

**On behalf of the Reeves School Council and staff, thank you for taking the time to read this handbook.**

## **WELCOME LETTER FROM THE PRINCIPAL**

DEAR PARENTS AND GUARDIANS:

Welcome to the Reeves School! Whether you are the parents of a newly enrolled kindergartner, a transferring student, or a present member of our student body, this guide is your reference for most of the school information that you will need on a day-to-day basis.

At the Reeves Elementary School, we believe that each child should be educated to his/her fullest potential. Our school works as part of a team and serves as a cornerstone on which our citywide school philosophy is formed. Recognition is given to each child's individuality and varying needs and abilities. The attainment of this goal cannot be reached by the school staff alone. Active, enthusiastic involvement of each parent, as well as the student and teacher, is essential. Only in this way will our school grow in its ability to meet the basic requirements of the individual and society as a whole.

This guide contains the school calendar, a list of faculty and staff, school policies and regulations, and information about your school council and the PTO. You will find answers to most of the questions concerning daily procedures, general policies, personnel and emergencies that you may encounter during your child's career at the Reeves School. Questions beyond the scope of this booklet are best answered by a call to the school or a visit with me or any member of the faculty.

Sincerely,

James G. White  
Principal

## MISSION STATEMENT

The Woburn Public Schools, in collaboration with community, parents and students will provide a safe, nurturing, and academically challenging environment where all students will learn the skills they need to be successful in college, continued education, career, community, and life.

## GOALS

The Reeves School Council has prioritized the following goals:

### **SCHOOL GOAL #1**

To continue to upgrade the maintenance of our school and school grounds.

#### District Goal

To assess and plan for facility improvement in order to support the implementation of our educational goals.

### **SCHOOL GOAL # 2**

To maintain small class sizes to address the academic and social needs of all our students.

#### District Goal

To develop, implement and assess curriculum and instruction.

### **SCHOOL GOAL #3**

To ensure a healthy, safe, and disciplined environment to maximize learning opportunities.

#### District Goal

To provide a safe, healthy and nurturing learning environment for all students.

### **SCHOOL GOAL # 4**

To provide a welcoming school environment by increasing parent involvement and emphasizing appreciation of diversity, cooperation and respect for all.

#### District Goal

To strengthen family and community participation in meeting our educational goals.

### **SCHOOL GOAL # 5**

To provide on-going professional development for our faculty to keep them abreast of current and innovated techniques and programs.

#### District Goals

To provide a professional development model that provides in-service training and opportunities for growth.

## CIVIL RIGHTS

- **Title I of the Americans with Disabilities Act of 1990** : Prohibits discrimination, exclusion from participation, and denial of benefits on the basis of disability in the areas of employment.
- **Title II of the Americans with Disabilities Act of 1990**: Prohibits discrimination, exclusion from participation, and denial of benefits on the basis of disability in the areas of educational programming.
- **Title IX of the Education Amendments of 1972**: Prohibits discrimination, exclusion from participation, and denial of benefits in educational programs on the basis of sex.
- **Title VI of the Civil Rights Act of 1964**: Prohibits discrimination, exclusion from participation, and denial of benefits based on race, color, or national origin.
- **Section 504 of the Rehabilitation Act of 1973**: Prohibits discrimination, exclusions from participation, and denial of benefits on disability.
- **MGL, Ch. 76, Section 5 of Massachusetts General Laws, Chapter 76, Section 5**: Prohibits discrimination in all public schools on the basis of race, color, national origin, religion, and sexual orientation.

### ADMINISTRATION NUMBER AND EXTENSIONS

781-937-8233

		Extensions
<b>Mark Donovan</b>	<b>Superintendent</b>	<b>200</b>
<b>Gary Reese, Ed.D.</b>	<b>Assistant Supt., Curriculum</b>	<b>201</b>
<b>Joseph Elia</b>	<b>Assistant Supt. Business Business Office</b>	<b>202 203</b>
<b>Christine Lenahan</b>	<b>Director Of Special Education</b>	<b>251</b>
<b>David Dunkley</b>	<b>Director of Building Facilities</b>	<b>205</b>
<b>Barbara Henry</b>	<b>Director of Technology</b>	<b>224</b>
<b>James G. White</b>	<b>Principal</b>	<b>781-937- 8240x301</b>
<b>Virginia Doyle</b>	<b>Building Assistant</b>	<b>781-937- 8240x227</b>
<b>Denise Danizio</b>	<b>School Nurse</b>	<b>781-937-8240 x304</b>
<b>Marie Day</b>	<b>Cafeteria Manager</b>	<b>781-937- 8240x310</b>

*School Status Report: snow days, delayed openings, etc. 781-937-8233  
Choose option '1'*

