

WOLLASTON ELEMENTARY SCHOOL

INFORMATION FOR PARENTS & GUARDIANS

2019



Mr. James Hennessy, Principal
Deirdre Murphy, Assistant Principal

School Address: 205 Beale Street

Telephone: 617-984-8791

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Principal's Email: jameshennessy@quincypublicschools.com

WOLLASTON ADMINISTRATION, FACULTY, & STAFF

Office

Principal	Mr. James Hennessy
Assistant Principal	Ms. Deirdre Murphy
Secretary	Ms. Ruthie McInnis

Support Services

School Nurse	Ms. Elizabeth Jordan, RN
Guidance	Ms. Kathleen Vanderstreet
Psychologist	Ms. Anna Hunt
Speech & Language	Ms. Catherine O'Connor
Occupational Therapist	Ms. Amy Danick

Specialists

Physical Education	Ms. Christine McBride	Gym
Art	Ms. Jeanette Grant	On Cart
	Ms. Sara Knudsen	On Cart
Music	Ms. Katelyn Gavagan	On Cart
Band	Ms. Caitlyn Schmidt	Gym

Teachers

Kindergarten	Ms. Maureen Fallon	Room 8
	Ms. Sarah Landers	Room 18
	Ms. Maria Pecoraro	Room 19
Grade 1	Ms. Judy Letteney	Room 5
	Ms. Tanya Norris	Room 6
	Ms. Breanne Higson	Room 7
Grade 2	Ms. Alana DeBello	Room 2
	Ms. Alanna Peluso	Room 3
	Mr. Peter Reilly	Room 1
Grade 3	Ms. Jennifer Garrett	Room 17
	Ms. Rachel Matzdorff	Room 9
	Ms. Nicole O'Brien	Room 10
Grade 4	Ms. Holly Norton	Room 11
	Ms. Mary Ann Hunter	Room 13
	Ms. Deirdre Murphy	Room 12
Grade 5	Ms. Janelle Morris	Room 15
	Ms. Catherine O'Brien	Room 14
	Ms. Teresa Rand	Room 16

Special Education	Ms. Linda Delaney	Room 4
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E.L.L.	Ms. Joanne Fox Ms. Pamela Wolfe Ms. Jessica Zou	Room 18A Basement Suite Room 19A
Literacy	Ms. Susan Shea Connor	Room 22
Library Support	Ms. Mary Griffith	Room 21/ Library
<i>Paraprofessionals</i>		
Kindergarten	Ms. Wong-Chau Ms. Shao-Jen Cheng Ms. Lana Liu	Room 8 Room 18 Room 19
	Ms. Lisa Hay Ms. Lisa Carney	
<i>Cafeteria</i> Manager	Ms. Cathy Barry	
<i>Custodians</i>		
Senior Custodian Custodian	Mr. Neil Dwyer Mr. Jim Dwyer	

INFORMATION FOR PARENTS

School Calendar

A copy of the school calendar is attached. Please keep this calendar for future reference as it lists school vacations and holidays.

School Hours

School begins at 7:45 each morning for students in kindergarten through grade five. Dismissal is at 2:00 on Monday, Wednesday, Thursday, and Friday, and at 11:25 on Tuesday.

Supervision is not provided on the playground until 7:30 a.m. If students wish to have breakfast, they may come to the cafeteria beginning at 7:20. **Otherwise, students should not arrive to school before 7:30.**

If students are coming for breakfast, you should allow at least 10 minutes for breakfast.

Drop Off & Pick Up Procedures

For the safety of all Wollaston School students, please be sure to follow the drop-off and pick-up procedures. In the morning, all students will enter the school through the rear doors of the school. Highland Avenue is one way northbound from Beale Street to Brook Street for cars from 7:30-8:30 a.m. and 1:30-2:30 p.m. Please enter Highland Avenue from Beale Street for drop-off only. Please do not park on the school side of the street from the corner to the parking lot entrance. The first two spots after the driveway are also reserved for this purpose. We ask that you do not get out of your car in the drop-off area or block the school yard entrance. This prevents staff members from entering the parking lot and blocks traffic. On days with inclement weather, students should enter their regular doors and gather in the first floor hallways. On these days, doors will open at 7:30 am. For the safety of our students, we ask that only students enter the building at this time. All parents and guests should enter through the front doors and check in at the office. At the end of the day, all students will exit the building from the rear school yard exit doors. Kindergarten students will be dismissed from the Taylor Street exit doors. Students who attend afterschool programs at other locations will exit through the front doors. Please know that your cooperation is greatly appreciated.

School Cancellation

In case of inclement weather or other emergency necessitating a delayed opening or cancellation of school, information and notices will be delivered through Aspen. Please also contact the office with any changes to your contact information.

Please **do not** call the school to see if school has been canceled.

