



# Sprague School Insiders Guide 2023-2024

Sprague Elementary School  
401 School Street  
Wellesley, MA 02482  
Phone: 781.263.1965 Fax: 781.263.1963

Leigh Petrowsky, Principal	781.263.1965 x2501
Lisa Licata, Secretary	781.263.1965 x2500
Chris Babicz, School Nurse	781.263.1965 x2502

PTO website <http://www.spragueschool.org>

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## **School Staff / Phone Numbers**

School Phone: 781-263-1965

School Voice Mail: 781-263-1969

School Fax: 781-263-1963

No School Announcement: 781-446-6200

### ***Administration***

Principal Leigh Petrowsky	x2501
Secretary Lisa Licata	x2500
School Nurse Chris Babicz	x2502

### ***Classroom Teachers***

KEM Emma Kondrotas	x2507
KGM Genie Madden	x2506
KRV Rebecca Venuto	x2508
1DG Dara Gaul	x2509
1	x2513
2LB Louisa Blumenthal	x2521
2AR Alee Rogers	x2514
3AM Anna McGrath HU	x
3CD Cecily D'Esopo HU	x
3KF Kristan Fiore	x2508
3JL Jennifer Lundbohn	x2558
4JA Jill Ameral	x2561
4TD Taryn Drake	x2553
4JH Jill Rogers	x2554
5MS Marcia Sullivan HU	x2551
5HH Heather Haskell HU	x2566
5NB Nancy Bentley	x2572
5EB Ellen Banthin	x2573
5MH Moe Henzel	x2566

### ***Specialists***

Special Educator, Rachel Silver	x2582
Special Educator, Kati Okoshi	x2570
Special Educator, Tara Mahoney	x2579
Special Educator, Lindsey Murphy	x2575
Special Educator,	x2581
Math, Heather Heon	x2515

Math, Sarah Carr	x2517
Literacy, Sara Bartelloni	x2555
Art, Brian Corey	x2570
Library, Elizabeth Perriello	x2570
Music, Katie Dexter	x2570
Nurse, Christine Babicz	x2502
Occupational Therapist, Kate Diemel	x2527
Physical Education, Margaret Flitsch	x2524
Physical Therapist, Beth Quinty	x2527
Psychologist, Scott Marder	x2577
Speech/Language, Alyson Lajeunesse	x2560
Speech/Language, Shanna Macaуда	x2584

**Hunnewell Staff:**

**Special Educators:** Julie Kennedy, Ryan St. Aubin

**Speech and Language Pathologist:** Katie Roberts

**Psychologist:** Katie Florio

**Behavior Interventionist:** Vanessa Bussberg and Jena Falconi

Technology, Amy Jankins	x2590
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Technology, Leslie Hunter	x2590
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Custodian Scott Grady–Head Custodian	x2532
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# School Hours

Grades K-5

Monday, Tuesday, Thursday and Friday: 8:30 am - 3:05 pm

Wednesday: 8:30 am - 12:00 pm

## ***Arrival Time - Playground supervision begins at 8:15 a.m.***

For safety reasons, children cannot arrive unsupervised at school any earlier than this time. The supervised playground is adjacent to the school building near the fields. Children play on the playground until the whistle blows at 8:25 a.m. At this time, children line up for each class and proceed into school.

Please ensure children are not unsupervised on school property outside of school hours.

Before School Care is available by registering on the district website. Registered students may be dropped off anytime after 7:30 AM. Care is provided until 8:15 AM.

If the weather is bad, look for a hanging red, white, and blue flag with stars at the entrance by the School Office, near the parking lot. Children should enter the building upon arrival and meet supervising staff members in the hallway outside of his/her classroom. All students remain in the hallway until approximately 8:30 for school start.

## ***Arrive On Time Every Day!***

At Sprague, students enter the classroom at 8:30 am and the day begins. When children arrive on time, they begin their day with a positive outlook! Students have responsibilities early in the day:

- Unpack materials
- Order lunch
- Complete classroom responsibilities
- Begin morning work to settle into the day

When all children arrive on time, it supports the classroom community. If your child arrives late to school, it has a negative impact. Morning lessons begin shortly after arrival. Research has shown that attendance is critical for school success. A student who is 5-10 minutes late every day will miss the equivalent of a week of school.

The School Council has established the following guidelines to support a successful arrival and set a positive tone for the day:

- Students may be dropped off starting at 8:15 am when the playground is monitored by staff.
- The doors are always locked for safety. Staff use keycards to enter the building and provide building access to the students. Students dropped off after 8:30 am will need an adult to park, walk with him/her into the school, sign him/her in in the office and get a late pass.
- Students will be marked tardy on the attendance record if they arrive after 8:35 am.

