

Woburn School Department Central Administration

Main Number – (781) 937-8233

<u>Name:</u>	<u>Position:</u>	<u>Extension:</u>
Mr. Mark Donovan	Superintendent	200
Dr. Gary Reese	Asst. Supt. for Curriculum	201
Mr. Joseph Elia	Asst. Supt. for Business & Operation	202
Mr. David Dunkley	Director of Facilities	210
Ms. Christine Lenehan	Director of Special Education	250
Ms. Barbara Henry	Technology Director	224

Hurld School Staff

Name:

Position:

Mrs. Eileen Mills	Principal
Mrs. Linda Charron	Kindergarten Teacher
Ms. Kristine Lundgren	Kindergarten Teacher
Mrs. Carol Carney	Grade One Teacher
Ms. Maura Duffy	Grade One Teacher
Mrs. Linda Burns	Grade Two Teacher
Mrs. Marlene Faulkingham	Grade Two Teacher
Mrs. Maureen Kozachuk	Grade Three Teacher
Mrs. Diane Brogna	Grade Three Teacher
Mrs. Laura McGrath	Grade Four Teacher
Ms. Tara Tedesco	Grade Four Teacher
Ms. Kathleen Donovan	Grade Five Teacher
Ms. Maureen Quinn	Grade Five Teacher
Mrs. Laurie Greene	Resource Room Teacher
Mrs. Linda Girolomo	Paraprofessional
Mrs. Maria Capua	Paraprofessional
Mrs. Joanne Kairo	Paraprofessional
Mrs. Janet McGuerty	Art Teacher
Mrs. Whitney Skumin	Music Teacher
Mrs. Elizabeth McElhinney	Librarian
Mrs. Kara Martiney	Health Teacher
Mrs. Melanie Moisan	School Adjustment Counselor
Mrs. Tracy O'Sullivan	Speech Therapist
Mrs. Claudette Sabbag	ELL/World Language
Ms. Kerry Kneeland	Occupational Therapist
Mrs. Lia Lawler	Team Chairperson
Ms. Donna Janas	School Psychologist
Mrs. Barbara O'Neill	Nurse
Mrs. Carolyn Agostino	Secretary
Mrs. Charlene Keough	Custodian
Mr. Anthony Giglio	Custodian
Mrs. Ginger Swymer	Chef

Dear Parents,

Welcome to the Hurld School! Whether you are a parent of a new student or a parent of a student already enrolled at Hurld, this handbook should contain most of the information you need on a day-to-day basis.

The Hurld School houses students in kindergarten through grade five. We provide an environment in which your children will feel welcome and safe. We look forward to working with you in the combined efforts of educating your children.

In this handbook you will find a list of faculty and staff, school regulations and policies, important dates, and information about your PTO and School Council. You can also find this information by visiting WWW.woburnpublicschools.com and following the links to the Hurld School's website. The PTO's website is linked to ours, or you can access it by going to www.hurldpto.com.

If you have any questions that are not answered in this handbook, please feel free to call the school and we will do our best to help you out.

Working together, we can help your child achieve to the best of his or her ability.

Sincerely,

Eileen Mills
Principal

Discipline

At the Hurld School We:

Respect each other
Take care of personal property and school property
Take ownership of our behavior
Work and play safely

Generally, the approach to discipline is a positive one. Students are reinforced for living up to expectations for appropriate behavior. Discipline techniques are used to promote self-discipline, a sense of responsibility, and a settling of differences through discussion and reason.

Students are expected to follow all school and classroom rules at all times. Teachers will handle day-to-day discipline according to their classroom rules. If there is an incident of broken rules that is continuing or deemed to be egregious, the child or children involved will be sent to the principal's office and parents will be notified of the incident as well as the consequence. Examples of egregious behaviors may include (but are not limited to) fighting, bullying, or using vulgar language.

Teachers will review and post all classroom and school rules with their students within the first week of school.

