

**Metcalfe School
Parent/Student Handbook
2018-2019**

WELCOME FROM THE PRINCIPAL

I would like to welcome both our new and veteran Metcalf families back for another great year. Our Handbook should help you find most of the information needed to help you navigate the 2018-2019 School Year.

Again, Welcome and we are looking forward to a fun filled year!

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Metcalfe School

The purpose of this section of the handbook is to help you become familiar with many of the policies and procedures you may encounter at Metcalfe School. We hope that most of your questions can be answered here!

At Metcalfe, our **mission** is that all scholars will be prepared for college and career options through a focus on building strong language skills, multiculturalism, and accomplishing high levels of academic achievement.

En Metcalfe, nuestra **misión** es que todos los estudiantes estarán preparados para tener opciones en la universidad y carrera a través de un enfoque en la construcción de habilidades de lenguaje, multiculturalismo y niveles altos de logro académico.

We **envision** being a community of learning in which all decision-making focuses on students' academic and social growth. Every adult and child is valued, respected, and challenged to live out the principles of dual language learning: attaining bilingualism, biliteracy, and cross cultural competence.

Tenemos una **visión** de ser una comunidad de aprendizaje en la cual todas las decisiones son centradas en el crecimiento académico y social de los estudiantes. Todos los adultos y niños son valorados, respetados y desafiados a vivir los principios del aprendizaje de dos idiomas: lograr el bilingüismo, la alfabetización en dos idiomas y la competencia cultural.

CONTACTING THE SCHOOL

- School address: 2019 Northampton St.
- Telephone Number: (413) 534-2104
- FAX Number: (413) 493-1633
- Web Site Address: <http://www.hps.holyoke.ma.us/metcalfe/>

PARENT DROP OFF

- Parents who are dropping off students will pull up in their car in the back of the building in front of Door #2, where 4-5 staff members will be waiting to help your students out of the car and to their classroom.
- Please try to organize their car seat/booster seat so it is on the left hand side of the car.
- The expectation is that students will enter the building by themselves (without parents). Students will report directly to their classrooms and will eat breakfast in their classroom.
- The window time for drop off is 8:20-8:35.

PARENT PICK UP

Dual Language Pre-K and Kindergarten will be dismissed from their classrooms. All other parent pick up will be in the cafeteria. Each table will be labeled with the teacher's name on it.

DISMISSAL and LEAVING SCHOOL

- School dismisses at 3:35 PM. Students are expected to be picked up promptly.
- Any changes to the student's dismissal arrangements (different person picking up, no after school program, etc.) have to be communicated in writing.

ABSENCES and TARDIES

- It is very important for students to come to school on time every day.
- **School starts at 8:30 AM. You are considered Tardy at 8:35. Students will be allowed in the building starting at 8:20.**
- Early dismissal is strongly discouraged. If your child has an appointment, please sign them out in the office. Appointment documentation will be required the following day.
- Excused absences and/or tardies require a note documenting the appointment. Please see the school nurse for an excused absence if your child is ill.
- If your child enters the building after 8:35 AM, please escort your child to the main office for a late pass.

CAFETERIA

- The cafeteria has a single serving line offering a variety of healthy food items. Students also have an option of bringing a nutritious lunch from home.
- Cafeteria menu is available on the Holyoke Public Schools website (www.hps.holyoke.ma.us) and is posted monthly.
- Please notify the cafeteria manager and the school nurse if your child has an allergy.

SNACKS

- We strongly encourage students to bring a healthy, nutritious snack with them to school daily.
- Soda and sports drinks are not be permitted in school.
- Chewing gum is not permitted in school
- Glass containers are not allowed.

TOYS FROM HOME

- We are asking that all toys from home, stay at home. The school will not be responsible for lost or stolen items.

ELECTRONIC DEVICES/CELL PHONES

- Electronic devices must be shut off and placed in a secure area that is out of sight of teachers and other students from 8:30-3:35
- Please be aware that the school will not be responsible for lost or stolen electronic equipment.

- Failure to comply with this procedure will result in the item being confiscated and returned only to the parent or guardian by the principal.

EVACUATION DRILLS/FIRE DRILLS

The following rules should be observed during a drill:

1. In the classroom:
 - a. Students leave all books and working materials where they are.
 - b. An orderly line is to be observed.
 - c. Each person walking through the door holds and the door and passes it to the person behind them.
 - d. The last student closes the classroom door.
2. In the corridors and stairways:
 - a. Walk in a single file line unless otherwise instructed.
 - b. Each person walking through the door holds and passes it to the person behind them.
 - c. Follow the assigned route, keep silent, quick steps, no running!
3. Outside the building:
 - a. All groups are to walk, as instructed by school staff, to their predetermined area.
 - b. Stay in line and remain quiet while teacher takes attendance.

