinations	
Screenings	
Exemptions	
Medication Policies	18
Parking at Hunnewell	19
Brook Street	
Cameron Street	
Cameron Street Town Lot	
Hampden Street	
Wellesley Free Library	
Student Feedback, Homework, and Support	19
Homework	
Suggestions for Supporting Your Child With Homework	
Literacy and Math Specialists	
Parent/Teacher Conferences	
Private School Application Process	
Private Tutors and Outside Academic Programs	
Progress Reports	
Vacations and Homework	
Student Records Policy – Access for Non-Custodial Parents	21
Visiting Hunnewell	21
Building Security	
School Visitation	
WPS – School Committee Policies	22

Arrival and Dismissal

Absence Reporting

Attendance is verified daily. If your child will be late or absent, please

- call the absence line (781-446-6245 option #8 or ext. 2499)
- the office (781-446-6275),
- OR email both the secretary and your child's classroom teacher to confirm your child's status.

* If ordering lunch on a day your child will arrive late, please request either the hot lunch or specify which cold lunch option your child would like to purchase.

Arrival Time

Playground supervision begins at 8:15 a.m. on the blacktop behind the school. Children enjoy Morning Mingle with their homeroom class until approximately 8:27 a.m. At this time, the children recite the Pledge of Allegiance and then proceed into school.

- Most school doors will be locked at 8:30, and the front door is locked after 8:35 a.m. Students arriving after 8:35 a.m will be marked tardy and need to be walked into the school to be signed in by an adult.
- Please park in approved locations. The circular driveway and staff parking lot are closed 8:15-9:00 a.m. and 2:45-3:15 p.m.
- After 3 tardies, the principal will call the child's parents

Benefit of Arriving on Time

Every minute counts in school! When children arrive on time, they begin their day with a positive outlook. Students have responsibilities early in the day:

1. Sign in
2. Order lunch
3. Unpack materials
4. Begin morning work to settle into the day

When children arrive on time, they support the classroom focus on learning. Research has shown that attendance is critical for school success. A student who is 5-10 minutes late every day will miss the equivalent of a week of school.

Dismissal Guidelines

Students in Kindergarten through grade three will be dismissed directly to an adult. Your child's classroom teacher will provide a form for you to identify to whom your child may be released. You must send in a note if your child will be dismissed to anyone you have not proactively approved. Please have that person prepared to show a photo ID if the teacher does not know them directly.

Grade three students may be dismissed without an adult present after April vacation if the classroom teachers are comfortable that the students are ready for this level of independence and personal responsibility.

Students in grades four and five may pick up siblings in grades two and three with parent approval.

Dismissal Locations

K: Out the archway door in the circular driveway

Grade 1: Out the side, gym doors

Grade 2: In front of the main office doors

Grade 3: Out the door by the library

Grade 4: Out of the office doors
Grade 5: Out the door by the staff room

Arrival and Departure Procedures

By Bicycle

For safety reasons, bicycles should be walked on school property.

Bicycles should be stored on the bike rack behind the school outside of the office during the school day.

In compliance with Massachusetts General Law c.85, s.11(b): *“Any person twelve years of age or younger operating a bicycle or being carried as a passenger on a bicycle on a public way, bicycle path or on any other public right-of-way shall wear a helmet.”*

By Bus

The WPS Transportation Office will send information about bus registration in the spring for the following school year. Students who use the bus will receive information by mail prior to the start of school indicating local pick-up and drop-off locations and times. Please contact WPS Transportation at 781-446-6210 if you have questions about busing in general or relative to your child specifically.

When bus students arrive at Hunnewell, they will be greeted by an adult.

For safety reasons, students who are not registered as bus riders may NOT ride the bus to a friend’s house after school.

By Car

Please see Drop-off and Pick-up Rules

Before and After School Care

Before School Program

Parents who need to routinely drop their children off before 8:15 a.m. can enroll their children in the Before School Program. Parents who use this program may drop their children off at school starting at 7:30 a.m. A teaching assistant will supervise the children in the Hunnewell library until 8:15 a.m. when the children will be escorted to the playground for Morning Mingle with their classmates.

The cost for this program is \$270.00 per semester, per child. Applications and online payment are available on the WPS website under the Families/Fee Payment tab.

WCCC

WCCC provides after-school and vacation-week care for kindergarten through eighth grade students enrolled in the Wellesley Public Schools. They pick up children from each school where they are bussed to the age-appropriate school site. WCCC is open daily until 6:00 p.m. Please visit their website for additional information at www.wccc.wellesley.edu or contact Shawn Thompson at 781-235-1474 or shawn@wccc.wellesley.edu.

