

Bates Elementary

Student/Parent Handbook

2016-2017

Bates School hours 7:45am-1:50pm

September 2016

Dear Families:

Thank you in advance for taking the time to read through our school handbook and the new district wide student handbook. Please note that information in our handbook will be updated periodically, in which case we will reach out and let you know of any changes. You will find information that used to be in our handbook in the new district student handbook. Please do not hesitate to contact us if you have any questions regarding the content of this document.

Best regards,
Thomas W. Milaschewski
Principal

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Important Bates Numbers

Main Office	978-740-1250
Fax	978-740-1255
Nurse's Office	978-740-1251
Guidance Counselor	978-825-3606
Attendance Hotline	978-740-1172
Library	978-740-1253
After School Program	978-740-5927
Cafeteria	978-825-3419
Food Services	978-740-1231

Bates Web Page

We have a school website that is being continually updated. You can reach our website through the Salem Public Schools' site:

<http://spsbates.salemk12.org>

If you would like to email one of our teachers:
firstlastname@salemk12.org

School Hours

The Bates School hours are **7:45a.m.** to **1:50p.m.**
For safety reasons, please do not have your child arrive on school property until at least 7:10a.m.

Parking Rules

- In the morning children should be left off at the **Drop Off Only** area.
- After school, parents picking up their child(ren) by car are urged to either wait in the designated “Live Parking Only” section in front of the school, in the parking lot on the side of the school (within playground during after school hours only), or on the street level.
- There is **no parking** allowed next to the “kindergarten playground” or on Liberty Hill Avenue on the opposite side of the street.
- There is no double-parking allowed at any time.
- There is no parking in handicap spaces without proper license plate or placard displayed.

Because safety is our major concern, violators of these rules will be reported to the police department.

Bates School Attendance Hotline:
978-740-1172

See District-Wide Student Handbook for more information and procedure.

Visitors’ Policy & Safety Concerns

The safety of your child(ren) is our utmost concern. While we do all in our power to assure your child(ren) is/are safe at school, we need your cooperation with the following rule:

- When visiting the school once it is in session, you must ring the bell on the left side of the entrance and enter through the second main door on your right. You must immediately report to the office and sign in.

- **DO NOT GO DIRECTLY TO YOUR CHILD'S CLASSROOM.** Upon leaving, visitors must sign out in the office.

This allows us to know who has entered the building and at what time they left. Safety is our number one concern and this policy allows us to screen who is in our school.

All students are instructed to not open any school door during school hours. Visitors may only enter through the main front doors of the school and immediately report to the school office.

End of Day Dismissal

Bus students will assemble in the gym and be escorted onto buses on the gym side of the building. Special Education vans and day care buses will also load on the gym side, as well as, the back of the school building. All walkers and non-bus riders will exit from the front of the school. Non-bus students in grades K-2 will be exiting the building from the doors leading into the fenced-in area in front of the school. Non-bus students in grades 3-5 will be exiting from the Main Entrance, the four main doors located towards the center/right of the building. **Regular bus students must have a note if not riding on a particular school day.**

After School Care

Since 2006, For Kids Only Afterschool (FKO) has partnered with the Bates Elementary School to provide out-of-school time programming for our students. FKO's after school program is housed at the Bates School and operates Monday through Friday from school dismissal until 6:00 pm. The daily schedule includes a healthy snack, time for homework support, academic enrichment classes, and opportunities for children to explore new interests, form positive relationships and socialize with peers and caring adults. To support the needs of working families and increase access to enrichment opportunities, FKO remains open on early release days and provides full-day programming during school vacation weeks and the summer months. Information regarding registration and rates can be obtained by calling FKO at 978-740-5927.

School Nurse

There is a full-time nurse on duty at the Bates who is available Monday to Thursday from 7:30 - 2:30 and on Friday, 7:30 to 2 PM. You will be called to bring your child home if the nurse feels that s/he is ill and should not remain in school. Thank you for your cooperation with this.

Medications

Students who need to take prescription medications must have a dated physician's note detailing the name of the drug, dosage, time and treatment regimen. The medication must be in a pharmacy labeled container. The school must also receive a dated written permission from the parent or guardian requesting that the school administer the medication as prescribed. Non-prescription medications will only be given with a doctor's note and written parental permission. **Only parents/guardians** can transport medications to and from school.

Medical Information

There are strict state guidelines, which forbid entry into school if a child does not have the proper immunizations. Please understand that the nurse is following proper procedures if she denies admittance due to the absence of proof of immunizations. She will gladly suggest places where you can take your child to receive the proper immunizations and thus allow him/her entry into school.