Consequences for not following school or classroom rules may include (but are not limited to) withholding of privileges, detention, in-house suspension, and out of school suspension.

Absences

For the safety of the children, parents must telephone the school prior to the start of the day each day their child will be absent. The following information should be left on the answering machine: child's name, grade, teacher, and reason for absence.

It is School Committee policy to call your home if we do not hear from you. If no one can be reached regarding your child's absence, the truant officer will be called. In the case of more than a couple of days' absence, teachers will prepare make-up work for the child. Please call the school by 9:30 in the morning, and the teacher will make every effort to have homework assignments in the office by the end of the school day.

Early Release Days

Throughout the year there are several early release days to provide the teachers with professional development, parent-conferences, etc. A list of those days is sent home early in the school year and updated through the *Hurld Herald*.

- On these days, children are released at 12:30 p.m., and lunch is served.
- On the Wednesday before Thanksgiving dismissal is at 12:00 noon, and no lunch is served.
- On the last day of school, children are dismissed at 12:00 noon, and lunch is served.

No School Information

In the event of inclement weather, sometimes school is cancelled or delayed for the safety of the students. On those days, the Superintendent uses the Connect Ed calling system to notify all families. Please make sure that if your phone # changes you update it with the school secretary. Announcements also appear on all of the local TV channels, and a message is posted at www.woburnpublicschools.com.

Parents should always use their own judgment when deciding if their children should attend school when the weather conditions are poor.

Early Dismissal

Please make every effort to make appointments during times when school is not in session. That being said, we recognize that sometimes this is just not possible. In the event that your child needs to be dismissed, please send a note to the child's teacher indicating the time he or she will be dismissed. The person picking up the child must come into the office and sign out him or her.

Please make every effort to thoroughly complete the Emergency paper sent home in September. The school relies on accurate information to reach parents, guardians, and those listed in the event that a student needs to be dismissed due to illness or accident. Please make sure you update any information that might change during the year.

Student Health/Well-Being

Updated health and immunizations are kept on file in the nurse's office. All students must be in compliance with the state immunization laws. Mandated screening programs (height, weight, hearing, vision) are administered annually.

Any concerns the school may have regarding a child's health are reported to the student's family.

Children are sometimes ill when they arrive at school. If your child has been sick during the night and still doesn't feel well in the morning, please keep him or her home. Unless there are extenuating health issues, it is expected that your child is well enough to participate in all activities, both inside and outside. Children should be fever free, and if they are on an antibiotic they should be on it for 24 hours before returning to school.

Psychotropic medications may be administered to children with a doctor's order. They must be brought to the nurse by the parent or guardian, and they will be kept locked in the nurse's office.

Other medications (anti-inflammatory, antibiotic) are the responsibility of the parent or guardian to administer, either at home or at school.

Homework/Report Cards/Conferences

The following schedule is a guideline for student homework:

Grade	Time Per Night (average)	Frequency Per Week
Kindergarten	10 minutes	2 Times
Grade 1	10-15 minutes	2 Times
Grade 2	15-20 minutes	3 Times
Grade 3	20 minutes	3 Times
Grade 4	30 minutes	4 Times
Grade 5	45 minutes	4 Times

In addition to daily homework, there will be some long-term assignments such as book reports, research projects, etc. When these projects are assigned, parents will be notified as to what the expectations and due date are.

Report cards are distributed four times per year for students in grades 1-5. Kindergarteners will receive 3 report cards beginning at the end of term 2.

Parent conferences are conducted after the first and second report cards. Dates and times will be published in the school newsletter. Teachers are also available to confer after school. Please contact your child's teacher to set up an after school conference.

There is a "Back to School" parent night at the beginning of each year, at which your child's teacher will discuss curriculum, homework policy, and expectations for the school year. This evening is for adults only.

Cafeteria/Snacks

Hot lunches are available daily to all students. The cost of lunch is \$2.00. It is strongly suggested that students purchase all tickets for the week on Monday mornings. On other days, students may purchase only 1 ticket during their recess time. Milk may be purchased for 50 cents during lunch.