**SCHOOL COMMITTEE**  
**2009-2010**

**Margarette Masotta**

**Michael P. Mulrenan**

**Patricia Chisholm**

**Denis Russell**

**Chris Kisiel**

**Joseph T. Crowley, Jr.**

**Dr. John Wells, Chairperson**

**PTO OFFICERS**  
**2009-2010**

**Jill Raithal            President**

**Linda Grace           Vice President**

**Steve Anatasia        Treasurer**

**Mary Gayle  
Sweeney                Secretary**

**P.T.O.**

**The objective of the PTO is to bring a close relationship into the school that both parents and teachers may cooperate in the education and enrichment of the current and future students of the school.**

**The PTO helps coordinate many activities during the school year. Fundraisers and dues financially support the PTO. The PTO provides support to each classroom teacher as well as providing programs that are school wide. The PTO publishes a monthly newsletter to foster communication between home and school. Parents and teachers are encouraged to join the PTO. Dues are \$10.00 per family. Checks can be made to our: "Reeves School PTO".**

## **SCHOOL COUNCIL**

**2009-2010**

<b>James G White</b>	<b>Principal</b>
<b>Jackie White</b>	<b>Teacher Rep.</b>
<b>Lynn McMurry</b>	<b>Teacher Rep.</b>
<b>Laurel Francoeur</b>	<b>Parent Rep.</b>
<b>Mary Gayle Sweeney</b>	<b>Parent Rep.</b>
<b>Joe Brown</b>	<b>Parent Rep</b>
<b>Joseph Simas</b>	<b>Community Rep.</b>
<b>Joanne Mulkerin</b>	<b>Community Rep</b>
<b>Sue Ellen Holland</b>	<b>Community Rep</b>

### **SCHOOL COUNCIL**

**The school council is a representative, school building-based committee composed of the principal, parents, teachers and community members. Councils are an integral feature of education reform and are the main instrument for practicing site-based management that is called for in the Education Reform Law. The council develops a shared vision and plans a school environment which unites all members of the school community in a sense of belonging, commitment and growth.**

## STAFF

	Name	Phone Ext./Room #
Principal	James White	301
Building Assistant	Virginia Doyle	227
Secretary	Lois Friedrich	300
Nurse	Denise Danizio	304
Kindergarten Teachers/ Paraprofessionals	Kathleen Burns / Judy Gibbons	125
	Kathy Fumicello /Kathy Richburg	126
	Ann Kelley /Paula Walsh	121
	Jackie White/Allison Winn-Ray	123
Pre-School	Jane Lowell/Marie Hennessey	115
Grade One	Jillian Hogan	119
	Kimberlee Johnson	117
	Colleen Morrison	118
	Elizabeth Fisichella	116
Grade Two	Andrea Mearls	101
	Debbie Carnevale	105
	Juliane Watros	100
Grade Three	Frances Connolly	203
	Nancy King	201
	Lynn McMurry	200
	Lonny Moore	206
Primary Functional Skills Paraprofessionals	Susan Nee	124
	Kathleen Sawyer	124
	Beverly Sullivan	124
Grade Four	Danielle Macdonald	214
	Meredith O'Keeffe	213
	Karen Dines	211
	Sarah Donaghey	212
Grade Five	Virginia Doyle	227
	Maureen Kelly	225
	Christine Murphy	224
Intermediate Functional Skills Paraprofessionals	Cathy Costello	222
	Paula Hawley	222
	Elaine Currier	222

	<b>Name</b>	<b>Phone Ext./Room #</b>
Art	Marie LaCour	139
Music	Bethany Newman	137
Library	Candy Dever	209
Physical Education	Ken Kessar LeeAnn Hatch	254
Health	Ann Hardy	223
ELL	Michaela Kerns	103
World Language	Claudette Sabbag	103
SPED Primary	Ina Burdine	113
Paraprofessional	Charlene DiMambro	113
SPED Intermediate	Maryann Scalley	220
P.T.	Dr. Brian MacDonald	313
O.T	Angela Mahoney	313
Speech and Language	Colleen Bateson	221
School Psychologist	Siobhan Daniels	215
School Adjustment Counselor	Melanie Moisan	208
Team Chairperson	Amy Fitzpatrick	781-937- 8233x262
Custodians	Christine Magee, Head Custodian	309
	Charles Carr	309
	Maureen McCarthy	309
Cafeteria	Marie Day	310
	Laura Haley	310
	Terry Rosenstine	310
Lunch/Recess Monitors	Doris Leydon Hope Stamps Joan Cherubino Laura DiLorenzo Louise LeBlanc	Tricia Trotta Yoko Lux
Before/After School Program	Kathy Fumicello	312

## **Community Service:**

Students who complete 50 hours of community service through their elementary school years are eligible to receive the Youth Engaged in Service (Y.E.S.) award at the end of grade five.

Community Service hours can be earned by volunteering (no being paid) to help others. Routine school chores (clapping erasers, cleaning cafeteria tables) and household chores (shoveling snow or washing dishes at the student's own house) do not count as community service hours.

To receive an award, students in grade five must have completed 50 hours of community service during their elementary school years.