If your child has an appointment in the morning and will be late, please call the office to notify them and to order lunch if needed.

## **Attendance**

Please be on time for school. Smooth running of classes and other school functions depend on the punctual arrival of students. Vacations should be scheduled during school vacation weeks only to ensure students are not missing aspects of the curriculum. Absences due to family vacations are considered unexcused.

## **Visitors**

Only students and authorized personnel are allowed on school grounds during school hours. All parents and visitors should sign in at the Office and obtain a visitor pass. Massachusetts General Law c.71 s.38R requires any volunteers interacting with students to have a CORI (criminal record information check) form on file at the school. Please see the Office if a form has not been completed. Volunteers should respect the confidentiality of students and staff.

## **Safety and Security**

Doors are always locked and remain locked throughout the entire school day. Parents and visitors are asked to ring the buzzer to be let into the building. Visitors are asked to only use the front door and sign in and out at the office.

Our safety measures include the use of staff badges for entering the building, security cameras on site, police-connected walkie-talkies, staff safety-training drills, and an

all-school paging system. We also practice safety drills with the students, which include 4 fire drills, a bus-evacuation drill, and an emergency evacuation drill.

## **Arrival and Departure**

The following rules and regulations were developed to ensure the safety of the children and efficiency of procedures. Your cooperation is essential.

Please exercise greater caution during winter months because of parking lot congestion and poor visibility due to snow banks.

### ***Designated dismissal plan***

A designated dismissal plan is completed for each student at the start of the school year. Staff members supervise students in the building as they travel to dismissal lines. Please wait for children in your designated dismissal area to be certain they will be able to locate you. Any students not picked up on time will wait in the Office. Staff will attempt to contact parents.

### ***By Foot***

Children who walk to school should be instructed by parents on pedestrian safety rules. Children younger than grade 3 should not walk alone. Children should only cross the street in designated crosswalks and with crossing guards whenever possible. They should never cross the street from between parked cars. Please discuss safety rules for walking to and from school regularly.

Please say goodbye to children before they enter the building. Staff members are available to assist children with belongings in lockers and to prepare for the day.

### ***Dismissal Locations***

Kindergarten students are dismissed from their classroom doors by the swings. Parents should meet them there. All other students are dismissed from the side of the building facing the playground and fields. Parents should wait outside the building on the playground or in the picnic table area. Staff members will make certain students meet their families.

### ***By Bicycle***

With parental permission, children in grades 3 through 5 may ride their bicycles to school. As recommended by the Wellesley Police, children younger than grade 3 may ride when accompanied by an adult. There are bike racks near the playground and field



side of the building and by the Oak Street entrance. Bicycle locks should be used. Scooter riding is discouraged. Skateboards are not permitted.

Riders must wear helmets in compliance with Massachusetts General Law c.85 s.11(b). Bicycles should be registered with the Wellesley Police Department. Bicycles should be walked and not ridden on school property.

### ***By Auto Car Line***

By Auto Car line, the drop-off and pick-up lane, is by the entrance to the School Office, next to the parking lot. The rotary turn-around circle is used only by buses during drop-off and pick-up. Do not use the bus lane at any time. Do not park on or use Oak Street for drop-off and pick-up.

Students should enter and exit cars in ***car line*** only in the areas designated by staff members on duty. Parents should not exit cars in ***car line***. Staff members are available to help. Please park in the lot if it is necessary for the parent to get out. Please do not park in non-designated parking spots. Do not leave your car or park along the car line during drop-off and pick-up. Please wait for cars in front of you to begin driving before you exit the car line

Please do not have your child(ren) walk to or from the parking lot by themselves for drop-off or pick-up. The high level of traffic at these times is considerable and dangerous.

Morning drop-off between 8:15-8:30 You may drop off your child in the designated areas near the entrance to the School Office. Please do not drop off students near the playground or in the parking lot. It is important to keep the line moving at all times to expedite drop-offs and get students into school on time.

Arrival in Inclement Weather: A red, white, and blue flag with stars will be hanging by the front entrance to indicate bad weather during arrival. Children should proceed inside where they will be supervised in the hallways outside of his/her classrooms.

Afternoon pick-up at 3:05 Please make an identification card with the last name of the student(s) you are picking up to rest on your dashboard, easily visible from a distance. Personal identification must be available if requested, especially for those picking up children with changed dismissal plans.