Behavior Expectations

Philosophy

At Hunnewell, we want all children to feel physically and emotionally safe throughout the school day so that they can learn at their best. We also want to ensure that children learn the skills for working together collaboratively.

School Rules

1. Be safe.
2. Be Respectful
3. Take Care of School Property.
4. Do your best!

At the beginning of each year, teachers work with their students to develop a set of classroom rules that are in keeping with the Hunnewell School Rules. We also have established expectations for our shared spaces, including the hallway, cafeteria, and playground.

Cafeteria

1. Talk in soft voices to people at your table.
2. Welcome others to sit at your table.
3. Clear your space when you finish eating (Make sure you have wiped-up any spills or messes). Check under the table too.
4. Let an adult know that you are going to the nurse or bathroom.
5. Only three people at the water station at a time.
6. Be respectful of other people's food preferences.
7. Stay at your seat until you are dismissed.
8. Pay attention when the quiet signal is given.
9. Walk in the cafeteria.
10. Put classroom basketballs, kickballs, soccer balls, and footballs on the stage during lunch.

Hallways

1. Walk. Jumping up to hit the door jams is not allowed.
2. Remain silent.
3. Greet friends with a silent wave.
4. Stay on the right hand side of the hallway.
5. Stay in line.

Recess

1. Be a good sport.
2. Be safe on the equipment.
 - Go down the slide feet first.
 - Sit on the swings.
 - Observe height requirements for certain pieces of equipment.
 - Only one person can be on the slides, swings, and/or gliders at a time.
3. Include everyone!
4. Keep your hands to yourself.
5. Have fun!

Indoor Recess

1. Indoor noise level
2. Recommended activities include math games, board games, drawing, writing, and reading
3. Include everyone.
4. Make sure that you have cleaned-up and properly put away anything you used.
5. Have fun!

Our first step in translating these rules into action is modeling and practicing them with the children at the beginning of the year. When children behave positively, we let them know that we notice, thereby **reinforcing**





the rules. Throughout the year, we **remind** students to use respectful words and tones of voice and will continue to model these behaviors. When a child or children misbehave, we stop the behavior with one word or gesture. There may be several actions that an adult might take with the student. A child might be reminded of the rule or **redirected** to another activity, assigned a specific seat, or asked the child to “fix” the problem (clean-up a mess).

When a teacher observes a repeated misbehavior that is not remediated by reminding or redirecting the student, it is important that the adult processes the misbehavior with the student. When rules are repeatedly broken, logical consequences will be invoked. We want children to learn from mistakes. Logical consequences connect the behavior to the consequence and allow children to behave differently. In this case a teacher will complete a “Think About It Form” with the student. There are several reasons for this form.

1. To help the student understand the consequences of the behavior.
2. To brainstorm safe solutions, in the event of a “next time”.
3. If necessary, to decide an apology of action.
4. To communicate the event and steps taken to resolve the event with parents.



In collaboration with Stan Davis and in support of a positive approach to discipline, we have developed a Behavior Rubric and Consequence Guidelines.


Behavior Rubric Guidelines

EXPECTED- GREEN Appropriate 	UNEXPECTED- YELLOW Inappropriate 	UNEXPECTED-ORANGE Significant Risk of Harm 	UNEXPECTED-RED Highest Risk or Illegal 
	Staff Response every time <i>Learning Conversation and/or Think About it Form (email parent)</i>	Staff Response 1 & 2 Administrative Response (3+) <i>Learning Conversation Think About it Form Behavior Report Form (call parents)</i>	All Staff Report Administrative Response <i>Learning Conversation, Think About it Form Behavior Report Form (meeting with parents)</i>
Following C.A.R.E. values Following School Rules: <ul style="list-style-type: none"> • Being safe • Being respectful • Taking care of school property • Doing 	Not following C.A.R.E. values or school rules Negative facial expression Leaving someone out of a group or threatening to leave someone out of a group Talking negatively about someone	Not following C.A.R.E. values or school rules Name calling Excluding or stopping someone from having friends or participating in an activity Physical aggression such as pushing, shoving, slapping, grabbing, or running into other students roughly	Not following C.A.R.E. values or school rules. Severe physical aggression (hitting, punching, kicking, and similar behaviors that can injure others) Threatening language Harassing another student Intimidating, retaliating, or

your best			threatening to retaliate
Using kind words	Invading a peer's personal space	Starting or spreading rumors	Touching other's private areas
Sharing/Taking turns	Inappropriate language for a school setting	Taking or breaking things that belong to others	Spitting at someone
Respecting differences	Laughing at someone else	Biased, violent or explicit language not directed at any specific person	Bullying
Helping someone else	Ignoring recess rules (see recess rules)	Use of obscene or rude gestures/language	Violation of the Acceptable Use Policy.
Being flexible	Ignoring teacher directives-		