A separate form is available for tracking community service hours. This form is available at [www.woburnpss.com/yes](http://www.woburnpss.com/yes).

## **Wellness Policy:**

The school committee has approved a new Wellness Policy. It can be found on line at [woburnpublicschools.com](http://woburnpublicschools.com). Hard copies are available in our school office if you would like a copy. Below, are some of the highlights:

- ❖ **BIRTHDAY PARTIES:** Our school will be limiting birthday parties to once a month. They will be held on the first Friday of the month. Any parent of a child who has a birthday during that month may contact the room parent (the teacher will let you know who he or she is). The room parent will coordinate which parent send in napkins, cups, juice, treats, etc. All parties will be limited to two treats or snacks per child.
- ❖ **HOLIDAY PARTIES:** We will not be doing away with holiday parties. But we will be limiting the number of goodies/sweets the children have. The only liquids that will be allowed are: milk, water or 100% fruit juice (NO soda).
- ❖ **ALLERGIES:** A growing number of children have allergies. The nurse has contacted classroom teachers to let them know who they are. Any goods sent into school should not have nuts or nut products in them. Your classroom teacher may be sending home a note with additional information about other allergies in the room.
- ❖ **BAKE SALES/SNACKS:** While we will still host events with food, they will be limited as to the number we host and the number of snacks children may purchase. Once again, they should not contain nuts or nut products.
- ❖ **FOOD IN THE CLASSROOM:** Teachers will be limiting using food items as hands-on materials as well as for rewards.
- ❖ **SCHOOL LUNCH PROGRAM:** The school lunch program follows all federal and state guidelines. A committee comprised of teachers, parents, the principal and someone from the contracted Food Service Office will meet every six weeks to go over the school lunch and snack program. Any parents or teachers interested in serving on this committee should notify the principal.
- ❖ **PARENTS:** Parents are encouraged to send healthy snacks and lunches to school with their children and limit the number of treats.

### School Library

The student who borrows a book from the Reeves School Library assumes full responsibility for the book.

Students in Grades K ,1and 2 may take out 1 library book for 1 week.

Students in Grades 3-5 may take out 1 library book for a 2 - week period. In most cases, a book can be renewed for another 2 - week period.

Books may be returned anytime using the book return box in the library.

Books can be borrowed only when the library is monitored by a librarian, teacher, or parent volunteer. Times of library coverage are posted on the library door.

Books overdue 30 days or more are considered lost, and the students are charged a replacement fee for the book. If the book is found before the end of the school year , return the book and a refund will be made.

Library privileges will be suspended for students who have repeatedly lost or have books that are long overdue.

The library is staffed three days out of every two weeks. We rely on parent/community volunteers to help out on the other days. Please consider helping out in the library.

### Inclusion Program

Educating all students in the local school system is the goal of inclusive education.

Regular and special education teachers work together to meet the needs of not only children with special needs, but all children.

Inclusion has been implemented at the Reeves School. This means that all children, including those with special needs, are educated in the regular classroom with support.

### STATE TESTING

The Massachusetts Department of Education requires students to take the MCAS (Massachusetts Comprehensive Assessment System) tests in the spring. All children in the state are required to take the tests as part of the Education Reform Law. If children are not present, they are given a zero which goes on their school records. This score also lowers the school's overall performance score. Parents should make sure their children are present in school on a regular basis so they can learn the material they will have on the test. They should also prioritize their personal plans and make sure their children are in school during the state-mandated testing periods.

Grade 3	March 22-April 12, 2010 May 10-May 27, 2010	Reading Mathematics
Grade 4	March 23, 2010 April 7, 2010 March 24-April 12, 2010 May 10-May 27, 2010	Long Composition Make-ups (Long Composition) English Language Arts Mathematics
Grade 5	March 22-April 12, 2010 May 10-May 27, 2010 May 11-May 27, 2010	English Language Arts Mathematics Science & Technology

### **BEFORE AND AFTER SCHOOL PROGRAM**

The Reeves Before and After School Program has been organized to provide quality supervision for children in kindergarten through grade 5. The program is sponsored by the Reeves School Council. It is a self-funded program meaning that the program salaries, supplies, etc. are supported entirely by tuition payments. The program operates from 7:00 AM to 8:15 AM and from 2:40 PM to 5:45 PM. Children in the program have access to a wide range of activities including recreation and games, arts and crafts, reading, music, time to work on homework, computers, and "free time" to pursue their own interests in a safe, friendly environment.

The Before School Program will not operate if there is a delayed opening of the school. The Before and After School programs will be closed on snow days when school is canceled. You will not be charged for these cancellation days.

For more information, please contact 781-937-8240X312.

### **SCHOOL HOURS**

The Reeves Elementary School is in session from 8:25 AM to 2:40 PM for kindergarten through grade five. It is important to be on time for school. Supervision is not available for children in any grade prior to 8:15 AM, unless they are enrolled in the Before School Program.

### **ABSENCES**

For the safety of your children, parents are required to telephone the school each day before school begins if the child is going to be absent.