Drive to the car line, moving forward as far as possible. MA law states cars may not idle more than five minutes. Do not block crosswalks connecting the fields to the parking lot. Children wait with staff members in the school gym. Staff members read identification cards, communicate via walkie-talkie, and escort students to cars and help with seat

belts if needed. It is helpful if children are able to buckle seat belts. Students only enter cars when called by staff members, only from the curbside, and only in the designated pick-up area. Parents should not exit cars.

Remind car line students to go directly to the gym waiting area. If your child is not in the car line group, you will be asked to circle around again to keep the car line moving. Use of cell phones in a moving car line can delay the dismissal process. If you are late picking up your child, he or she will be taken to the office to wait for you.

If you are parking to escort your child at pick-up, please use the crosswalk nearest the fields to reach the parking lot. This will decrease the congestion near the crosswalk at the bus circle and expedite car line.

In support of green initiatives and to alleviate traffic congestion, please consider walking to school, taking the bus, or forming carpools.

### ***By Bus***

Eligible students are contacted by the WPS Transportation Department for bus enrollment. Eligible students who use the bus will receive information by mail indicating local pick-up and drop-off locations and times. Bus routes for all students are also published in *The Wellesley Townsman* two weeks before school opens.

Due to insurance liability, children who are not regular bus riders, including play dates of bus children, are not allowed to ride the bus. Children are also not allowed to switch buses for play dates. Alternative pick-up arrangements must be made in these cases.

Kindergarten children must be met at their bus by a parent or designated adult. The bus driver will bring a child back to school if a parent/adult is not at the bus stop.

Sprague School Behavior Expectations and the Bus Conduct Rules for Transportation apply on the bus. Bus Rules are forwarded to bus participating families from the Transportation Department. Transportation privileges may be revoked if such action is necessary for the safety of other students.

### ***Dismissal Changes***

If your dismissal plans differ from normal, complete a Change in Dismissal Plan form for the day and send it to the classroom teacher. This written form is preferred to ensure changes are noted and processed timely. If the change occurs after your child is in school, you must call the office no later than 1:00 p.m. to ensure the teacher is informed in time for dismissal. Do not leave a voice or email for the teacher as it may not be received in time. Sprague School Change in Dismissal Plans forms are mailed to families at the start of school and are available from the Office.

Going to a friend's house after school? For kindergarten, first and second grades, notes should be sent both for the child who is going to another child's home and from the child who is hosting that friend. For grades 3 to 5, only the child who is departing from his or her regular dismissal plan requires a note from the parent. Bus students must make alternative pick-up arrangements.

## **School Information**

Contact Information Parents will receive a "Portal Access" letter in August with their child's access ID and Password. The portal will be open to make changes/enter emergency information and give permissions for photos, videos, as well as electronic 'sign off' for receipt of handbooks and policies, until the end of September. After that date, please notify the office with changes. Parents will be required to review or edit this information in order to get their child's class assignment in August. Letters will no longer be mailed with class assignment information.

### ***Safe Arrival Procedure***

New since 2021 – To better track illness trends across the district we are now using an [online form](#) for reporting absences. We are no longer using the absentee phone line. You may [bookmark this form as an icon on your phone using this video tutorial](#).

### **Report Absences Online**

Parents of children not accounted for will be notified by the school as soon as attendance is taken and the reporting form is checked. When reporting a late student, please indicate whether the student intends to buy lunch, as lunch count is needed by 8:45.

Following an absence you should send a note to the teacher stating the date and reason for the absence.

### ***No School Announcements***

When weather conditions place the safety of students in jeopardy, the Superintendent's Office will notify parents of school cancellations in the following methods:

- Email School Messenger
- Television Channel 4, 5, 10 Radio WBZ(1030)
- Telephone School Messenger recorded message
- Internet
- Your favorite news website likely tracks school closings.
- The PTO website [www.spragueschool.org](http://www.spragueschool.org) has a link to one.

***Please do not call the school or the Police or Fire Department for this information.***

### ***Emergency Early Dismissals***

If it is necessary to close school before regular dismissal time due to power failure, sudden storms, etc., we make every effort to reach parents through emails and via telephone messages using *School Messenger*.

We must have updated current information and alternate pick-up contacts on file. Please inform the school of any changes during the year.

## **Communication Guidelines**

Simple guidelines have been established for home/school communication. The goal is to establish a common understanding so that school personnel would be available for communication with parents, that schools would feel like there is a partnership, while at the same time acknowledging other demands on teachers' time.