All children will be given annual hearing and vision screening tests. Children in grade five will also be given a postural screening test to check for spinal or posture deformities. Yearly height and weight screens are also done. Any potential problems noted in above screenings will be brought to the attention of the student's family. It is then the family's responsibility to follow-up with their doctor.

School Insurance

School insurance is available to all students. Applications will be sent home early in the school year. You are encouraged to seriously consider purchasing this insurance since other than Physical Education classes and Athletics, the School Department does not carry accident insurance for students.

Free and affordable medical insurance is available for children. Mass Health and the Children's Security Plan (CMSP) are state programs that help nearly a million people living in Massachusetts pay for health care. Here are a few of the benefits Mass Health provides for many families: checkups, hospital stays, vaccinations, emergency services, dental care, eyeglasses, and x-rays. Mass Health even has programs that help working parents pay for health insurance offered on the job. Uninsured children who can't get Mass Health because their family income is too high are automatically eligible for CMSP regardless of income. So why wait for another medical bill? To learn more about free and affordable health care and to get an application, please call Mass Health at 1-800-847-2900 or the Children's Medical Security Plan at 1-800-537-2229 for more information.

Report Cards

Report cards and other communications about your child's personal and academic progress are important responsibilities of every teacher. The objective of the card, distributed three times per academic year, is to provide you with information concerning your child's academic and social growth. Due to the restrictive nature of the report card's one-way communication, we strongly encourage you to keep in close contact with your child's teachers. This can happen by way of telephone, notes, or parent-teacher conferences. Recognizing that the home-school connection is vital to your child's growth, a meaningful dialogue between parent and teacher will result in improving and enhancing your child's overall intellectual and social growth.

Report Card Schedule:

	<i>Cards Go Home</i>
<u>Trimester 1</u>	December 9, 2016
<u>Trimester 2</u>	March 10, 2017
<u>Trimester 3</u>	June 21, 2017 (Or last day of school)

Emergency Information

Each September, or at the time of enrollment, your child will be given an **EMERGENCY INFORMATION SHEET. THIS IS A VERY IMPORTANT DOCUMENT. IT MUST BE FILLED OUT COMPLETELY, ACCURATELY, AND LEGIBLY AND RETURNED TO SCHOOL PROMPTLY.** It is suggested that an effort be made to provide emergency contacts that do not live in the same household or share the same telephone number. Please be sure to provide the phone number of your place of business and your cell phone number. During the course of the year please notify the school office immediately if there are any changes in this information.

Any person who will be picking up your child MUST be listed on this form and be prepared to show identification. Also, if there are any custodial arrangements the school must be notified and all court ordered documentation must be on file in the school.

Students in Videos and Still Photographs

Often the media/press requests information regarding student awards, honors, scholarships, and sports or club memberships. Throughout the year the local cable TV channel, newspaper, and school department newsletters/websites will take pictures or write about school activities and students. It is the policy of the Salem School Department to make this information routinely available unless parents have requested in writing, in advance, that they do not wish to have this information published. We will be happy to comply with parents' written requests. **If we do not receive a written request, we will proceed with the publication of student information as described above.**

Student Dress Policy

Because we believe that school is a place for learning and that some manners of dress interrupt that process, we ask the following when you consider what students will wear to school:

Clothing for school should be appropriate, comfortable, practical, clean, and seasonally suited. Beachwear, clothing that displays open midriffs, spaghetti straps, tank tops, sandals, flip-flops, Crocs or Croc-like shoes, and pants or shorts that sag below the waist are not appropriate. Further, clothing that displays negative messages that involve alcohol, tobacco, drugs, violence, obscenity, racism, sexism, threats, or otherwise offensive language should not be worn at any time.

When, in the judgment of school personnel, clothing worn by a student is considered disruptive or offensive, s/he may be sent home to change clothes or loaned other clothes to wear. In addition, jewelry or other personal adornments that are either dangerous or a distraction to the learning process are prohibited. Students are required to wear non-marking (rubber-soled) gym shoes in gym class. Hats or hoods are not to be worn inside the school.

Salem Public Schools Homeless Policy

- I. Definition of Homelessness
- II. Designation of a Homeless Education Liaison
- III. School Selection
- IV. Enrollment
- V. Transportation

VI. Dispute Resolution

To the extent practical and as required by law, the district will work with homeless students and their families to provide stability in school attendance and other services. Special attention will be given to ensuring the enrollment and attendance of homeless students not currently attending school. Homeless students will be provided district services for which they are eligible, including Title I, similar state programs, special education, bilingual education, vocational and technical education programs, gifted and talented programs and school nutrition programs.