Behavior Consequences Chart

Behavior	First Time	Second Time	Third Time
Inappropriate Yellow 	Staff Intervene Learning conversation and/or Think About It Form. Use "in the moment consequences," if appropriate. Continue monitoring child. Report to classroom teacher. Email parent/Send home Think About I Form Form	Staff Intervene Learning conversation and/or Think About It Form. Use "in the moment consequences," if appropriate. Continue monitoring child. Report to classroom teacher. Email parent/Send home Think About I Form Form	Staff Intervene Bumps to a First Time Orange
Significant Risk Orange 	Staff Intervene Learning conversation and Think About It Form. Use "in the moment consequences," if appropriate. Continue monitoring child. Report to classroom teacher. (Behavior Reporting Form) Parent called by classroom teacher.	Staff Intervene Learning conversation and/or Think About It Form. Use "in the moment consequences," if appropriate. Continue monitoring child. Report to classroom teacher. (Behavior Reporting Form) Parent called by classroom teacher	Principal Intervene Report to principal the third time using the Behavior Reporting Form. Think About It Form Administrator calls parent. Miss one social opportunity. After third infraction follow "red" consequences.
***High Risk Red	Administrator Intervene K-1:	Administrator Intervene K-1:	Administrator Intervene K-1:

	Think About it Form Parent Notified Miss one social opportunity* Grade 2-5 Think about it Form Parent notified Miss two social opportunities*	Think About it Form Parent Notified Miss two social opportunities* Grade 2-5 Think about it Form Parent notified Miss three or more social opportunities*	Think About it Form Parent Notified Miss two social opportunities* Create and follow Individual Behavior Plan Grade 2-5 Think about it Form Parent notified Miss 3+ social opportunities* Create and follow Individual Behavior Plan
----------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

*** Other consequences at this level may include: in-house suspension, suspension, assigned bus seat***
 Examples of missed social opportunities include structured recess, an assigned seat at lunch or snack, or limits on choice time or group project.

Change to Dismissal

Changes to Normal Expectations

For ALL Hunnewell students, please send in an orange dismissal form to your child's teacher if your child is going to need to leave school during the day for an appointment or to be dismissed early.

For kindergarten through third graders, please send in an orange dismissal form if your child has plans to go home with another child or with an adult who is not listed on your Standard Dismissal Form. Orange dismissal forms articulating dismissal changes are appreciated for fourth and fifth graders so that we can help reinforce the student's plan and be aware of day-to-day changes.

Changes During the School Day

If your child's plans for dismissal change during the school day, please call the office or email the secretary before 2:45 p.m. The school secretary will make sure your child's teacher knows of the change.

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 system. If you cannot be reached, the school will refer to the alternate numbers listed on your child's Emergency Contact page in Powerschool. These contacts should be updated annually at the beginning of school through the Parent Portal and through the office after the Parent Portal closes.

No child will be dismissed unless we are clear of his or her transportation and supervision. Parents should discuss the arrangements for transportation and supervision with their children in such an event.

Late for Pick-up

If you know you will be late picking up your child, please call to inform the school secretary that you will be late and your expected time of arrival. Students in K through grade three will be taken to the office to wait for you.

School Cancellation Announcements

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

Please do not call the school, the Police or the Fire Department for weather-related information.

Communication

Phone

446-6275 ext. 2400 Amy Mistrot, Secretary
446-6275 ext. 2401 Ellen Quirk, Principal
446-6275 ext. 2402 Dianne Croteau, Nurse
446-6275 ext. 2498 Dr. Kim Pottratz, School Psychologist
446-6245 ext. 2499 To report absences
446-6245 + ext. To reach individual staff members

Phones in classrooms will not ring during school hours, but they have an automated voice mail that you can access anytime you call. If you are calling with time sensitive information, please be sure to call the front office directly and ask to forward the message to the teacher and/or student. Time sensitive messages include:

- same-day dismissal and/or pick-up plans
- requests for schoolwork to be sent home to absent children
- confirming or canceling same-day appointments with staff.

Communication with the Principal

The Hunnewell principal, Ellen Quirk, welcomes communication with parents. If you want to meet with Ellen for a face-to-face meeting, please contact Amy Mistrot to arrange a mutually convenient time. If you want to speak with Ellen by phone and she is not available, please contact Amy. Any information you can provide as to the nature of the conversation is appreciated. Ellen is always available by email at quirke@wellesleys.org. She will make every effort to return your email within 48 hours.

