



## **Sprague School Basics**

**Sprague School**  
401 School Street Wellesley, MA 02482  
(781) 263-1965

**School number: (781) 263-1965    VoiceMail: (781) 263-1969    Fax: (781) 263-1963**

Ms. Leigh Petrowsky, Principal  
[petrowskyl@wellesleyps.org](mailto:petrowskyl@wellesleyps.org)

Lisa Licata, Secretary  
[licatal@wellesleyps.org](mailto:licatal@wellesleyps.org)

### **The first day of school begins Wednesday, August 28, 2019!**

Kindergarten students start with half-day sessions with a 12:00 dismissal time. **Full day kindergarten classes begin on Monday, September 9th.** Through the mail, our kindergarten students will receive an individually assigned welcome appointment. The assigned day/time of this welcome appointment will be one of the first few days of school specifically in the afternoon once students are dismissed. The WCCC will offer afternoon childcare on those half days. Please contact [shawn@wccc.wellesley.edu](mailto:shawn@wccc.wellesley.edu) for more information.

The following are **NO SCHOOL** days to start the school year:

Monday, September 2nd in recognition of Labor Day  
Monday, September 30th in recognition of Rosh Hashanah  
Wednesday, October 9th in recognition of Yom Kippur  
Monday, October 14th in recognition of Columbus Day

**School hours: (Gr. K-5 Students) 8:30 - 3:04: M, T, TH, F and 8:30 -12:00: Wednesdays**

**Arrival time:** Children should arrive at school between 8:15 and 8:30 am. Children report to the playground where line up begins at 8:25 am. If the weather is poor, children wait indoors in the cafeteria (Gr. K-1) or the gym (Gr. 2-5). On these poor weather days, there will be a red and blue flag at the end of the front walk to signal students to go to the cafeteria or gym.

**Dismissal:** Please communicate directly with your child's classroom on the details of your child's regular dismissal plan. Please let your child know if he/she will be picked up as a walker, in car line, or he/she is going to take a bus or van.

**Changing those plans:** *If a child is changing his usual dismissal plan, we must have changes in writing to the main office by 1:30 pm either using the gold forms provided or by phone.* We do not rely on children's verbal communication. Please do not convey messages to the teachers' voice mail; he/she may not receive it before dismissal.

**Bus Service:** Bus transportation is provided to students who live 2 miles from school, or students may pay a fee of \$521 per year for that service.

**Traffic, Parking, Drop-off, Pick Up:** A past agreement has been made with Sprague neighbors, **we cannot use Oak Street for car drop-off or pick up.** Therefore, please use the School Street entrance. Carline queues begin in the parking lot and end in front of the school. Drivers should stay in the vehicle at carline drop off and pick up. If a child requires assistance with a car seat, drivers should park in the lot and meet the child at the side door for walkers.

**Class Celebrations:** Most classroom celebrations are food free. Your child's teacher will provide specific information about his/her classrooms.

**Allergy Policy:** In order to comply with district policy, if students are in an "Allergy Aware" classroom, all the foods brought in from the outside must be allergen free. Your child's teacher will inform you if your child's classroom is an "Allergy Aware" classroom. Please remind your child not to share snacks or food with friends at school as we all need to be food safe and aware of allergies, food sensitivities, or religious beliefs. Parents with students of food allergies should communicate directly with the school nurse.

**Home / school information:** Communications from Ms. Petrowsky, as well as Sprague PTO, are sent weekly to the Sprague Community via e-mail: hard copies are available by request. Primary classrooms have classroom newsletters sent periodically as well.

**Safe arrival program:** Please call the school between 7:00 and 8:30 am to report your child's absence or intended tardiness. We track attendance, illnesses, as well as safe arrival. When reporting that your child will be delayed/absent, indicate whether or not he/she intends to buy lunch, or reason for the absence. The lunch count is reported at 9:00 am. Since lunches are brought from a centralized location, there may not be extra for those arriving late.

**Lunch options:** Lunch (including a drink) milk or juice may be purchased. Lunches are \$3.25. There are hot lunches/salads/bagels/deli sandwiches and sunflower butter sandwiches available. Milk/juice is 75 cents. Menus are online. A debit account must be established. Information will be mailed in the summer.

**Free or reduced price lunches** are available for families who qualify. Applications are available online; you must re-apply each year. Forms may be submitted at any time.

**Dress Code:** Students are expected to dress appropriately for an educational environment. Additionally, flip-flops and sandals without heel straps are unsafe for PE class and recess. Your child must bring sneakers or other safe footwear to participate in recess and PE activities.