Teachers will communicate their individual classroom preferences for communications procedures at the beginning of the year at the Back-to-School Night presentation (for example, email, phone messages, etc.) *Drop-off and pick-up times are not appropriate times for a conference.*

### ***Guidelines for Email & Other Electronic Communication***

Overarching Expectation Email and other electronic communication tools can be an effective and efficient means for communication. The guidance below is intended for all members of the WPS community: students, parents and staff. Our overarching expectation is that emails and electronic communication should:

- promote productive, honest, and respectful communication
- reflect the spirit of our district value of caring and cooperative relationships
- align with the WPS school improvement goal to foster a safe and welcoming community
- mirror the civility and professionalism of a face-to-face conversation

### ***Detailed Guidance for Students, Parents, & Staff***

- Emails are not confidential and are subject to Public Records Law. They can be requested by anyone.
- When writing/sending emails:
  - observe rules of formal English grammar, punctuation, spelling, etc.

- avoid the use of all capitals, which many interpret as the equivalent of yelling
- be aware: emails can be forwarded without the original sender's permission
- limit the use of "reply all"
- avoid unnecessary or aggressive use of cc (carbon copy)
- use Bcc when emailing groups to keep email addresses confidential (blind carbon copy)
- To avoid misunderstandings and/or misinterpretations, keep emails simple, direct, and businesslike (e.g. limit emails to ~100 words).
- Emails should not be used to communicate any information that is highly emotional, sensitive or contentious. In such a case, emails may be used to arrange a time to meet or to have a phone conversation.
- On occasion, an email correspondence that begins cordially may start to feel contentious; when emotions start to run high, it is best to arrange a time to talk face-to-face or by phone.
- In urgent matters and time-sensitive communications such as dismissals, please call the office and speak to someone to have the message relayed to the faculty member. Faculty members are teaching students and are not always checking email during the school day.
- For nonurgent emails, it is reasonable to expect a response within 2-3 school days (excluding weekends).
- Students in Grades 7-12 should use their WPSraiders.org account when emailing teachers and should address email to the staff wellesleyps.org account.
- School email accounts should not be used for business unrelated to the work of the school (e.g. fundraising, political campaigns, advertising non-school events, etc.).
- Educators are not given a school cell phone and therefore, except in predetermined circumstances approved by a supervisor, texting should not be used as a means for parents and students to communicate with staff.

## ***Email***

Every staff member has access to the email system. The format of the email is last name, first initial, then @wellesleyps.org. For example, the principal's email address is petrowskyl@wellesleyps.org.

## ***Backpacks***

One of your child's most important possessions is his or her backpack. As well as carrying your child's lunch, schoolwork and extra clothing, it is your daily link to Sprague School.

Check your child's backpack each day for notes from school and homework. Progress reports will also arrive home this way.

## ***School Notices***

We send most notices via email. Parents need to read the school and classroom newsletters and review the WPS Web site [www.wellesleyps.org](http://www.wellesleyps.org).

## ***Notes and Forgotten Items***

Notes dropped off during the day and all forgotten items should be given to the Office rather than taken directly to the classroom. They will be delivered to your child's teacher.

## ***Urgent Messages***

Urgent messages regarding information related to that day should be called into the Office. Do not leave a voice mail or email with the teacher as it may not be received in time.

## ***Progress Reports/Parent Conferences***

Progress reports are issued at the end of January and on the last day of school in June. Individual parent conferences with classroom teachers are scheduled twice a year, in the fall and early spring. Conferences are 20 minutes long.

Online sign up links will be emailed to all families. Teachers are also available any time during the school year for more informal meetings.

## ***Sprague School Directory***

The PTO publishes an online directory. The Powerschool parent portal allows for parents to provide information to be shared with the student directory. Families can also opt out of the directory. This information must be updated each year through the Parent Portal.

## ***Distributing Notes to Classroom Families***

In the event that paper notices need to be shared with an entire class, please check with the office regarding this procedure. Please note that birthday party invitations and/or thank you notes may not be distributed at school unless the entire class is invited.

## **School Snacks and Lunches**

All children have a daily snack time during which they can consume a snack they bring from home. Students should not share food as it may put those with allergies at risk.

## ***Food Service Policy***

**School lunches are once again FREE to all students for the 2022-2023 school year.** The information \*below does not apply for the 2022-2023 school year.