The parent or adult responsible for the child should give the school secretary or the school answering machine the following information: the child's name, grade, teacher's name, and the reason for the child's absence from school (781) 937-8240.

The answering machine/voice mail is on twenty-four hours a day.

After an absence from school, students are required to bring a note from home with the following information: the date, the dates of absence, the reason for the absence, and the signature of the parent or guardian. The note should be given to the classroom teacher on the day that the student returns to school. In cases of high absenteeism, a doctor's note may be required.

Teachers will provide homework for excused absences. Make arrangements for homework by contacting the school secretary before 9:30 AM. Every effort will be made to assemble the student's assignments on that day. Teachers cannot stop what they are doing in the middle of the day to get work ready. Homework should be picked up in the office at the close of school.

If students take vacation trips that are not scheduled vacations on the school calendar, teachers will keep a folder for the work the child misses. It is the student's responsibility to make up the work. *Teachers should not be asked to prepare work ahead of time.*

### **LATE ARRIVAL TO SCHOOL**

Students are expected to arrive on time. A daily record of tardiness is maintained in the school office. Students will be marked tardy if they arrive after 8:25 AM unless they are on a school bus.

A student who needs to be dismissed from school during the day must bring a note from home stating the reason and the time of the dismissal. For the student's protection and safety, the parent or the person calling for the student must come into the office and sign out the student. Please try to keep dismissals to a minimum.

### **EMERGENCY DISMISSAL**

In the case of an individual emergency, i.e. accident or illness, the school will make every attempt to contact the child's parent. If one cannot be reached, the school will try the phone numbers listed on the child's emergency form. Please identify who is authorized to pick up your child. If this information changes, please notify the office.

Our school department has a new system called Connect Ed. This system helps to inform the community of upcoming events. *It is important that phone numbers be updated so the school is able to get in touch with you.*

### **CANCELLATIONS**

School will ordinarily be in session if the buses can travel safely. However, when weather conditions appear to be unsatisfactory, parents should use their own judgment concerning whether their children should attend school.

"No School" announcements will be on WCVB, Channel 5, television and radio stations WBZ, WHDH, and WRKO.

### **DELAYED OPENING**

Occasionally, inclement weather conditions are expected to subside and school can start late. If such an opportunity arises, a delayed opening of school may be announced over the same radio and television stations as listed under CANCELLATIONS. There is no Before School Program if there is a delayed opening.

### **DRESS STANDARDS**

All students are expected to dress appropriately for school. The appearance of the student body is recognized as a major factor in the overall appearance of the school. Additionally, there is evidence that dress influences behavior. Cleanliness and neatness are expected of all students. Shirts or other attire promoting alcoholic beverages, drugs, or questionable printing, should not be worn. Also, no spaghetti strap tops of any kind. Students are *not* permitted to wear hats during the school day. Winter clothing and footwear should be appropriate to weather conditions since children play outdoors during daily recess. All shoes should have closed or strapped back.

For the safety of each child, it is required that sneakers be worn during physical education classes in the gymnasium (no black soles). No other special attire is needed.

### **SHOES WITH WHEELS**

**Students are not allowed to wear shoes/sneakers with wheels that pop out of the bottom. This is a safety issue with over four hundred people in the school and out in the play areas.**

### **ILLNESS**

**Children are sometimes ill when they arrive at school. If your child has been sick the night before, please keep him/her at home. Children returning to school after illness are expected to participate in all school activities, including outside play periods. Please try to promote good attendance!!**

**Please do NOT send your child to school if:**

- He/she has a fever of 99.5 degrees or higher. They must be without a fever for 24 hours.
- He/she is vomiting or has diarrhea. They must be free of vomiting or diarrhea for 24 hours.
- He/she has any signs of an eye infection. They must be on antibiotics for 24 hours.

### **MEDICATION POLICY**

**The school nurse administers medications identified as PSYCHOTROPIC DRUGS (i.e. Ritalin) and medications required by a child with a CHRONIC CONDITION or those which may be administered because of an emergency. In order for the nurse to be able to administer any of the above medications, a medication form must be submitted and signed by both the physician and the parent. All other medications are the responsibility of the parent.**

**A parent or guardian should not, at any time, send medicine to school with a student for self-administration. This is for the safety of all students.**

**If your child needs to have medication at school, please meet with the school nurse for the appropriate paperwork.**

### **Medical Issues:**

- **Updated health and immunization records are kept on file in the school nurse's office. All students must be in compliance with the state immunization laws. State-mandated screening programs are administered annually (vision & hearing, postural, heights & weights).**
- **If your child has any changes in his/her health during the school year, please discuss with the school nurse via written note or telephone.**
- **Protocols from the Department of Public Health are followed when providing communication to parents regarding communicable diseases.**