I. Definition of Homelessness

Salem Public Schools recognizes that homeless students are those lacking a fixed, regular and adequate nighttime residence. This definition shall include children and youth who are:

1. Sharing the housing of other persons due to loss of housing, economic hardship, or similar reasons;
2. Living in motels, hotels, trailer parks or camping grounds due to lack of alternative adequate accommodations;
3. Living in emergency or transitional shelters;
4. Abandoned in hospitals;
5. Awaiting foster care placement;
6. Living in public or private places not designed for or ordinarily used as regular sleeping accommodations for human beings;
7. Living in cars, parks, public spaces, abandoned

- buildings, substandard housing, bus or train stations or similar settings; and/or
8. Migratory youth living in conditions described in the previous examples.

II. Designation of a Homeless Education Liaison

The Superintendent shall designate an appropriate staff person to be the district's liaison for homeless students and their families. The Homeless liaison will:

- Work directly with school staff to identify students who become homeless during the school year;
- Assist in all aspects of immediate school enrollment when needed;
- Arrange transportation in accordance with state regulations;
- Secure free lunch and breakfast;
- Work with other district personnel to assure that the student has equal access to attend and participate in all school courses, activities, and events;
- Collaborate with local service providers and refer homeless families to these agencies for the purpose of providing assistance and support;
- Provide information, education and training around issues homelessness for school personnel; and
- Facilitate resolution in disputes and assist with appeals process when requested.

The district's liaison will also review and recommend amendments to district policies that may act as barriers to the enrollment of homeless students.

III. School Selection

To the extent feasible, homeless students will continue to be enrolled in their school of origin while they remain homeless or until the end of the academic year in which they obtain permanent housing. Instead of remaining in the school of origin, parents or guardians of homeless students may request enrollment in the school in the attendance area in which the student is actually living. Attendance rights by living in attendance areas, other student assignment policies, or intra and inter-district choice options are available to homeless families on the same terms as all families enrolled in the district.

IV. Enrollment

Once the enrollment decision is made, the school shall immediately enroll the student, pursuant to district policies, even if the student does not have the documents usually required for enrollment, such as school records, medical records including current immunization records, or proof of residency. Students and families should be encouraged to obtain such records, and the district liaison will assist the student and family with that process.

Records from the student's previous school shall be requested from the previous school pursuant to district

policies.

Emergency contact information is required at the time of enrollment consistent with district policies, including compliance with the state's address confidentiality program when necessary.

V. Transportation

Homeless students are entitled to transportation to their school of origin or the school where they are to be enrolled. If the school of origin is in a different district, or a homeless student is living in another district but will attend his or her school of origin in this district, the districts will coordinate the transportation services necessary for the student, or will divide the costs equally.

Homeless students are entitled to transportation to and from their school of origin at the request of the parent, guardian or unaccompanied youth. Transportation will be provided if:

- The school of origin is in Salem but the homeless student is temporarily living in a different district, and the distance does not exceed one hour for those in Grades 1-12 or 45 minutes for those in Kindergarten.
- The school of origin is in a different district but the homeless student is temporarily living in Salem, and the distance does not exceed one hour for Grades 1-12 or 45 minutes for Kindergarten.
- The homeless student is temporarily residing within the district; in such instance transportation is provided per the Salem Public Schools' eligibility

guidelines for transportation.

Bates Miscellaneous Information

Volunteering

Research shows that children do better in schooling when parents are active in their child's education. It is required by law anyone working with children or attending field trips with children must have a CORI check. This is for the safety of our children by checking the legal backgrounds of all adults in the building who are interacting with them. This form is simple to fill out and takes about a week to two weeks to be approved. If you plan to volunteer within the school or chaperone a field trip, please stop by the office to fill out the CORI form (background check). **These forms need to be filled out every two years.**

Special note to volunteers: We ask that parents and guardians who are actively involved in the school to please be aware that your choice of dress is appropriate. Just as we ask our students to refrain from wearing beachwear and/or revealing clothing, we ask that you also conform to the school dress policy.

Field Trips

In order to provide extensions to classroom curriculum, classes will often travel to places outside the school building. Whenever your child will be participating in a field trip outside the City of Salem, you will receive notification from the classroom teacher indicating the date and location of the trip, its relevance to the classroom curriculum, information regarding meals, admissions, and spending money. You will be required to sign the permission form and return it to the school in order for your child to attend the field trip.

At the beginning of the school year, your child will bring home a permission slip, which gives the school permission to take your child on a field trip **WITHIN** the City of Salem. Students will travel to Salem sites either by bus or by walking. Some examples of field trips

to Salem sites include: Pioneer Village, Peabody Essex Museum, as well as other historical and recreational areas in the city.