If you have an issue or concern that is related to one of your child's classes, please make sure that you contact the classroom or specialist teacher directly before raising a concern with the principal.

Communication with Teachers

At the beginning of the school year or at the Parents' Back To School Night, your child's classroom teacher will give you his/her personal preferences and guidelines for which type of communication works best for different situations and issues.

As public school email is considered a public record, teachers cannot discuss student performance or discipline by email. Please ensure that you are speaking or meeting with your child's teacher directly about non-administrative issues.

Email

The email address convention for all staff members is their last name followed by their first initial. All letters are lowercase.

Convention: lastnamefirstinitial@wellesleys.org

Example: mistrota@wellesleys.org for Amy Mistrot

Email should not be used for messages that are time or date sensitive, or for a message that requires parent signatures. Please allow 48 hours for a response.

Drop-off and Pick-up Rules

These rules are for the safety of our students. Please read them carefully and make them known to anyone who may be dropping off or picking up your child at Hunnewell - including nannies, au pairs, babysitters, grandparents, or family friends.

Before-School Drop Off

In the morning after 8:15 am, the curb between the entrance and exit to the circular driveway is a LIVE DROP-OFF ZONE. Therefore you are not allowed to leave your car for any reason. If your child is not ready to walk into school unattended or you need to leave the car for any other reason, please find another place to park and walk your child to the school.

- Pull your car as far forward as you can to make room for cars behind you.
- Pull your car completely to the curb before discharging your children.
- Children should exit the car on the curb-side ONLY!!!

Dismissal/Pick up

Between 2:45-3:30pm, cars are prohibited on the curb between the entrance and exit to the circular driveway. This is a BUS ONLY ZONE! The bus needs clear access to this area. It creates a safety hazard and disrupts traffic flow behind the bus when it has to maneuver around idling or parked cars.

Remember, you can help decrease traffic congestion at school by forming carpools and/or walking with neighbors. Parents with fourth and fifth graders are encouraged to drop-off and pick-up their children at a pre-designated meeting point off Cameron Street. This can promote independence and reduce congestion on Cameron Street.

Everyday Requirements

- **The circular driveway and staff parking lot are closed from 8:15-9:00 AM and 2:45 -3:15 PM - 11:45-12:15 PM on half days.**
- **The circular driveway and the staff parking lot are closed to parent parking from 8:00-3:30.**
- Do not park in crosswalks.
- Do not block fire hydrants.

Food at Hunnewell

Food Service Charges

Wellesley Public Schools uses MySchoolBucks for all items purchased through the school lunch system. Each student is assigned a personal identification number (PIN). A pre-printed PIN card for each elementary student will be kept in pocket holders by classroom in the hallway outside the cafeteria/gym. Children purchasing a lunch or milk will put the card in baskets, and the food service attendant will process the cards at the end of meal service. The student's account will be reduced by the amount of the lunch purchased. The used cards are returned to the appropriate pocket holder for use the next day.

Payment will be on a prepaid basis only. It is important that you maintain a credit balance in your child's account sufficient to cover the meals your child will purchase. Payments may be made online at myschoolbucks.com or by check made payable to Wellesley Public Schools sent by mail to Food Service Department, Wellesley Public Schools, 40 Kingsbury St., Wellesley, MA 02481.

For families interested in applying for Free/Reduced lunch, an application is sent home in the Back-to-School folder. USDA regulations does require the completion of a new Free/Reduced application at the beginning of each school year.

If an application is needed during the year, applications and information about free/reduced school meals are available on the WPS website or questions can be directed to the WPS Business Office, 781-446-6200, ext. 5611.

If a student is eligible for free or reduced-price meal status, funds will be preloaded into the child's account. The meal checkout process is the same for all students.

Guidelines for Food at School Parties & Special Events

With the exception of individual snacks, food is not allowed in the classrooms.

Lunch Program

There are three 40-minute recess/lunch periods. All children enjoy recess and then go inside to eat their lunch. There are several lunch options for your child, you may

- pack a lunch which includes a drink
- pack a lunch and have your child purchase milk
- purchase a lunch, either hot or one of the four cold lunch options, with a drink.

Each morning, the teacher takes a count of the children wishing to buy lunch, hot or cold, and sends the counts to the office. If your child is tardy and wants to purchase lunch, he/she will need to order lunch in the school office upon arrival. If your child will be later than 9:00 and needs to order lunch, please confirm their lunch request with the office when you notify the office your child will be arriving late.

Whitson's is the WPS lunch provider. Please access their website through the WPS website. Menus are available on the school website and on the Whitson's and PTO website.

