

Schofield School Handbook “Excerpts” August 2010

The *Schofield School Handbook and Directory* will be distributed mid-September and contains detailed information on school procedures and policies. Please read the following information very carefully and please call with any question you may have.

Attendance/Safe Arrival Program:

As soon as parents know that a child will be absent OR TARDY, parents should call **781-446-6230 Ext. 699** and leave a detailed message. If a call is not received when a student is absent, the parent or guardian will be contacted for confirmation. **(Note: When reporting tardiness, please indicate whether or not your child intends to buy lunch. Lunch count is done by 8:45 a.m. and lunch is brought in from a central location, so there are usually no extras.)**

Student Data and Emergency Information

This year, parents have been asked to enter demographic and emergency contact information directly on line. A letter to parents from Superintendent Bella Wong dated July 21, 2010, provided information about this process. The letter included individualized usernames and passwords. The window for parents to enter this data is from August 16 to September 30, 2010.

In cases where there is a need to contact a parent and we are unable to do so, attempts will be made to contact individuals identified by parents on file at the school. **Students may be dismissed by the school at will to individuals provided by parents on the Student Data Form.** Please note that in emergency situations this information may be provided to Room Parents to assist in contacting parents. Emergency Information Forms primarily include medical information, and will be kept separately in the nurse’s office.

Lunch

Information on the WPS elementary lunch program will be included in the V.I.P. envelope your child will bring home on the first day of school. Please be reminded that students may purchase only one hot or cold lunch each day. An “allergy-free” table can be made available at lunch. If you believe your child may need to sit at this table, please contact your child’s teacher and the School Nurse at 781.446.6280 ext. 602.

Recess

There are two 15-minute recesses Monday, Tuesday, Thursday, and Friday for students in grades 1 – 5. Kindergarteners have one 15-minute morning recess, unless they are at Schofield in the afternoon for a stay day. One recess occurs mid-morning and the other is at lunch time. Weather permitting, recess is held outdoors. Please be sure your child has outside shoes, clothing and sun protection that are appropriate for the weather conditions.

For security reasons, parents should not visit their child(ren) on the playground during recess. Staff members who supervise on the playground have been directed to be aggressive in approaching any adult who makes contact with a child. Parents who need to see their child during the school day should come to the school office. While this policy may seem restrictive, it helps to ensure the safety of every child on the playground.

School Visitation

If you plan to visit in your child's classroom or speak with your child's teacher, please make those arrangements directly with the teacher prior to the visit. Arriving unexpectedly has the potential to disrupt the students' program. Visits at arrival or dismissal time should be avoided. These are very busy times for both teachers and students, and teachers need to be able to concentrate on starting and finishing the day appropriately with their students.

It is the policy of Wellesley Public Schools that, with the exception of the front door, doors leading to the elementary school are locked during the school day (8:30 am – 3:05 pm.) Parents and visitors are required to enter through the front door, sign in at the office, and wear an identification badge that will be available when they sign in.

Medication at School

1. Medication must be supplied to the School Nurse, in its appropriate dosage, and in the original pharmacy container. No more than a thirty-day supply should be maintained at the school.
2. A written "Order" from the student's licensed health care provider and a written "Consent" form signed by the student's parent(s) or guardian must be submitted to the school. This applies to inhalers, Epi-pens, and medications administered "prn" as needed, as well as daily medications.
3. If short-term (ten day) prescription medication is to be administered during the school day, the original pharmacy container will serve as a written "Order" from the health care provider. A "Consent" form signed by the parent(s) or guardian is still required.
4. Medication is administered only by the School Nurse and is stored in a locked cabinet. The School Nurse may delegate administration of student medication during a field trip.
5. For their safety and the safety of others, students should never transport medication to or from school, or keep medicine [except an inhaler] in their possession during the school day.
6. Nurses and trained non-nursing personnel can administer Epi-pin to students with identified severe allergic reactions.

Parents who have any questions regarding medications or other health matters should contact the School Nurse at (781) 446-6280 ext. 602.

CORI Request Form

Massachusetts state law requires that any adult who wishes to volunteer in the school in any capacity must fill out and return a CORI request form in advance. This includes chaperones, car pool drivers, and in-class helpers, including parents. A CORI form is sent home in V.I.P. envelopes on the first day of school. CORI forms can also be obtained at the school office, or at www.schofieldpto.org. One form is needed per person and a copy of photo identification is required. A CORI is valid for 3 years.

Birthdays

Individual classroom teachers will communicate with parents with regard to how birthdays are celebrated and recognized in their child's classroom. Students may not bring items to school to be shared with their classmates, edible or otherwise.