Thursday Folders

Each week you will be receiving a “Thursday Folder” which may contain newsletters, calendars, lunch menus, forms, permission slips or sign-up sheets for your child to participate in activities (e.g., Little League, Keyboarding, etc.). The “Thursday Folder” needs to be **signed** by a parent/guardian and **returned** to the classroom teacher the following school day, along with necessary signatures on any enclosed form.

Bicycles

We do not encourage students to ride bicycles or scooters to school. Our school is situated on a busy street, and we are very concerned with their safety.

Breakfasts and Lunches

Breakfast and lunch are provided daily free of charge for ALL students. Breakfast is served in the classrooms. Students have a thirty five-minute lunch/recess period daily. The price of milk is 40 cents (0.40). The phone number for Food Services is 978-740-1231. Please note that children should not share or trade food served to them or brought from home.

Snack

Please send in a healthy snack with your child daily; these are not provided by the food service department. Fruit and vegetables are healthy options. There is **NO SODA** or **CANDY** allowed at the Bates School. Also, there is **no juice or flavored waters** allowed in classrooms during snack time. Please send in water for your child’s snack. Also only healthy treats will be allowed in classrooms for special celebrations. This does not include cupcakes, brownies, sweets, etc. This new rule is being mandated by the district’s health and wellness policy.

School Pictures

School pictures are taken twice a year. The fall pictures, which will be taken of every student, are prepaid. You will be notified of the date. Envelopes will be provided for payment. Spring pictures will be announced later in the year. In addition, a fifth grade class picture will be taken in the spring.

Lost & Found

“Lost & Found” articles are kept in the downstairs lobby of the Main Entrance, just outside the entrance of the Cafetorium. Please urge your child to check in the “Lost & Found” for any missing items. Periodically, “Lost & Found” items are discarded or given away after having been left in the collection for an extended time. **Please remember to put your child’s name on his/her belongings.**

Parent Teacher Organization (PTO)

The PTO meets monthly, each September through June. Money raised goes towards field trips, cultural arts events, family fun night, and other enrichment opportunities. The PTO sponsors a “Book Swap” every other week, two major fund-raising events, and two ice-cream socials. We encourage parent/guardian and staff participation and hold elections for officers. By-laws and other PTO information are available on the PTO page of the school’s website.

Box Tops, Toner Cartridges

Our school is still participating in these fundraisers. Please send in all box tops and empty ink/toner cartridges to the office or your child’s teacher. This is a great way to recycle and fund raise at the same time!

School Store – The Pencil Box

The “Pencil Box” is the Bates School Store. The store is operated by parent volunteers and is open for business from 7:15a.m. to 7:40a.m. on designated mornings. Some of the items that can be purchased are pencils, pens, rulers, erasers, and many other non-food items. These are all attractively designed and the children enjoy browsing and purchasing. The costs of the items range from \$0.05 to \$1.50.

Please come in to visit with your child. The “Pencil Box” is located in a room near the Cafetorium.

Roller Blades, Trading Cards, & Toys

There are absolutely no roller blades (including sneakers with pop-out wheels) or trading cards, stuffed animals, toys allowed on school property. This includes all electronics, such as; MP3 players and video gaming systems.

Cell Phones

Use of cellular telephones is prohibited during school hours. Cell phones may be used on school property before and after school hours.

No Dogs Allowed on School Property

For the safety and well being of all students and adults, dogs will not be allowed on school property. We thank you for your cooperation in this matter.

Independent Zone

We have placed “Independent Zone” signage at the beginning of each hallway at the primary and the intermediate wings. Children are capable of going to their locker and to their classroom independently. The Independent Zone is in effect before, during, and after school. All visitors must check in at the main office.

Party Invitations

Invitations to parties will only be passed out if there is one for every child in the classroom.

Bates School Mission Statement

By focusing on the enhancement of the arts, by building a foundation for literacy and by maximizing the potential of the whole child, the Bates School strives to guide our students beyond their creative horizons, surrounded by a safe, friendly, and child-centered community.

Strategic Goals

Maximize students' potential by enhancing their individual, academic and social abilities, setting the foundations for lifelong learning.

Foster partnerships with parents and the surrounding community by building a cooperative, active learning environment focused on a shared responsibility of learning.

Engage all students in challenging standards and research-based models of curriculum by integrating the arts, science, physical education and technology with classroom experiences.

Create a safe, child-centered, nurturing and respectful learning environment to promote excellence in a highly diversified community.

Establish a plan for ensuring successful professional growth and development.