## **DISCIPLINE AND BEHAVIOR GUIDELINES**

### **SCHOOL RULES**

#### **IN THIS SCHOOL WE:**

- **Respect all adults and each other**
- **Take care of school property and personal belongings**
- **Take ownership of our behavior**
- **Work and play safely**
- **Strive to be the best we can be**

#### **CHEWING GUM**

**Because it poses a safety and health hazard and causes undue work for the custodians, chewing of gum is not allowed at school.**

### **STAFF RESPONSIBILITIES**

- 1. The general approach to discipline is a positive one. Students are reinforced for living up to expectations for appropriate conduct. When a student displays a poor attitude or misconduct, attempts are made to identify social, emotional and academic reasons.**
- 2. Disciplinary procedures utilized by school staff are designed to promote self-discipline. Techniques are used which develop a sense of responsibility, self-awareness, and settling of differences through discussion and reason.**
- 3. When dealing with a student about conduct or attitude, teachers and other staff members do so in a way that protects the student's sense of self-worth. Limits are clearly stated and followed consistently. Consequences are designed to be instructive rather than punitive.**

### **PARENT RESPONSIBILITIES**

- 1. It is important that adults at home understand school rules and reinforce their importance.**
- 2. Parents should seek clarification of a rule when a potential for disagreement exists. In instances when a child's account of an incident is not clear, or appears to differ from standard policy, it is important that parents seek staff assistance in resolving the issue.**
- 3. We urge parents to support the school as an institution, which they respect, and to which they have accorded authority and regard.**

## **STUDENT RESPONSIBILITIES**

1. Students should know school rules.
2. Students will participate in making and following classroom rules.
3. Students will recognize the importance of rules for mutual consideration, cooperative living and maximum learning.

## **DISCIPLINE PROCEDURE TO FOLLOW**

If a successful solution is not attained at one step, the supervisor will proceed to the next step, as follows:

1. Supervisor (teacher, para, lunch/recess monitor, substitute) will speak to the child.
2. Supervisor will give the child a time out.
3. Supervisor will notify the classroom teacher.
4. Supervisor will have the child miss recess or stay after school.
5. Supervisor will contact the parent (lunch monitors and paras will notify homeroom teacher who will contact the parent).
6. Supervisor will meet with the student and the principal.
7. Student may be suspended from school.

## **PHILOSOPHY**

The Reeves School has as its goal the fostering of cognitive, behavioral and social/emotional growth in each individual student. To enable each student to respond productively within the school environment, students, parents and staff share responsibility for maintaining a positive climate for learning. The principal may send students home whom repeatedly verbally and/or physically abuse others. *The parents must meet with the principal before the student is allowed to return to school.*

## **BASIC ASSUMPTIONS**

The parent is the child's first teacher.

It is expected that everyone in school will uphold basic values having to do with courtesy, trust and honesty.

Students, faculty and staff will be treated respectfully and courteously at all times. Students will be encouraged to practice good manners and develop responsibility.

## **Lunchroom Guidelines**

Students may sit anywhere they want at their table. Each classroom is assigned a table.

Students should not share snacks, lunches or money with other students. Students should not play with their food.

Students should bring their coats with them so they don't have to stop at their classroom. This will give them more time to go out and play.

Students should use "indoor voices" when conversing in the cafeteria.

Conversations should take place with the person or people sitting next to you at your table. Should the conversation become too loud, the students will be removed from the group .

Students are expected to walk at all times. Students should pick-up after themselves.

Each table area should be left clean before the students leave.

Students should line up quietly.

### RECESS GUIDELINES

Students, who are not involved in an organized game of kickball or basketball, should stay clear of that area to avoid collisions.

Students stop talking when "line-up" is called so they don't disturb classes in session as they walk through the building.

Students who are not "well enough" to go outside to recess, are not "well enough" to come to school.

Students will be encouraged to practice good sportsmanship, fair play and common courtesy.

Students should line up promptly and quietly.

### PLAYGROUND GUIDELINES

This is your playground, have a terrific time!!

Please: Put litter in the barrels.

Use courtesy with smaller children

Walk in an orderly manner in and out of the school.

Sit on the swings, no jumping off.

Play nicely!

### LUNCH PROGRAM

*A hot lunch program is provided. Milk can be purchased separately. Monthly menus are sent home with the children.*

#### **LUNCH SCHEDULE**

*11:35-12:00 Grades 4*

*12:00-12:25 Grade 3&5*

*12:35-1:00 Kindergarten*

*1:00-1:25 Grades 1&2*

*LUNCH prices are \$2.00. Milk is sold for \$.50 for those students who want to buy just milk. Checks are made out to "Woburn School Lunch Program".*

Reeves Elementary School has a "Point of Sale" system instead of lunch tickets.

Your student will be assigned a PIN number for the NutriKids Point of Sale System.

A card with your students' PIN number will be given to your student each day prior to lunch by the teacher and returned to their classroom after lunch. This PIN number will be used everyday to purchase any item from the cafeteria regardless if he/she is free/reduced or paying cash. Tickets will no longer be needed and prepayments can be made by cash, check (please put students PIN number on the check or cash envelope) or online. The phone number for the Food Lunch Program is: 781-937-8210 x 133. Online address is: MyNutriKids.com.