Emergency Contact Cards

All parents must fill out an emergency contact card. It is important that we have the name of someone we may contact in the event of an emergency if we are unable to contact you. Please supply all information requested on the contact card. If this information changes during the school year, please be sure to contact the school office with this new information.

Student Absences, Late Arrivals, & Dismissals

Please call the school by 8:00 am if your child is going to be absent. A note should be sent to the child's teacher on the day the child returns to school. If a child is absent for more than five days or if the child is absent due to a contagious illness, we request a doctor's note before the child returns to school.

Students who are tardy should report to the front office upon entering school. If you are going to dismiss your child early, please come to the front office to sign your child out. If this is a scheduled dismissal, please send a note to your child's teacher in the morning. If someone other than a parent or guardian will be picking the child up, please inform us in advance. This person should be listed on your child's contact card. We will require identification from that person before releasing the child.

Day Care

Many students go to day care centers after school and are picked up by vans at the school. For safety purposes we take attendance and make sure that each child is accounted for before we release the vans. If your child will not be going to day care on a particular day you must notify the school before 1:00. If we do not hear from you, your child will be placed on the day care van.

Messages

Although we are happy to deliver emergency messages to students, we cannot deliver other messages to students during the school day. Delivering a message to a student during the day interrupts the classroom and disrupts the lesson. This interferes with learning for all children. Please make sure your child leaves in the morning with all necessary materials and please make sure your child understands any after school arrangements before leaving in the morning.

Visitors

All visitors are asked to enter the building through the front door and report to the front office. Visitors must sign in and out and wear a visitor badge while in the building. Although this may be inconvenient, please understand that it is necessary for the protection of all children.

We also ask that parents not accompany their children to the classroom in the morning. Our staff appreciates hearing from parents and guardians, but having visitors in the hallways can be disruptive as teachers are trying to organize their classes and prepare students for a day of learning. Our "homeroom" period is very brief and even a small disruption of a couple of minutes can delay the start of the academic schedule. We appreciate your understanding and cooperation in this regard. If you need to contact your child's classroom teacher in the morning, please contact the school office. You may leave a message with our school secretary or schedule a time to meet with your child's teacher.

Homework

Homework is assigned in accordance with the guidelines established by the Quincy Public Schools. At the beginning of the year teachers at each grade level send out information about the homework that is to be assigned. Homework is an important part of our academic program and consistent failure to complete homework will be reflected in a student's grade. If a student has a legitimate reason for not completing a homework assignment, please send a note to the teacher.

Report Cards, Conferences, & Warning Notices

Report cards are distributed in December, April, and June. First term conferences will be held on December 10th and 17th and second term conferences will be held on April 7th and April 14th. Appointment notices for conferences will be sent out several days prior to the scheduled conference. Warning notices and/or progress reports are sent out to students who are in danger of failing several weeks before the report card is issued.

You may schedule an appointment to meet with your child's teacher at any time. We do ask, however, that you call to schedule an appointment rather than just "drop in" to see the teacher. Classroom schedules are very tight and an unscheduled conference can disrupt the classroom routine and interfere with the education of all children. We also ask that you do not detain the teacher in the morning when the class is entering the building to discuss your child's progress. For the safety of all children, the teacher must be with the class when they enter the building and proceed to the classroom. If you must give information to the teacher in the morning, please either give the teacher a note or call the office to leave a message.

School Breakfast & Lunch

Breakfast is served in the school lunchroom beginning at 7:20. For security purposes, parents are not allowed in the lunchroom while breakfast is being served. Lunches are served during the school day in accordance with the guidelines of the National School Lunch Program. Menus are distributed each month and are available at quincypublicschools.com. If your child has special dietary requirements, please consult the school menus.

Due to the large number of students at Wollaston who have food allergies, we highly recommend that you not send in any lunches or snacks that contain peanuts or peanut products. Please understand that for some children exposure to peanuts can be extremely dangerous and even life threatening.

Meal Prices

Breakfast: free

Lunch: \$2.50 (paid) \$.40 (reduced)

Milk: \$.50

- The lunch program uses a computer based point of sale system to record meal and milk sales to students. All students have an account on the system. The system will accurately track student account balances and ensure that students receiving free or reduced price meals are not overtly identified. Parents and guardians are encouraged to prepay money into their student's account, although they may still pay cash daily.
- Go to www.myschoolbucks.com or click on School Meals Payment on the Parent Links section of the Quincy Public Schools web site home page at www.quincypublicschools.com. From this website you can create your account and add money to your child's school meal account. All you need is your child's name, school, and student ID number or date of birth. The instructions listed on the back of this page will guide you through the process.
- Parents/students make a deposit to the students account in any amount at breakfast or lunch meal service time in the cafeteria line.
- Payment can be in the form of cash or checks. Checks must be made payable to QPS, Food Service Department. The student full name and classroom must be included on the face of the check or on the envelope containing cash.
- This is a prepayment system and not a credit card account. Students who do not have cash to pay or money on their account will be allowed to "charge" their meal only on an exception basis (they forgot their lunch money). They are expected to repay the amount due the next day.