<http://www.wellesley.k12.ma.us/district/families/pages/food-services>

Snack

All children have a daily snack time. Students are responsible for bringing their own nutritious and easily opened snacks.

Fifth Grade Leadership

At Hunnewell the fifth graders are invited to volunteer in leadership roles that support our C.A.R.E. values. At this time, opportunities include helping in the car line, leading younger Hunnewellers into the building in the morning, and coordinating and advertising spirit days.

General Information

Birthday Celebrations

Your child's teacher will describe their classroom process for celebrating birthdays. However, 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 contact the school librarian. The librarian will ensure that a bookplate with your child's name on it will be placed inside the book.

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, a field trip chaperone, or Nature Walk instructor, please verify that you have a current, valid CORI that has been processed on your behalf specifically by Wellesley Public Schools.

Dogs – NEW School Committee Policy

In order to ensure the safety of students and staff, dogs are not allowed on school grounds during school hours, including arrival and dismissal times, as well as at school-approved events and facility rentals. Service animals are allowed under the provisions of the Animals in the Classroom policy. Dogs are allowed on school property outside of these times subject to the provisions of Article 47 of the Town Bylaws. Violations of said bylaw are subject to a fine.

Dress Code

Students should dress appropriately for PE class. Sneakers are a necessity!!

Students are outside – either for Morning Mingle or recess - if the temperature is at or above 20 “feels like” degrees. Boots, snow pants, a warm coat, hats, and mittens/gloves are needed during the winter months. When there is snow on the ground, students will be required to stay on the plowed blacktop if they do not wear boots and snow pants during recess.

Emergency Response Drills

Students and staff practice a range of different emergency response drills throughout the year. These include, but are not limited to bus evacuation drills, fire drills and other emergency response drills.

Students are to leave their rooms under the direction of the teacher. They will follow the drill directions written and posted in each room. Students should be familiar with the directions in each classroom they attend. The “no talking” rule is in effect during the drills. When outside the building, students must remain with the class and/or adult with which they left the building. Staff will verify the location of any student who is not with their classmates.

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 chip in 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.

Inclement Weather

Morning Mingle and recess will be outdoors when the temperature is at or above 20 “feels like” degrees. Students will be indoors in case of rain. A snowman flag will be placed outside the cafeteria/gym door to signal that Morning Mingle will be inside.

Items That Should NOT Be Brought To School

In order to provide for the safety of all students, dangerous articles or weapons are not allowed in the school at any time. While not intrinsically dangerous, the following items should also not be brought to school: toy guns, toy knives, traditional baseballs or Wiffle balls and wooden or Wiffle bats.

Electronic articles including but not limited to cell phones, iPods, recording devices, cameras, radios, CD players, hand-held games, etc. are best left at home. If brought to school, these items must remain in a student’s backpack during the day. These items will be confiscated and held in the office until a parent collects the item/s. Please note that the security of these specific personal items, as well as personal items such as Pokemon or trading cards, or any well-loved item from home, cannot be guaranteed secure while at school. Please be sure to discuss with your child what they want to 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.

Lost and Found

Please label all clothing (and other items such as lunch bags and backpacks) to facilitate the return of lost

articles. The “Lost and Found” bins are located in the hallway outside the gym/cafeteria. Please check there if an item is believed to be lost at school.

Unlabeled and unclaimed items are periodically donated to charity with advance notice provided to students and families.

Lunch & Recess

Given the Elementary Foreign Language implementation this year, the recess schedules may be altered as needed based upon an individual class’s schedule. However, these are the target morning and afternoon recess times.

K & Grade 1: 10:00-10:15

Grade 2 -5: 1:45-2:00

2 & 5 Recess: 11:40-12:00 Lunch: 12:00-12:20

K & 1 Recess: 12:00-12:20 Lunch: 12:20-12:40

3 & 4 Recess: 12:40-1:00 Lunch: 12:40-1:00

METCO Program

The Metropolitan Council for Education Opportunity (METCO) Program is a voluntary urban/suburban educational desegregation program. It provides opportunities for urban students of color to attend school in suburban public school systems. It also provides suburban students and staff opportunities to interact with many minority students and to benefit from a culturally diverse learning environment.

Hunnewell has a long and strong tradition with the METCO program and welcomes our Boston students into the Hunnewell community with the assistance of METCO staff mentors as well as Hunnewell Host families to support the Boston students here in the Wellesley community.

School Hours

Monday, Tuesday, Thursday and Friday: 8:30 a.m. - 3:05 p.m.

Wednesday: 8:30 a.m. - 12:00 p.m.

The office door will be open from 3:05 until 4:00 pm. If you forget something at school, please return before 4:00 to pick it up.