### LOST AND FOUND

An area for lost and found articles is located in the front lobby. Parents can assist school personnel in reducing the number of lost articles by marking belongings and apparel with the child's name. Sneakers should be marked as well as lunch boxes, coats, etc.

### INVITATIONS

Party invitations cannot be distributed in school, on the playground or on the school bus. In the past, children's feelings have been hurt when they have not received an invitation

### CELL PHONES

Students are not allowed to have cell phones in school. There is a phone in every classroom.

### WALKMANS IPODS ELECTRONIC GAMES

Please keep these items at home. In addition to being a distraction, we have had some problems with damage and theft.

### DELIVERIES TO STUDENTS

If parents choose to deliver forgotten items to school (e.g. homework, lunch, equipment for after school activities) please mark them with your child's name and teacher's name and leave them in the office.

### FIRE DRILLS/LOCKDOWNS

All students are expected to be familiar with the safety rules. Students must know:

1. The proper route and exit from any place in the school.
2. To leave via the nearest exit if they are in the lavatory or hallway when the alarm rings.
3. That conversations during drills is not permissible. It is critical to learn how to do the right thing in a fast and calm manner.
4. All students should remain clear of the building during fire drills unless teachers ask them to re-enter the building, after they have made sure it is safe to do so.
5. The elevator cannot be used in an emergency. A "safe room" has been established for children/staff who are on the second floor. It is Room 203–Ms. Connolly's Classroom. Anyone who is not able to use the stairs would go to this room. The Fire Department would go there first during an emergency.

Students are expected to give their full attention and cooperation during fire drills or during other emergencies.

### FIELD TRIPS

Field trips are incorporated as an integral part of the educational process. A field trip is similar to any other school day except that the student is learning in a different place. Field trips are planned by teachers to be educationally significant and appropriate to the maturity level of the students. Students must have a written permission slip signed by a parent in order to participate.

Each grade participates in one or more trips during the school year. Parents are needed to volunteer as chaperones for these activities. Students are expected to demonstrate safe, appropriate and courteous behavior.

### VISITING SCHOOL

The Reeves School welcomes and encourages visitors. Upon entering school, visitors are required to stop at the office, sign in and wear a Visitor's Badge while in the school. *Parents wishing to visit a classroom are asked to make prior arrangements with the teacher.* Parents who wish to visit during lunch or recess must also sign in at the office. Visitors may not stop by and expect to see a teacher without an appointment.

## TRANSPORTATION

### **ARRIVAL AND DISMISSAL OF STUDENTS BY CAR:**

State law mandates that cars cannot pass a school bus when their red flashing lights are on. Everyone's full cooperation in this matter is vital to ensure the safety of all students.

State law requires children 12 and under to buckle their safety belts in cars.

All cars are reminded to stop at crosswalks.

**DROP-OFF DIRECTIONS:** Please proceed all the way up the driveway, following the signs to the student drop-off area. There will be a crossing guard there. You may exit out to Lexington Street or turn and proceed through Parker Street. *Please do not drive through the staff parking lot.* If you are walking into school, please stay "on the sidewalk". The same directions apply if you are picking up your child at the end of the school day. Your cooperation is needed to ensure the safety of our students.

### PARKING

Parents and visitors are asked to park in the upper parking lot. The other parking lot is for the staff. Some staff members travel between school buildings at different times during the day. *Please do not park in the staff lot.* Also, please do not park in front of the school. That is a bus lane. Thank-you!

### BICYCLES

We do not recommend riding bikes to school because of the heavy traffic in the area.

### WALKERS

Children walking to school should arrive between 8:15 A.M. and 8:25 A.M. There is no supervision before 8:15 A.M. Children who walk home are dismissed at 2:40 P.M. Children who are walking should behave appropriately and should show respect for people's property.

### STUDENT CONDUCT ON SCHOOL BUSES

The safety of school bus passengers is most important part of school operations.

Efficient and effective use of school buses is the most important factor in achieving the above purpose.

In order to provide safety to passengers and effective use of buses, the following rules are established to regulate the conduct of school bus passengers:

1. Passengers should stand back in an orderly line at pickup points until the bus comes to a complete halt.
2. Passengers should enter the bus in an orderly fashion and go to a seat.
3. Loud talking, scuffling, throwing things, smoking, standing or changing seats are examples of activities that draw attention of the bus driver from his/her main task of safe operation of the bus. Such actions or any other action by a rider that creates a safety hazard by demanding the unnecessary attention of the driver is called misconduct by a bus driver.