**Volunteers:** If you would like to volunteer in your school, you must fill out a CORI background check every 3 years. The form is available in the Sprague Back-to-School tab on the district website. This form is necessary for parents who would like to chaperone on field trips as well as those who wish to help in a variety of ways at the school.

**Visiting the school:** Throughout the year, there are opportunities for parents to visit the classroom. **We ask all parents visiting school to check in at the office on their arrival,** even if the classroom teacher knows you are coming. For security reasons, we keep doors locked. During school hours, **we discourage parents from going into classrooms unannounced** both for security and for protecting instruction from interruptions. Parents delivering messages to students, lunches, coats, library books, homework, etc. are requested to leave them in the office in order to minimize disruption to the classroom.

**Communication with teachers:** *The best way to communicate is to send a note to your teacher asking him/her to contact you.* You may also email the teacher or use voice mail. Please be aware that teachers might not receive parent phone messages or email until the end of the day.

**Gift books:** Books are available to donate to the library in honor of your child's birthday or other special occasion. A bookplate with your child's name is placed on the inside cover. Books can be selected and purchased through the library or independently. Please contact the librarian, Ms. Jauniskis.

**Parent conferences/Back-to-School Night:** Parent conferences are scheduled in November and March. The adult only Back-to-School Night, in early September, is to present an overview of grade level curriculum, routines/expectations, and school objectives. There is also a family Open House event in March to see your student's work.

**Homework:** The following guidelines give a general picture of homework, although each teacher designs homework to fit with current class work and student needs:

**Kindergarten:** unscheduled, occasional, "practice", "find out" assignments

**Gr. 1:** once or twice per week, approximately 20 minutes. Children should practice reading every night.

**Gr. 2:** 25-30 minutes, 2-4 times per week plus independent reading

**Gr. 3:** 30 - 45 minutes 3-4 times per week, plus independent reading (20 minutes minimum).

**Gr. 4:** 45 minutes daily, plus 30 minutes reading

**Gr. 5:** 60 minutes daily, plus 30 minutes reading.

**Taking Your Child Out of School:** During the school day after attendance, please report to the office and sign your child out in our dismissal book. We will call your child down to the office. It is important that we have a record of all dismissals.

**Vacations during school calendar:** Whenever possible, **please do not schedule vacations during the school calendar.** When a leave from school is necessary, the teacher will provide some general guidelines about keeping a log and reading. The teacher may provide additional work but it is not the policy of WPS to have teachers provide work in each subject or to make up the instruction upon your child's return.

**Special Subjects:**

*Physical Education:* 30 minutes, twice per week

*Music:* 30 minutes twice per week

*Art:* 50 minutes, once per week

*Library:* 30 minutes once per week

**PEOPLE TO KNOW...**

**Principal:** Ms. Leigh Petrowsky

**Secretary:** Lisa Licata

**Office Assistant/Lunch Monitor:** Cheryl Moy

**School Nurse:** Christine Babicz

**Specialists:** Margaret Flitsch: **PE** Brian Hagar-McKee: **Music** Libby Belli : **Art** Sara Jauniskis: **Library**

**Kindergarten:** Jessica Ford, Emma McLean, Genie Madden/Brianna Heyde

**Grade 1:** Karen Lindquist, Dara Gaul, Louisa Blumenthal

**Grade 2:** Alee Rogers, Kim Casalena, Bevin Hale

**Grade 3:** Jayne Byrne, Kristan Fiore, Jennifer Lundbohn

**Grade 4:** Taryn Drake, Jill Heckman, Moe Henzel

**Grade 5:** Ellen Banthin, Nancy Bentley, Kenneth Craig

**Special Education:** Scott Marder: School Psychologist, Rachel Silver: Special Educator, Kati Okoshi: Special Educator, Andrea Stavrakas: Special Educator, Lindsey Farrar: ISS K, Jessica Trofatter: ISS 1-2 , Katie Doherty: ISS 3, Tara Mahoney: ISS 4-5, Alyson Lajeunesse: Speech and Language, Jen Cosenza: Occupational Therapy, Kate Dienel: ISS Occupational Therapy, Shawna Macaуда: ISS Speech and Language Beth Quinty: Physical Therapy

**English Language:** Jaymee Mannix

**Specialists:** Christina Cooney: Literacy Specialist/Coach, Bonnie Marsette: Literacy Intervention, Michelle MacLeod: Literacy Intervention, Math Intervention: Heather Heon, Vixen Peare: Spanish Language, Guillermina Solano: Spanish Language

**Custodians:** Scott Grady: Head Custodian, Roger Parmigiane, Rob Carter