Health

The purpose of the comprehensive school health program is to encourage the best possible health outcomes for each student and to teach concepts that help students make responsible decisions regarding their own health in the future.

The members of the Nursing Department collaborate with parents/ guardians and staff to provide every possible educational opportunity for all students by providing services to support their health, well-being and safety in school. The comprehensive school health program includes screening procedures, protocols to prevent the spread of communicable diseases, emergency care and procedures to facilitate school attendance of children with special health care needs. Due to nursing assessment and intervention, more students are able to stay in school. The nurse identifies health related barriers to learning, and collaborates with teachers to accommodate students with special health care needs. The nurse may act as liaison between schools and physicians and/or refer students to appropriate resources within the school or community.

The WPS nursing department employs registered nurses licensed to practice by both the Massachusetts Board of Registered Nurses (<http://www.mass.gov/dph/boards/rn>) and the Massachusetts Department of Elementary and Secondary Education (http://www.doe.mass.edu/educators/e_license.html).

Guidelines for School Attendance

Illness

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. Excessive coughing, nasal discharge and generally not feeling well are indications that the child should remain home.

Fever

If your child has a temperature of 100 degrees or above (taken orally) in the morning, the student should remain home. Students should remain home for 24 hours after a fever has ended - without the use of fever-reducing medication such as acetaminophen (Tylenol) or ibuprofen (Motrin). If your child develops a fever during school hours, they will not be allowed to return to the classroom and will remain in the health office until dismissed to a parent/guardian or their designee.

Rash

If your child develops a rash please consult with the school nurse. Rashes are very difficult to diagnose and many are viral in origin and should not prevent your child from attending school. There are cases of breakthrough chicken pox disease and a few other diseases that would certainly influence your child's attendance in school and impact other students who may be medically compromised so consultation with your school nurse is important.

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 health and fitness class and recess. The student will not be allowed to return to physical education until this note is received. If your child sustains an injury, or you feel she/he should limit her/his activity for 1 - 2 days; or that will affect her/his school performance, you will need to send an explanatory note to the nurse.

Dismissal Due to Illness or Injury

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

If the child's parent/s cannot be reached, the school is able to release the sick/injured child to one of the three emergency contact designees listed on the Emergency Form. Please make sure that you list at least one local emergency designee during the Parent Portal update annually in case you are unreachable and your child needs to leave school.

Immunizations

Massachusetts state law requires that students be fully immunized against DPT, Polio, Measles, Mumps, Rubella, Hepatitis B, and Varicella. Students **MUST** meet all the immunization requirements before beginning school. The statute does include exemptions from this law for medical and religious reasons. Your school nurse can answer any questions regarding your child's immunization status.

Physical Examinations

Examinations by a licensed physician, nurse practitioner or physician's assistant are required for kindergartners and new entrants at any grade. These examinations shall be within one year prior to entrance to school or within 30 days after school entry. Examinations are also required for all students in grades 4, 7 and 10.

Screenings

1. Vision and Hearing Screenings are conducted according to guidelines provided by MDPH (<http://www.mass.gov/eohhs/gov/departments/dph/>). Upon entering kindergarten or within 30 days after school entry, the parent/guardian of each child shall present certification that the student within the previous 12 months has passed a vision screening conducted by personnel approved by the MDPH.
2. Postural screening is conducted annually in collaboration with the Health and Fitness Department for students in Grades 5 through 9. A report from the student's doctor is required in order to be excused from the school screening.
3. Heights and weights are done on students in grades 1, 4, 7 and 10. Body Mass Index (BMI) and corresponding percentile is calculated and recorded following guidelines from the MDPH for each student. Results are reported directly and confidentially to a parent/guardian. Parents/guardians may request in writing that their child not participate in the program.

Exemptions

A student may be exempt from physical examination, vision, hearing and BMI screenings upon written request from the parent/ guardian, except with respect to communicable diseases per Massachusetts General Law (M.G.L. c.71, s.57) <http://www.mass.gov/eohhs/gov/departments/dph/>.

The law in Massachusetts does not allow philosophical exemptions. There are only two situations in which children who are not fully immunized may be admitted to school.

1. Medical exemptions are allowed if a physician submits documentation stating that an immunization is medically contraindicated for the child.
2. Religious exemptions are allowed if a parent/guardian submits a written statement that immunizations conflict with their sincere religious beliefs.

Medication Policies

The following information is a guideline for you in deciding if medication administration during school is appropriate for your child. This information is part of the Massachusetts Department of Public Health regulations on administration of medication in a school setting. Your school nurse will help you navigate through the process of establishing a medication routine for your child while at school.