### **Procedures for Drivers and Parents.**

1. In case of any misconduct on a bus, the incident will be reported on the proper form to the school principal. He/she will report the incident in writing to the parent concerned.
2. In case of a repetition by the same student, the principal will suspend the student's transportation privileges with written notice to the parent.
3. After a second offense and a conference with the Principal, a third such incident occurs, bus privileges will be denied. *The responsibility for transportation will rest with the parent.*

### **Loading and Unloading at Bus Stop**

1. Riders must be on time. Bus drivers do not wait.
2. Riders will enter or leave the bus at *regular* stops only.
3. Orderly behavior and respect for private property will be required.
4. Instructions and directions of the driver must be followed by the riders when entering or leaving the bus.

### **Required Conduct Aboard the Bus**

1. Riders must remain in seats or in place when the bus is in motion.
2. Whistling and shouting are not permitted.
3. Profanity and obscene language are forbidden.
4. Smoking is prohibited.
5. The following disturbances are prohibited:
  - Pushing or wrestling
  - Annoying other passengers or disturbing their possessions
  - Talking to the driver
  - Throwing objects within the bus or out the bus windows
  - Climbing or closing windows
  - Leaning out of windows
  - Littering the bus
6. Parents will be held responsible for any defacing or damaging of the bus.

Parents and students will be informed of these regulations at the beginning of each school year, and parents will be asked to return forms indicating that the regulations have been received and read (tear-off sheet in the back of this book).

NOTE:

**Students are only allowed to ride on their *assigned bus*. Parents must make different arrangements for play dates, birthday parties, CCD classes, etc.**

### CLASSROOM PLACEMENT

**STEP 1:** In early May, each teacher will prepare a list of recommended placements for each of the students in the next grade level.

**STEP 2:** All the teachers get together by grade level and make up classrooms in regard to: size, ratio of boys and girls, mixed ability grouping, a fair distribution of individualized educational plans and separation of behavioral problems.

**STEP 3:** In May, the classroom lists are forwarded to the principal who reviews them with the following specialists: counselors, special education staff, & special subject teachers. Revisions are made as necessary.

**STEP 4:** The principal approves the final lists and students are informed of their placement for the upcoming year on their last report card.

**NOTE:** The classroom teacher is primarily responsible for the placement because of the large amount of time he/she spends with the student. Parents may share concerns with their child's teacher prior to May. *Specific requests are not encouraged.*

### PROMOTION AND RETENTION OF STUDENTS

The school committee is dedicated to the best total and continuous development of each student enrolled. The professional staff is expected to place students at grade level best suited to them academically, socially, and emotionally.

In evaluating student achievement, each teacher will make use of all available information, including results of teacher-made tests and other measures of skill and content mastery, standardized test results, and teacher observation of student performance. The principal will direct and aid teachers in their evaluations and review grade assignments in order to ensure uniformity of evaluation standards. Students will normally progress annually from grade to grade. Exceptions may be made when, in the judgment of the professional staff, such exceptions are in the best educational interest of the students involved. Exceptions will only be made after prior notification and explanation to each student's parents, but the final decision will rest with the building principal.

## PARENT INVOLVEMENT

You are your child's first and most important teacher. Getting involved in your child's education, both at school and at home, greatly improves chances for success. The following are some ways a parent can help a child learn and succeed in school: Support your child's education by showing an interest in school. Ask about school activities and encourage your child to talk about school successes and problems. Praise extra effort, as well as achievement.

Encourage your child to bring home papers and projects to share with you.

Many everyday activities at home can help a child succeed in school. Children learn to read and understand better when their parents:

- Read, talk and listen to them.
- Tell them stories and play games.
- Discuss news, TV programs and school activities.

Reading is especially important. You can make reading an important part of your child's life by visiting the library together, giving books and magazines as gifts, reading aloud to each other, and discussing what has been read.

## READING CORPS

The Reading Corps is a reading incentive program for children in grades two through five. Participation in the program is voluntary. The program is designed to encourage children to spend time at home reading. Parents check off time spent on reading and teachers chart the progress. The time is in fifteen minute blocks. Parents can sign off up to two blocks per night (maximum 30 minutes per night). Forms are available in the school office. The children move up in the ranks from Enlistee to 5 Star General. The program begins in October and runs through June.

## HOMEWORK

Homework reinforces skills practiced in the classroom. You can encourage good homework time by providing materials and a well-lighted place to do homework, and by helping plan ahead for project deadlines.

Most children need help with homework from time to time. Your willingness to help shows your child that education is important to you. There are many ways to help. For example, quiz your child on spelling words, help organize a science project or work on math problems together. Your child's teacher can give ideas or advice on how to work on homework together. If you're not able to answer homework questions, encourage your child to get help.

## SCHOOL COMMITTEE HOMEWORK POLICY

<i>Kindergarten</i>	2 times per week, ten minutes per night
<b>Grade 1</b>	2 times per week, ten to fifteen minutes per night
<b>Grade 2</b>	3 times per week, fifteen to twenty minutes per night
<b>Grade 3</b>	4 times per week, twenty to thirty minutes per night
<b>Grade 4</b>	4 times per week, thirty minutes per night
<b>Grade 5</b>	4 times per week, forty-five minutes per night

## **REPORT CARDS**

November 20

February 5

April 16

Close of school in June.