Children should have a snack for morning recess time. Snacks are sold in the cafeteria during their recess time and on most days at lunch. Snacks range in price from 35 to 75 cents. In keeping with the Woburn Public School's Wellness Policy, snacks sold are from "healthier snacks" nutritional guidelines.

Telephone Use

The office telephone is for staff use only. Children will only be allowed to use the office phone in the case of an emergency. Forgotten homework and projects, sneakers, and money are not considered emergencies.

Cell Phones and Electronic Devices

If your child has a cell phone, please advise him or her that it is to be kept off in his or her backpack at all times. Any student whose cell phone is not off and in his or her backpack will have the cell phone taken, and the parent or guardian will be responsible for picking it up at the school office.

Electronic devices (iPods, hand-held video games, etc.) are no longer permitted in school. Too many students have lost or broken them and they create an atmosphere of the "haves and have - nots."

Transportation

At the beginning of each school year, parents will be asked by their children's teachers for a note explaining how your child will be going home. If the method of transportation is to change, we require a note explaining the change. The child will not be allowed to change his or her transportation after school without notification to the teacher. Please make every effort *not* to call the school with this information as it is disruptive to the teachers and calls often come at our busiest times of day.

We encourage students to walk or ride their bicycles to school, under parent supervision. It is a parent's decision whether or not their child is safe walking or riding their bicycle. Bike riders must wear helmets. We do have a bike rack which children may use to lock their bikes.

Car Drop-Off/ Pick-Up Procedure

As you may know, the parking lot at the Hurld School is somewhat less than ideal. However, if the stated procedure is followed, it will be a smoother, safer, drop off and pick up.

If you drive your child to school, we ask that you either:

- Pull right up to the curb and have your child exit the car on the curb side and then pull away.
- Park your car in a spot which does not block anyone in, and walk your child to the door.

If the bus is in front of you, please wait until it has finished loading the students before you pass it.

If you pick up your child from school, we ask that you:

- Park your car in a place that does not block in anyone, meet your child outside the front doors, and then carefully walk your child back to your car.
- Unless you have a permit, do not park in the handicapped parking space.

Bus Transportation

All students are expected to practice safe behavior on the bus at all times. This includes sitting in a seat at all times while the bus is moving, and keeping hands inside windows at all times.

Please be aware that riding the school bus is a privilege, and failure to behave in a safe and orderly fashion may result in the loss of a student's bus transportation.

If a student who rides the bus will be changing his or her method of transportation home (will be picked up, walking with a friend, etc.), a note should be sent to the child's teacher.

Please do not pass the school bus in the parking lot while children are boarding or exiting the bus or when the lights are flashing.

Students are only allowed to ride their assigned buses unless they have permission from the bus company. Parents must make other arrangements for play dates, birthday parties, CCD classes, etc.

Dogs/Smoking

Neither dogs nor smoking is allowed on school property at any time.

Y.E.S. Program

The Y.E.S. (Youth Engaged in Service) program is a community service program in which students may participate. Fifth grade students who have performed a total of 50 hours of community service will receive a gold medal and certificate. More details and the tracking forms may be found at www.woburnpublicschools.com.

Before/After School Programs

The Hurld School offers before school care each morning from 7:15 a.m. until 8:15 a.m. The cost is \$6.00 per day, and children may be signed up for 2-5 days per week. Anyone interested in this care should contact the principal, Mrs. Mills.

Several times throughout the year, after school enrichment programs are offered. A brochure explaining each program is distributed prior to each new session. Programs offered in the past include Drama, Healthy Hurld, Math Games, Arts & Crafts, Scrapbooking, and Scrabble. There is a cost for these programs.

Project Learn is an after school program run through the Boys and Girls Club of Woburn. It is held directly after school each day until 6:00 p.m. More information may be obtained through the Boys & Girls Club or through the school office.