1. Medication orders must be renewed at the beginning of **each** school year.
2. All medications require a written order from the health care provider and written parent/guardian consent. This includes all daily medications, both prescription and over the counter (OTC) medications.
3. If **short-term antibiotic medication (10 days or less)** is to be administered during the school day, the original pharmacy container may be used as the "written order" from the health care provider. A written consent form signed by the parent/guardian is required.
4. All medication must be supplied in the correctly labeled original pharmacy container. Only a thirty (30) day supply will be accepted at any time.
5. Ibuprofen/Acetaminophen administration:
At the **elementary school**, the nurse may administer acetaminophen and/or ibuprofen to an individual child with a written order from the health care provider and written consent from the parent/guardian. The parent/guardian must supply the acetaminophen or ibuprofen in the original pharmacy container.
6. The nurse may administer allergy eye drops to an individual child once during the school day for treatment of allergy symptoms. The parent/guardian will provide written consent and the medication in its original container.

7. The nurse may administer decongestant and/or cough suppressant to an individual child once during school day for up to three days. Dosage will be determined by student age and weight as directed on the medication container. The parent/guardian must provide written consent and the medication in its original container.
8. Complimentary/Alternative medications such as homeopathic medications, herbal medications and dietary supplements require a written order from a licensed Massachusetts physician and written parent/guardian consent. Medication must be FDA approved and provided in its original container.
9. Medications are administered only by the school nurse and are stored in a locked cabinet in the nurse's office. The nurse may delegate administration of student medication during a field trip.
10. **For safety reasons, students should never transport medication to and from school or keep medicine in their possession during the school day.** The parent/guardian or an authorized adult are requested to deliver medication to the health office. Exception to this policy is the "self-administration" consent, which allows students to carry their personal inhaler and/or EpiPen and self-administer as directed. Consent from their health care provider and parent/guardian are required for the self-administration order.
11. School nurses and trained non-nursing personnel may administer Epinephrine (Epi-Pen) by auto-injector to students with identified severe allergic reactions.
12. At the end of the year, all medications must be picked up by a parent/guardian. Any medications not picked up will be discarded.

Parking at Hunnewell

Brook Street

Parking is allowed on the east side (church side) only (between Hampden Street and the Methodist Church). Avoid parking too close to the crosswalk as it makes it hard for children to see and be seen.

Cameron Street

Park beside the playground fence or adjacent to the staff parking lot but NOT on the curb between the circular driveway entrance and exit. Parking is prohibited on the opposite side of the street to allow for emergency vehicle passage. Parking is also not allowed in the private lots across from Hunnewell. You may be ticketed.

Cameron Street Town Lot (Located beyond the school on the right)

Each Hunnewell family receives two parking passes that allow for 30 minutes of parking from 2:45-3:15 p.m. for afternoon pickup only. These are for the hourly spaces only. The pass must be displayed on the front dashboard.

Hampden Street

Parking is allowed on the north side, which is the side closest to Hunnewell.

Wellesley Free Library

Parking allowed only in the mornings before the library opens at 9 a.m.

Student Feedback, Homework, and Support

Homework

Homework is designed to provide practice, reinforcement and/or application of skills and knowledge learned in the classroom. Additionally, it promotes individual initiative, personal responsibility and self-direction.

Class teachers will notify parents of the class homework guidelines at the beginning of the school year. In addition, it is expected that all elementary students will read or be read to each night.

Homework should be completed with solid effort and on time. However, an alternate due date for assignments will be given to students who are observing a religious holiday or who have missed assignments due to illness.

Completing homework and turning in on time is an important application of the organizational skills children learn as part of their school experiences.

Suggestions for Supporting Your Child With Homework

- Remember homework is your child's responsibility.
- Encourage your child to identify a time and place for completing homework.
- Make sure that homework time receives priority in your child's overall schedule.
- If your child is confused by a particular assignment try asking questions:
 - Can you tell me the problem in your own words?
 - What strategy do you think you can use?
 - What do you know about this?
 - **If your child is still confused, encourage him/her to ask the teacher for help in the morning.**
- If your child seems to be consistently struggling with homework assignments, let your child's teacher know.
- If your child does forget to complete or turn in an assignment, please support your child in accepting responsibility and encourage him/her to work with the teacher to complete the assignment.

Literacy and Math Specialists

Literacy and Math Specialists are invaluable members of the school staff. Their expertise and training in specialized curricular programs enhance instructional delivery through consultation with other staff members, provision of early intervention assessments and instruction, guidance in the selection of high quality literature or math instructional materials, modeling instructional methods, and conducting diagnostic reading or math evaluations.