Note: Progress Reports are given midpoint between report cards.

## **HOME-SCHOOL COMMUNICATIONS**

**Your involvement, especially at the beginning of the school year, will help your child get off to a good start. Be sure to read carefully all the material your child brings home from school. Some important information will be needed from you, including current address, emergency phone numbers, and emergency medical authorization. If your address or phone number changes, please remember to keep the school informed.**

**You will receive information periodically from school about holidays, half days, special school activities, and testing dates. The PTO purchases blue take-home folders for each child that go home every Thursday. Please make sure your child returns the folder on Friday.**

**Parent/teacher conferences are good times to meet your child's teacher and see the classroom. Your attendance at school functions is very important. Children appreciate the interest and pride that their families show in their school life. Conferences provide a chance to talk individually about your child's unique needs. During a conference, the teachers and parents can provide information, ask/answer questions and help solve problems.**

## CONFERENCES

Success in school often results from the combined effort of the most important people in a student's life—parents and teachers. Conferences are an important way to keep the lines of communication open between parents and teachers.

Parents can call a teacher to discuss concerns such as academic progress, classroom behavior, personal or family situations that affect a student's life at school, or attitudes towards self, school, and peer. Teachers interact with students on a daily basis and often are among the first to notice changes.

Parents and teachers may arrange conferences at mutually agreeable times throughout the school year. Please do not wait for report cards to arrange a conference.

A telephone conference with the teacher or counselor can be a simple and effective way to solve a minor problem, find out about special school activities, or exchange information. When a longer discussion is needed, or if it would be helpful to include more members of the staff, a school conference can be arranged.

Parents can take the initiative by calling the school office and leaving a message for the teacher. All the teachers now have voice mail. If you are not available to talk during the day, you can send a note with your child.

A teacher or another school staff member may arrange for a conference. If you receive a request for a conference, be sure to respond and let the teacher know when one could be scheduled. Parents and teachers are encouraged to make appointments at a mutually agreeable time. All parents are reminded to sign in at the office.

After you have arranged for a school conference, it is a good idea to prepare carefully to make the best use of everyone's time. Here are a few tips to make the most of a school conference.

1. Write down the information that you want to share at the conference. This list might include the following information about your child.

- special strengths and weaknesses
- special needs such as medication, nutrition, allergies, or health aids
- important changes in family or households
- previous school experience, both negative & positive
- methods used at home to ensure discipline

2. Write down questions you want to ask about your child or the school program. This list might include questions about...

- daily schedule
- homework and grading policy
- your child's level of performance and how it compares with what is expected in areas of grades, behavior, attendance and basic skills
- your child's behavior with classmates and school staff
- your child's academic ability and special talents and whether that potential is being met.
- any changes in vision, hearing and behavior

## **VOLUNTEERING AT SCHOOL**

**Another way to get involved in your child's education is by volunteering at school. No special skills are needed, just the time and energy that you are able to give. All school volunteers must have a CORI check (Background Check) before they can work at the school. CORI checks are good for three years. You may obtain a CORI check form at the school office. Volunteers contribute at school in many ways: accompanying classes on field trips, assisting in the library or with the fine arts, running off papers, working in classrooms, helping out with plays, working with the PTO, helping in the computer lab, etc.**

**Parent and community volunteers gain satisfaction through helping children learn. Seeing how children are taught can give you ideas on how to work at home.**

## **PRIVACY POLICY**

**The Reeves School recognizes the importance of protecting each staff's and student's privacy and is committed to protecting personal information. The privacy statement applies to all personally identifiable information, regardless of collection method. That includes audio, digital, and e-mail communications. It is expected that digital recordings (photos or videos) taken during special events or activities in school or field trips be used for personal use only. The photos should not be distributed to a mass e-mail list or any website without prior permission from the Principal and guardian or parent of the students involved.**

## **FINAL NOTE**

**The principal reserves the right to interpret and implement guidelines and rules to meet individual needs and ensure a safe and successful school environment for all students, parents, faculty, and staff.**

## **Note Sheet**

**REEVES SCHOOL HANDBOOK  
2009-2010**

**After reviewing the handbook with your child, please sign this form and return it to the Reeves School.**

**I have read the Reeves School Handbook and discussed the school rules with my child/children.**

           **I DO NOT WANT ANY PICTURES OF MY CHILD PUT IN LOCAL NEWSPAPERS.**

\_\_\_\_\_  
**Student's Name**

\_\_\_\_\_  
**Parent/Guardian**

\_\_\_\_\_  
**Date**

**On behalf of the Reeves School Council and staff, thank you for taking the time to read this handbook. If you have any suggestions or feedback regarding our school or school programs, please feel free to write them below or on the back of this paper. Thank-you!**

**Comments:**

**PLEASE TEAR OUT AND RETURN TO SCHOOL**



