

**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: Absence Reporting Form
found on the Schofield website home page

WPS website: www.wellesley.k12.ma.us

PTO website: schofieldpto.org

PTO email: schofieldpto@gmail.com

This does not take the place of
The Schofield School Handbook/Directory
which is published online each year.
We encourage you to read the handbook carefully.
It contains valuable information to help acquaint you
with the policies and procedures
of Wellesley Public Schools,
Schofield School and the Parent Teacher Organization (PTO)

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** – dismissed to the designated doors.

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 **Absence Reporting Form is on the Schofield website homepage.**
- **Absence:** Give student name, class, and 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 the 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 - (Absence Reporting Form).

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 the district database.
- 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 the **Absence Reporting Form** and include your child's name and classroom.

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 parental 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.