Parent/Teacher Conferences

Conferences are held in October/November and March/April. Your child's teacher will communicate a sign-up process for you to schedule a mutually convenient time during the conference window.

Private School Application Process

Please contact the school secretary if your child is applying to private school/s so that the appropriate release documents are obtained to facilitate the application process. Please also provide the request for records and recommendations at least 20 school days prior to the individual private schools' application deadlines, which are usually January 15th or February 1st.

Private Tutors and Outside Academic Programs

Private tutors and outside academic programs should receive needed information from parents or guardians and can review the WPS or teacher's website to understand the curriculum. Work assignments from private tutor and programs need to be completed outside of school hours.

Progress Reports

Progress reports are issued twice a year: at the end of January, and again on the last day of school.

Vacations and Homework

When families elect to take extra vacations during the school year, children miss important instruction, discussion and activities that allow guided practice of new skills. Instructional time that is missed while a child is on vacation cannot be replaced. It is not possible to send class work with students who take vacations during the school year.

Reading and journal writing are two activities that parents may provide for their children while on vacation.

Student Records Policy

Please refer to the section on WPS District Policies to review the full policy. However, for ease of access for any non-custodial parents, please find specific language about student records access below.

Access Procedures for Non-Custodial Parents

As required by M.G.L. c.71, 34H, a non-custodial parent may have access to the student record in accordance with the following provisions.

- (a) A non-custodial parent is eligible to obtain access to the student record unless:
 - 1. the parent has been denied legal custody or has been ordered to supervised visitation, based on a threat to the safety of the student and the threat is specifically noted in the order pertaining to custody or supervised visitation
 - 2. the parent has been denied visitation,
 - 3. the parent's access to the student has been restricted by a temporary or permanent protective order, unless the protective order (or any subsequent order modifying the protective order) specifically allows access to the information contained in the student record,
 - 4. there is an order of a probate and family court judge which prohibits the distribution of student records to the parent.
- (b) The school shall place in the student's record documentation indicating that a noncustodial parent's access to the student's record is limited or restricted pursuant to 603 CMR 23.07(5)(a).
- (c) In order to obtain access, the non-custodial parent must submit a written request for the student record to the school principal.
- (d) Upon receipt of the request the school must immediately notify the custodial parent by certified and first class mail, in English and the primary language of the custodial parent, that it will provide the non-custodial parent with access after 21 days, unless the custodial parent provides the principal with documentation that the non-custodial parent is not eligible to obtain access as set for the in 603 CMR 23.07(5)(a).
- (e) The school must delete all electronic and postal address and telephone number information relating to either work or home locations of the custodial parent from student records provided to non-custodial parents. In addition, such records must be marked to indicate that they shall not be used to enroll the student in another school.
- (f) Upon receipt of a court order that prohibits the distribution of information pursuant to G.L. c.71, 34H, the school shall notify the non-custodial parent that it shall cease to provide access to the student record to the non-custodial parent.

Visiting Hunnewell

Building Security

For our children's safety, Hunnewell School's doors are locked from 8:30 a.m. until 3:05 p.m. Anyone wishing to enter the school during these hours must enter via the office doors after being buzzed in.

Please go directly to the office upon entering the building.

The office door will be open from 3:05 until 4:00 pm. If you forget something at school, please return before 4:00 to pick it up.

School Visitation

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.

If you need to get a message to your child or drop off lunch, homework, or other items for your child, bring the articles to the office in order to minimize classroom disruptions. Please make every effort to send your child to school with all needed materials – i.e. snack, lunch, homework, sneakers, cold-weather gear – to minimize disruptions to the office and the classrooms.

Parents may not go into classrooms unannounced. Parents are welcome to visit their child's classroom with advance notice. Classroom volunteer opportunities vary by grade and teacher. Please contact your child's teacher to offer your help or to set up an appointment.

Please do not visit your child on the playground during recess, even if you happen to be at school for other reasons. The supervising staff is often not the child's classroom teacher and may not recognize individual parents. We have asked staff supervising the playground to be aggressive in approaching any adult who makes contact with a child. Should you need to see your child during recess (for pre-approved early dismissal, for example), please report to the office so your child can be brought to you. While this may seem restrictive, it ensures safety for every child on the playground.

Parents picking up children before the end of the school day must come to the Hunnewell office to notify the school secretary of the early dismissal and sign their child out of school. To facilitate the least disruptive exit, your child will be brought to you in the office.

Wellesley School Committee Policies

The School Committee is currently reviewing all of the Wellesley Public School policies. All policies are available for review on the district website under the School Committee tab.

Included [here](#) is a full list of the School Committee policies.