Snacks and Special Treats

Most classrooms have a very brief morning snack period. We encourage parents to send in a healthy snack with their child for this purpose. **Again, due to the number of students who have food allergies, we ask that you not send in any snacks containing peanuts or peanut products.**

Also, due to new federal guidelines on the distribution of "junk food" in school we ask that you not send in any food treats for your child to share with classmates. **We understand that many parents like to send in a special treat to celebrate a special occasion, such as a child's birthday, but we would prefer that you send in a non-food treat.** One suggestion would be to send in a small packet containing items such as a pencil, an eraser, and some stickers. If you wish to send something in, please check with your child's teacher first.

Information/Photography Permission

- The school system may, under 603 CMR 23.07 (4) (A), release the following information on students: name; address; telephone listing; date and place of birth; major field of study; dates of attendance; weight and height of members of athletic teams; class; participation in officially recognized activities and sports; degrees; honors and awards; and post-high school plans.
- The school system may release pictures of students, including, but not limited to: promotional materials, educational purposes, videotaping, yearbook photographs, school and PTO websites, school newsletters, and Facebook postings
- The school system may release student names and addresses to: county agricultural schools; post-secondary schools, colleges, and universities; recruiters for the Armed Forces; and school alumni organizations.
- The school system may, on occasion, publish/display student work, with the student's name on it, which will be seen by other parents/ individuals, including but not limited to: science fair, art fair, and web sites.
- If the student, or his or her parent or guardian, however, does not wish the Quincy Public Schools to publish the above-referenced information, they must so notify the Quincy Public Schools of this fact, in writing, within thirty (30) days of the beginning of the academic year.

Student/Parents Rights and Responsibilities Handbook

A copy of this handbook can be found on the district website in the following location:
<http://quincypublicschools.com/qpsinfo/download/district/2018-2019/QPS-Student-Rights-2018-2019.pdf>

Parent Teacher Organization

Our Parent Teacher Organization (PTO) meets monthly. We urge you to become actively involved in your PTO. Each year the PTO conducts a number of fund raising events that help to supplement the school's budget. Funds raised by the PTO purchase student-oriented materials, such as technology, provide field trips, and bring special performances to the school. Please support your PTO by helping out with these activities whenever you can.

2019-2020 Calendar of Meetings

Meetings

All meeting times are 6:30pm unless otherwise indicated

Tuesday September 17th

Tuesday October 15th

Tuesday November 12th

No December Meeting

Tuesday January 7th

No February Meeting

Tuesday March 10th

Tuesday April 14th

Tuesday May 12th

**QUINCY PUBLIC SCHOOLS
ASSESSMENT CALENDAR**

<u>Dates</u>	<u>Grades</u>	<u>Title of Test</u>	<u>Students Involved</u>
September 4-20	K-2	DIBELS Next (Fall)	All students K-2
		Observation Survey	K-2
		DRA for new move-ins	K-2
September 9 - October 11	2-5	(MAP) Measures of Academic Progress: Reading, Math and Science	Reading & Math Grades 2-5 Science Grades 4-7
September 5-30	3-5	Common Benchmark Assessments	Students Grade 3-5 as determined by the Grade-level or Content Teacher
September 30- October 18	K-5	Fall ILTS	Teachers will analyze student data to identify students in need of support, intervention or
November-January	1	DRA - Developmental Reading Assessment	Students in grade 1 (completed before winter ILT)
January 6-16	K-2	DIBELS Next (Winter)	All students K-2
January 6 - February 22	2-5	(MAP) Measures of Academic Progress: Reading, Math and Science	Reading & Math Grades 2-5 Science Grades 4-5
January 1 - March 12	3-5	Common Benchmark Assessments (<i>Content or Department related pretests, writing prompts, etc...</i>)	Students Grade 3-5 as determined by the Grade-level or Content Teacher or by the Department Chair
January 31 - February 28	K-5	Winter ILTS	Teachers will analyze student data to identify students in need of support, intervention or
January - March	4	NAEP: National Assessment of Educational Progress	Participating Schools TBA
TBA for testing in Jan-Feb	K-5	ACCESS for ELs Test	All students K-5 Kindergarten – Individually Administered
March 30-May 22	3-5	2019 MCAS for Grades 3-5 ELA (Mar 30-May 1)	Students Grades 3-5 Computer-based Testing
		Science Technology and Engineering (Apr 28-May 22)	Students in Gr 5 Computer-based Testing