*\*A minimum balance equivalent to 10 school lunches should be maintained for each student account for those who anticipate participation in the food service. Families are strongly encouraged to register for low balance alerts and to make payment via online credit card. (WPS uses the Myschoolbucks program for tracking and managing school lunch accounts. An informational mailing is sent to families.) Whitson's is our food service provider.*

*\*At the point when the balance first drops below the minimum balance, the family will be notified that the account is running low and needs to be replenished.*

*\*For students who qualify for free or reduced price lunch, accounts will be processed in accordance with federal regulations.*

*\*Any positive balances will remain on account to be used in the following school year, or returned to the family upon request.*

### **\*Food Service 4-digit PIN**

Every Sprague student has a food service PIN assigned to him or her. Each morning the teacher takes a count of the children wishing to buy lunch and sends the count to the office. If your child is tardy and wants to purchase lunch, he or she will need to order lunch when he or she checks in at the school office upon arrival. Please call ahead if your child will arrive after 9:00. Students should have their 4-digit PIN memorized and be able to enter it when buying lunch. Staff will assist younger students at the beginning of the year.

### **\*Payment**

Payment is on a prepaid basis only. Parents should prepay for meals they expect their children to eat during the month. Payments should be made online to [www.myschoolbucks.com](http://www.myschoolbucks.com). Instructions for setting up an account can be found on the district website under the student tab, by clicking "lunch menus." Do not send any cash or checks to school with your child. If you are unable to use the online system, checks should be mailed to: Wellesley Public Schools, Business Office at 40 Kingsbury Street, Wellesley, MA 02481.

Please include the bottom half of your invoice with your check and write Sprague and your child's name on the check so that the correct account can be credited. It is important that you mail payments to the address above.

It is important that you maintain a credit balance in your child's account sufficient to cover the meals that your child will purchase for the upcoming month. Contact Matthew Delaney, at 781.446.6210 ext. 5708 with questions or for more information.

## **Lunch**

Students have 40 minutes for recess and lunch. There are several lunch options for your child. You may pack a lunch with a drink; you may pack a lunch and have your child purchase a drink; or, your child may purchase a lunch with a drink. An allergy-aware table is available and students may invite friends to join them. A school lunch menu is available online.

## **Recess**

All classes have two 15-20 minutes recess periods a day, except on half days.

## **Snack and Allergy Alert**

Students should bring a healthy snack each day. Students are responsible for bringing their own nutritious and easily opened snacks. If you receive notice that your child's classroom is an "allergy-aware" classroom, you will be asked to send only snack items that are allergen-free. Please make sure all food items have a label that identifies the ingredients. Alternatively, you can or send the teacher a photocopy or photo of the ingredients for a new snack item that is sent to school in an unlabeled container.

## **Birthdays**

Birthdays are acknowledged at school gatherings and in the classroom. Many teachers invite parents in to read a story in class on a child's birthday or to donate a book to our library in honor of a birthday. Food celebrations are not allowed in classrooms.

## **Food for Special Events**

In general, special events or days are recognized in classrooms without food.

## **Specialist Classes**

Student at Sprague have weekly instruction in music, art, library and P.E. by our specialist staff. Students also have Spanish instruction three times per week. Classroom specialist schedules are shared with families at the start of the year.

## **Homework**

One of the school's functions is to help children become increasingly independent. This goal is partly accomplished through our program of homework whereby children become accustomed to planning and doing their own work. The intent of homework is to reinforce previously learned skills, preview new material, or assess what a child can do independently. The teacher assigns homework to fit with current class work and students' needs. The homework load gradually increases from occasional and



unscheduled work for kindergartners to 60 minutes daily plus 30 minutes of reading for fifth graders.

### ***Vacations and Homework***

When families elect to take extra vacation days during the school year, children miss important instruction, discussion, and activities that allow guided practice of new skills. Instructional time that is missed while a child is on vacation cannot be replaced. Since written assignments are directly related to classroom instruction, practice, and explorations, it is not possible to send class work with students who take vacations during the school year. Reading and journal writing are two activities that parents may provide for their children while on vacation.

### ***Private Tutors and Other Academic Programs***

Private tutors and outside academic programs operate independently of the Wellesley Public Schools and as such should receive information directly from parents or guardians. Information about all district curricula is available on the district website.

## **School Council**

School councils were established with the Education Reform Act to ensure the collaboration of staff, parents, and community representatives with the principal. The charge of the Sprague School Council is to discuss initiatives and procedures that support education and to develop a comprehensive school improvement plan that identifies goals to enhance instructional excellence. There are two parent representatives on Sprague School Council. Terms are for two school years. Meetings are usually on Tuesday afternoons at 3:15 in the main office.

## **Health Services**

The members of the Nursing Department collaborate with parents and staff to provide the fullest possible educational opportunity for all students by providing services to support their health, well being and safety in school.

