

**Welcome to
Schofield Elementary School
27 Cedar Street
Wellesley Hills, MA 02481**



SCHOFIELD BASICS

Office: 781-446-6280
Voice Mail: 781-446-6230 option 8
Fax: 781-263-1527

Absence or Late Arrival: ssdismiss@gmail.com
or call 781-446-6230 ext. 2699

WPS website: www.wellesley.k12.ma.us
PTO website: schofieldpto.org
PTO email: schofieldpto@gmail.com

SCHOOL HOURS: 8:30 AM to 3:05 PM – Mon., Tues., Thurs., Fri.

- Noon dismissal for all elementary school students every Wednesday.
- Students may arrive at 8:15 and line up on the blacktop with their classes.
- **There is no supervision before 8:15.**
- Students arriving late (after 8:35) must enter the main door and sign in at the office.

DROP-OFF AND PICK-UP:

- **Drop-Off** (rain or shine) is between 8:15 AM to 8:30 AM in the lot by the blacktop.
- Please do not enter the circle. Please stay in your car. No parking in the drop-off line.
- At **dismissal** time, cars may enter the circle after the buses leave.
Our staff will direct traffic and bring your child to you.
- **Your child's safety is our priority.**
- **Walkers** – See information in handbook.

BUS TRANSPORTATION

Students living outside a 2-mile radius of the school are eligible for free bus transportation. Non-eligible students may ride the bus for a fee. See bus information sheet for details.

HOW TO REPORT AN ABSENCE OR LATE ARRIVAL (email preferred or phone)

- You must notify the office daily (by 9 AM) if your child will be absent or tardy.
- Use **ssdismiss@gmail.com** or call 781-446-6230 & press 8 to leave a message.
- **Absence:** Give reason including symptoms if your child is sick.
- **Tardy:** Let us know when your child expects to arrive and if he/she wants to order lunch – hot, cold, or just milk. (Menu is on school website – see Lunch Program on next page.)
- If your child will be absent for an extended period of time, you must inform the classroom teacher **and** the office - (ssdismiss@gmail.com) or absence line.

LONG WEEKENDS AND FAMILY VACATIONS

- Parents should not excuse their children from school during the regular school year for family vacations.
- If missing school is unavoidable, students will be expected to make up missed work upon return. Teachers do not provide work for students to do while away.

NO SCHOOL ANNOUNCEMENTS

- WPS uses the **School Messenger System** to alert families of weather closures and other time-sensitive information.
- You may also consult local television and radio news stations.
- Please do not call the school.

PARENT PORTAL (See WPS website for details.)

- Allows you to access information about your children.

- A letter is sent in the summer with information and an access ID to set up an account.
- You **must input or update** each child's information at the beginning of each school year.

CHANGE OF ADDRESS or PHONE NUMBER

- Please let the office know immediately if you change your address or phone number so we can update it in Power School.
- The update is necessary so you can receive time-sensitive information through the School Messenger System.

LUNCH PROGRAM

- Lunch cards are automatically issued to every student.
- You must set up an account for each child using the Parent Portal username & password.
- Free and Reduced Lunch is available for eligible students.
- Menu is online. WPS website > Programs > Food Services > Menu

RECESS

- Students go outdoors every day except in inclement weather.
- Students should be dressed appropriately for the weather.

LOST AND FOUND (outside the School Office)

- **Please label all of your child's removable clothing** including boots, sweaters, hats, mittens, scarves, water bottles, etc.
- All labeled clothing will be returned to owners.
- Unclaimed items are donated to charity five times a year.

FITNESS AND HEALTH

- Sneakers are required for Physical Education classes.

EARLY PICK-UP

To pick your child up early:

- Report to the office & the secretary will call the classroom to have your child dismissed to the office. (Please do not go to your child's classroom.)
- Please arrive a few minutes early to sign your child out in the office.
- Children will be called to the office when you arrive.

CHANGE IN DISMISSAL

- Please fill out a yellow change-in-dismissal form and send it to school with your child. Please make every effort to plan changes **before** your child leaves for school.
- Changes during the day **must** be in writing, no later than 11:30, but earlier if possible. (11:00 for Wed. noon dismissal.) Please use ssdismiss@gmail.com and include your child's name and classroom in the subject line.

STUDENT PROGRESS REPORTS – Four Formal Reporting Periods

- Two Parent-Teacher conferences in the fall and in the spring
- Two written progress reports are issued in January and in June.

MEDICATION AT SCHOOL

- Medication must be delivered to the school nurse, by an adult, in the appropriate dosage and in the original pharmacy container.
- There must be a written "order" from a doctor and a signed parent consent.

BEFORE SCHOOL PROGRAM

- Children are supervised in the Schofield Library/Media Center from 7:15 to 8:15 AM.
- The cost is \$360.00 *per semester* per child (Subject to change.)

AFTER SCHOOL PROGRAM

- Wellesley Community Children's Center (WCCC) - 781-235-1474
- www.wccc.wellesley.edu
- shawn@wccc.wellesley.edu

COMMUNICATION – Please check backpacks and email daily.

- Backpack
- VIP or other type of folder signaling immediate attention needed. Folder must be returned the next school day.
- *The Schofield Connection* – Monthly School Newsletter online (See PTO website)
- *All-School Information* - School-wide system for email notifications from Principal and/or PTO president. Messages are automatically sent to your email address. This is the **primary method of communication. Please check email daily.**
- If you do not have email, please contact the office for alternate communication.

ANNUAL SCHOOL EVENTS

This information is a sampling of a few events in a typical school year, but some additions, deletions or change of date may occur in any given year.

- BACK TO SCHOOL NIGHT (September)
- SCHOOL PICTURE DAY (September)
- WINTER SOLSTICE CONCERT – Grade 5 – (December)
- STUDENT-FACULTY BASKETBALL GAME – (January)
- SONGS OF FRIENDSHIP AND LOVE – Kindergarten - (February)
- SONGS ACROSS THE GLOBE – Grade 2 - (March)
- REGIONS FAIR AND CONCERT – Grade 4 - (May)
- RECORDER CONCERT – Grade 3 - (May)
- SCHOFIELD ROAD RACE & FUN FAIR – (June)

BIKES AND SCOOTERS

- Children in Grade Three and above may ride their bike or scooter to school.
- They may not be ridden down the back path or on school property.