April 27-June 5	2-5	(MAP) Measures of Academic Progress	Reading and Math Grades 2-5 Science Grades 4-5
May and June	3-5	Common Benchmark Assessments: <i>Content or Department related summative or posttests, writing prompts, etc...</i>	Students Grade 3-5 as determined by the Grade-level or Content Teacher or by the Department Chair
May 18-June 12	K-5	SPRING ILTs	Students K-5
May 25-June 5	K-2	DIBELS Next	All students K-2
		Observation Survey	K-2
		DRA - Spring	Kindergarten only

***ILT: Integrated Learning Teams**

***ACCESS for ELs:** Assessing Comprehension and Communication in English State-to-State for English Learners

Notes: Literacy Teachers will also progress monitor every four weeks with DIBELS Next

The **Measures of Academic Progress** (MAP Growth) online assessment will be administered in Grades 2-5 to assess Reading Comprehension and Mathematics skills at the Beginning (BOY), middle (MOY) and end of year (EOY). MAP Science Growth will be administered to students in Grades 4-5.

See the Updated 2019-2020 Testing Schedule and Administration Deadlines from Department of Elementary and Secondary Education (DESE) at: <http://www.doe.mass.edu/mcas/cal.html?section=19-20>



QUINCY PUBLIC SCHOOLS

QUINCY, MASSACHUSETTS

UPDATED 6.13.2019

2019-2020 SCHOOL YEAR CALENDAR

September 2019

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

19 days

 = No School/
Holiday or Vacation

Aug. 26: Elementary and Middle School Offices Re-Open
Sept. 3: First day for Professional Staff
Sept. 4: First day of school, Grades 1-9
Sept. 5: First day of school, Gr. 10-12
Sept. 6: Kindergarten & Pre-K Orientation
Sept. 9: First day of school, Kindergarten & Pre-Kindergarten

Sept. 10, 17, 24: Elementary School Early Release Days
Sept. 10, 24: Middle School Early Release Days
Sept. 24: High School Early Release Day

February 2020

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

15 days

Feb. 4, 11, 25: Elementary School Early Release Days
Feb. 11, 25: Middle School Early Release Days
Feb. 11: High School Early Release Day
Feb. 15-Feb. 23: February Recess ~ No School

October 2019

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

22 days

Oct. 1, 8, 15, 22, 29: Elementary School Early Release Days
Oct. 8, 22: Middle School Early Release Days
Oct. 8: High School Early Release Day
Oct. 14: Columbus Day ~ No School

March 2020

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

22 days

Mar. 3, 10, 17, 24, 31: Elementary School Early Release Days
Mar. 10, 24: Middle School Early Release Days
Mar. 10: High School Early Release Day

November 2019

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

18 days

Nov. 5, 12, 19, 26: Elementary School Early Release Days
Nov. 11: Veteran's Day ~ No School
Nov. 12, 26: Middle School Early Release Days
Nov. 12: High School Early Release Day
Nov. 27: Early Release Day ~ All Schools No Lunch Served
Nov. 28 & 29: Thanksgiving Recess ~ No School

April 2020

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

16 days

Apr. 7, 14, 28: Elementary School Early Release Days
Apr. 14, 28: Middle School Early Release Days
Apr. 14: High School Early Release Day
Apr. 10: Good Friday Observed ~ No School
Apr. 18-Apr. 26: April Recess ~ No School

December 2019

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

15 days

Dec. 3, 10, 17: Elementary School Early Release Days
Dec. 10: Middle School Early Release Day
Dec. 10: High School Early Release Day
Dec. 21-Jan. 1: Winter Recess ~ No School

May 2020

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

20 days

May 5, 12, 19, 26: Elementary School Early Release Days
May 12, 26: Middle School Early Release Days
May 12: High School Early Release Day
May 25: Memorial Day ~ No School
May 29: Last Day of School for High School Seniors (Day 168)

January 2020

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

21 days

Jan. 1: New Year's Day ~ No School
Jan. 7, 14, 21, 28: Elementary School Early Release Days
Jan. 14, 28: Middle School Early Release Days
Jan. 14, 28: High School Early Release Days
Jan. 20: Martin Luther King, Jr. Birthday Observed ~ No School

June 2020

S	M	T	W	T	F	S
1	2	3	4	5	6	
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

12 days

June 2, 9, 16: Elementary School Early Release Days
June 8: QHS Graduation
June 9: NQHS Graduation
June 9, 16: Middle School Early Release Days

Elementary School Offices Close 6 days after last day of school
Middle School Offices Close 11 days after last day of school
High School Offices Open all summer for registration

June 16: Last Day of School: May be adjusted for school cancellations (Early Release Day for Elementary & Middle Schools) (Day 180)
June 17: Last Day for Professional Staff (May be adjusted for cancellations)
June 23: Last Day of School (in case of 5 days school cancellations)
June 24: Last Day for Professional Staff (5 days school cancellations)