The comprehensive school health program includes screening procedures, protocols to prevent the spread of communicable diseases, emergency care; and procedures to facilitate school attendance of children with special health care needs. The nurse may act as liaison between schools and physicians and/or refer students to appropriate resources either within the school or the community.

The purpose of the comprehensive school health program is to encourage the best possible health outcomes for each student and to teach concepts that help students make responsible decisions regarding their own health in the future.

## ***Illness, Injuries, and School Attendance***

1. **Absence** - Notify the school when your child will be absent due to illness or injury. Students receiving antibiotic treatment for a contagious condition (such as strep throat, bacterial conjunctivitis, etc.) must stay out of school until 24 hours of antibiotic therapy has been completed.
2. **Injury** - Any student who has sustained an injury that has been treated by a physician or in an emergency room and will have restricted activity for a limited period of time (stitches, sprains, fractures, etc.), must bring a note from the physician stating the nature of the restrictions and when the student can resume participation in health and fitness class. The student will not be allowed to return to health and fitness class until this note is received. If your child sustains an injury, or you feel (s) he should limit her/his activity for 1 - 2 days; or that will affect her/his school performance, you will need to send an explanatory note to the nurse.
3. **Fever** - If your child has a temperature of 99.4 degrees or above (taken orally) in the morning, it is recommended that (s) he remain home. Students should remain home for 24 hours after a fever has subsided. If your child develops a fever during school hours, (s) he will not be allowed to return to the classroom; and will remain in the health office until dismissed to a parent or the parents' designee.
4. **Chicken Pox** - If your child develops chicken pox, please inform the school nurse. She will advise you about the appropriate time for your child's return to school.
5. **Dismissal** - Students who become ill or injured at school will be dismissed to a parent or her/his designee from the office. (S) He will not be allowed to walk home alone.
6. **Immunizations** - Massachusetts state law requires that students be fully immunized against DPT, Polio, Measles, Mumps, rubella, Hepatitis B; and Varicella.
7. **Physical Examinations** - examinations by a licensed physician, nurse practitioner or physician assistant are required for kindergartners and new entrants at any grade. These examinations shall be within one year prior to entrance to school or within 30 days after school entry. Examinations are also required for all students in grades 4, 7 and 10. In order to participate in any interscholastic sport, documentation of a physical examination within the last 13 months by the student's primary health care provider must be on file with the school nurse prior to tryouts. A Massachusetts School Health Record is maintained for each student.

## 8. Screenings

a) *Vision and Hearing Screenings* are conducted according to guidelines provided by MDPH. Upon entering Kindergarten or within 30 days after school entry, parent or guardian of each child shall present certification that the student within the previous 12 months has passed a vision screening including stereopsis conducted by personnel approved by the MDPH.

b) *Postural screening* is conducted annually in collaboration with the Health and Fitness Department for students in Grades 5 through 9. A report from the student's PCP is required in order to be excused from the school screening.

c) *Body Mass Index (BMI)* and corresponding percentile is calculated and recorded following guidelines from the MDPH for each student. Results are reported directly and confidentially to a parent or legal guardian.

9. **Religious Objection**– A student shall be exempt from physical examinations or screenings on religious grounds, upon written request of the parent or legal guardian, except with respect to communicable diseases. ( M.G.L. c.71,s.57)

10. **Student Demographic Information** - please keep the information on Power School (the WPS electronic student information system) current to facilitate contacting you if your child is ill or injured. Contact the Sprague School office with any updates.

## **Medication Policies**

1. Medication must be supplied to the school nurse in the appropriate dosage and in the original pharmacy container. No more than a 30-day supply should be kept 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 or guardian must be submitted to the school nurse. This applies to all medications, daily medications and those medications taken on an as needed basis, such as inhalers, EpiPens and OTC (over the counter) medications.
3. At the Wellesley middle and high schools, nurses may administer ibuprofen or acetaminophen to an individual student once during the school day for dental pain, headache, menstrual cramps or muscle soreness, if parent/guardian has signed a consent form. The middle school and high school supply ibuprofen and acetaminophen in tablet form only. Parent/guardian must provide chewable or liquid medication, if their child is unable to swallow tablets.
4. If short-term (10 day or less) prescription medication is to be administered during the school day, the original pharmacy container will serve as the written "Order" from the health care provider. A "Consent" form signed by parent/guardian is still required.

5. Elementary nurses may administer children's acetaminophen and/or ibuprofen for dental discomfort to an individual child once during school day. Parent/ guardian must provide written consent and medication in its original container.
6. School nurses may administer allergy eye drops to an individual child once during the school day for treatment of allergy symptoms. Parent/guardian will provide written consent and medication in its original container.
7. School nurses may administer decongestant and/or cough suppressant to an individual child once during school day for up to three days. Dosage will be determined by dosing chart on the container. Parent/guardian must provide written consent and medication in its original container.
8. Herbal and/or homeopathic medication will not be administered in school.
9. Medication is administered only by the school nurse and is stored in a locked cabinet in the nurse's office. The nurse may delegate administration of student medication during a field trip.
10. For their own safety, students should never transport medication to and from school or keep medicine in their possession during the school day. The exception to this policy is that students may carry their personal inhaler and/or EpiPen and self-administer but only with consent from their physician and parent/guardian.
11. School nurses and trained non-nursing personnel can administer
12. Epinephrine by auto-injector to students with identified severe allergic reactions.

***Nurse: Christine Babicz 781-263-1965 EXT. 2502***

# **Wellesley Public Schools Elementary Behavior Code**

## ***Sprague School Behavior Rules***

Sprague School Behavior Rules are discussed in each classroom. We expect students to follow our HEART values and treat one another with respect and kindness. We also expect they will take care of our school facility, do their best, and work cooperatively with all adults.

## ***Sprague Heart Values***

- Help
- Effort for Excellence
- Accept and Appreciate
- Respect and Responsibility
- Teamwork

## ***Suspension Policy***

While suspension is rare in an elementary school, a principal may make the decision to suspend a student as a consequence for behavior that endangers other students or interferes with the learning of others.

Suspension will take place after the student has talked to the principal and the principal has spoken with parents.

## **General Information**

### ***Electronic Equipment***

Any electronic equipment including cell phones, iPod's or MP3's, games such as Nintendo's or PSP's, etc. should not be brought to school. Any such items seen by staff members will be confiscated and held by the Office. If a student needs a cell phone for an after-school activity, it should be turned off and remain in the student's backpack or locker until the school day has ended and the student is outside of the school setting.

### ***Lost and Found***

Please label all clothing (and other items such as lunch bags and backpacks) to facilitate return of lost articles. The Lost and Found area is in the lobby alcove area. Unclaimed items will be cleaned out and donated twice a year—in January and June.

# Parent Teacher Organization (PTO)

**Goals** - The mission of the Sprague Parent Teacher Organization (PTO) is to provide education-related support and services to Sprague faculty and staff. Specifically, the PTO's objectives are:

- To provide services to the School that will enhance the educational climate
- To improve communication between home, school, the School Council and the Town of Wellesley
- To provide information regarding School Committee policies and budgets
- To provide financial and other volunteer support for the activities and needs of the School
- To increase understanding of children and their education, in order to guarantee the best education possible for our children.

## **Executive Board**

The Board is responsible for the planning, appropriation and expenditure of funds necessary to the organization's activities.

*Co Presidents*- oversee all PTO functions and events

*Co Vice Presidents*- support PTO Presidents

*Treasurer*- financial management of the PTO, including budgeting, reporting, and cash account management

*Assistant Treasurer*- support the Treasurer

*Secretary*- maintain records for all PTO functions, incl. meeting minutes

*Communications Officer*- oversee/support all communications

*Community Service Officer*- oversee/support all community service *Enrichment Officer*- oversee/support all enrichment

*METCO Officer*- See METCO description

*PAC Officer*- See PAC description

*Social Officer*- oversee/support all social events

*Technology Officer*- support technology efforts at school

*Ways and Means Officer*- oversee/support all fundraising

*School Principal*- advisor/consultant to PTO

The Sprague PTO has established the following committees to support its objectives. More information is on the website [www.spragueschool.org](http://www.spragueschool.org).

## **Communications**

The Communications Committees are responsible for all PTO related communications.

**Car Line Bulletin** - update the announcements bulletin board

**Directory** - update and proofread info, coordinate printing and distribution

**Sprague Pulse** - school-wide email newsletter blasts

**PTO Volunteers** - recruit volunteers, manage volunteer list and committee info sheets

**Website** - monitor and update website, draft/edit copy for new pages

**Wellesley Townsman**- work with Principal/PTO to submit articles on the Sprague Community for the Wellesley Townsman

**Yearbook** - organize and layout school yearbook, coordinate printing and distribution

### **Community Service**

The Enrichment Committees are responsible for supporting activities that enhance the educational climate.

**Creative Arts and Sciences (all grades)** - coordinate school-wide and grade specific programs that complement the curriculum, welcoming performers, scientists and authors

**Field Day (all grades)** - coordinate parent volunteers to direct and help with game activities

**Kindergarten Library (K)** - assist classes to select books and aid Librarian in shelving and book checkout

**Room Parents (all grades)** - help with class activities requested by teachers and with grade specific Parent Social, organize class gifts, provide occasional support for events, such as the Auction and Cookie Walk

**Walk to School (all grades)** - coordinate volunteers for walk to school days

### **Social**

The Social Committees - are responsible for activities which help build the Sprague Community.

**Family Ice Cream & Pizza Party** - evening event

**Family Picnic** - end of year evening event

**Family Ski Trip** - weekend getaway event

**Fifth Grade Activities** - plan and coordinate fundraising and activities, work with yearbook committee on 5th grade section

**New Family Welcome** - coordinate contacts to answer questions and offer support for families new to Sprague

**Parent Social** - Evening party by grade hosted at a Sprague family home.

**Parent Welcome** - morning coffee social on the first day of school

**5<sup>th</sup> Grade Student Game Night** - grade level social

### **Ways and Means**

The Ways and Means Committees are responsible for administering programs that provide financial support for implementing PTO activities.

**Auction** - plan and manage the biennial event, including volunteers, location, food, and donations

**Book Fair** - plan and manage the book fair, book presentation and sales

**Box Tops** - plan and manage the Box Tops for education program, collections for redemption

**Cookie Walk** - plan and manage the annual cookie walk, incl. bakers, volunteers, and sales

**Remember Me Books** - work with Sprague Librarian to publicize and manage book donations, maintain the Remember Me bulletin board

**School Pictures** - plan and manage Picture Day (class and individual student pictures)

**Sprague Spirit Shop** - plan and manage the sale of Sprague merchandise

**Wellesley Books** - (portion of Wellesley Books sales is donated to Sprague)

**METCO & Sprague Family Friends** - (Metropolitan Council for Educational Opportunity) METCO is a voluntary integration program funded by the Commonwealth. Sprague Family Friends are Sprague families who volunteer as hosts for a Boston child who is part of the METCO program. The Family Friends overall goal is to support the successful integration of Boston students into the Sprague school community so they can fully benefit from available academic and social opportunities. This program creates a wonderful partnership between Wellesley and Boston families.

Sprague Family Friends host the Boston child on the first Wednesday afternoon of October, November, December, February, March, April, May and June from 12:00 to 3:00 p.m. At 3:00 p.m., the host family brings the child to Hunnewell School, where he or she is picked up by bus (at 3:15 p.m.) and transported home. Family Friends also serve as emergency contacts and resources for Boston families for questions about school projects, assignments, etc.

Sprague Family Friends are looking for Wellesley families who are willing to make an ongoing commitment so that students can benefit from a consistent and caring presence. Generally, Family Friends host a child that is in the same grade as the host family's child.

**PAC (Parent Advisory Committee)** - parent-run organization provides information to and supports parents of children with special needs

**POPS (Parents of Performing Students)** - assist the Sprague Band, Orchestra and Fifth Grade Chorus in performances



## **Important Numbers and Sites**

Wellesley Public School Central Office Administration 781.446.6210

Website: [www.wellesleyps.org](http://www.wellesleyps.org)

Dr. David Lussier, Superintendent of Schools x5605

Ms. Sandy Trach, Assistant Superintendent, Teaching and Learning x5603

Ms. Cindy Mahr, Assistant Superintendent, Finance & Operations 781.446.6200 x5610

Ms. Kathleen Bernklow, Director of Student Services x5608

Ms. Monica Visco, Director of Human Resources x5629

Ms. Kristen Stacy, Elementary Special Ed Dept. Head x5625

Mr. Deane McGoldrick, Transportation Coordinator x5614

Ms. Megan Bounit, Technology Director x5450

School Committee [School\\_Committee@wellesleyps.org](mailto:School_Committee@wellesleyps.org)

Chair: Catherine Mirick

Vice Chair: Linda Chow

Secretary: Leda Eizenberg

Member: Melissa Martin

Member: Jim Roberti

Wellesley Web Sites Sprague School PTO [www.spragueschool.org](http://www.spragueschool.org)

Town of Wellesley [www.ci.wellesley.ma.us](http://www.ci.wellesley.ma.us)

Town of Wellesley Free Library [www.wellesleyfreelibrary.org](http://www.wellesleyfreelibrary.org)

Wellesley Channel [www.wellesleychannel.tv](http://www.wellesleychannel.tv)

Wellesley Townsman [www.wickedlocal.com/wellesley](http://www.wickedlocal.com/wellesley)