ILLNESS OR INJURY

- The nurse's office is located on the first floor next to the main office. The nurse's office is open from 8:30 AM to 3:35PM every day.
- If students are feeling sick or are injured, they will be sent to the nurse's office.
- A written note/call to the parent will be provided documenting the reason for the visit.

Bus/Transportation

In the case of bus/transportation issues, please note the following numbers.

Maria Roman (HPS Director of Transportation) 540-2434

Durham School Services: 315-4119

Homework Policy

Pre-K: No homework

Homework must be sent home on Monday in a homework folder.

Kindergarten: A weekly reading log alternating between languages. The expectation is the student is reading with a parent, sibling, friend, or other family members. The expectation is 15 minutes 4 times a week.

First/Second Grade: A weekly reading log alternating between languages. The expectation is the student is reading alone, or with a parent, sibling, friend, or other family members. The expectation is 15 minutes 4 times a week. Extra homework should not exceed 30 minutes per week.

Third/Fourth Grade: A weekly reading log alternating between languages. The expectation is the student is reading alone, or with a parent, sibling, friend, or other family members. The expectation is 20 minutes 4 times a week. Extra homework should not exceed 45 minutes per week.

Metcalf Protocol for Addressing Parent Concerns

Because we care for each student in our school and we believe that open and honest communication between parents and teachers is of the utmost importance, we seek to take proactive action to effect a satisfactory solution to any difficulties.

You should have received individual classroom policies in regards to how they will be communicating with you.

As a building here are our procedures:

Procedures

1. When parents/guardian are concerned about an issue regarding their child/ children, parents/guardians should, as soon as possible, contact their child's teacher to discuss their concerns. Parents/Guardians with concerns should contact the class teacher, in the agreed upon manner stated in the teachers syllabus. During this communication it should be determined whether a face to face meeting is necessary. The classroom teacher should be the first person that a parent/caregiver goes to with a concern.
2. It is recognised that in the case of serious concern/emergency parents/guardians should contact the Principal either through email or calling the main office.
3. For the purpose of noting the conversation, it is recommended that parents and teachers take notes of any formal meetings to discuss concerns. It is recommended that both teachers and parents sign any notes taken, so that they may be revisited if needed. This must be completed at the request of either party.
4. Teachers will work with the parent/guardian to address the concern.
5. Should parents/guardians feel their concerns have not been addressed, we encourage them to contact the Principal to discuss their concerns.
6. The Principal will:
 - o meet with the teacher to discuss parents'/guardians' concerns,
 - o take action deemed appropriate to resolve any difficulties.
7. The Principal will meet with the parents/guardians and teacher to discuss concerns and seek a solution to the concerns.
8. Parents/Guardians are welcome to take their concerns further by expressing them in written format to the Principal who will give a copy of such letter to the teacher. Such a concern will be:
 - o relayed to the Principal Supervisor (Allyson Lynch)
 - o discussed with the Principal Supervisor,
 - o replied to as soon as appropriate.
9. If parents still have concerns, they are welcome to contact the Principal Supervisor (Allyson Lynch)

SCHOOL-WIDE BEHAVIORAL EXPECTATIONS

At Metcalf School

The Joseph Metcalf School is unequivocally committed to providing a safe and orderly environment in which students can maximize their academic achievement. Students whose behavior does not meet the school community's clearly defined standards for reasonable and acceptable behavior will not be permitted to disrupt the education of others.

Without a firm and consistent discipline policy, none of what we envision for the school can happen. Students and families have a right to attend a safe and orderly school. Therefore, we cannot overemphasize the importance of providing a firm and consistent discipline policy which is understood by all stakeholders.

The Mission of Metcalf School is to provide all students with a rich and diverse education preparing socially and academically with the skills necessary to achieve their highest potential.

Social Emotional Learning Goal: All student will increase their ability to engage in positive and respectful interactions with others.

Metcalf All Stars

Success

- Be ready to learn
- Stay on task and complete work
- Follow all classroom systems
- Keep materials organized

Team Work

- Being Cooperative
- Positively participate in learning
- Be a Good Listener
- Being a responsible member of the team
- Independently being responsible for rules/routines

Academic Achievement

- Always try your best
- Don't give up
- Have a growth mindset
- Set academic goals

Respectful

- Use respectful language
- Respect all members of the Metcalf Community
- Keep your hands and feet to yourself.



ACKNOWLEDGING POSITIVE BEHAVIOR

The acknowledgement of positive behaviors is a key feature of the **S.T.A.R.** behavioral expectation system. The behavioral expectation system focuses on acknowledging and rewarding students who demonstrate Metcalf School behavioral expectations. This program works in conjunction with schoolwide and classroom goals.

ACKNOWLEDGEMENT GUIDELINES

When adults acknowledge and reward positive behaviors, they reinforce this behavior and decrease the frequency of undesired behaviors.

At Metcalf School staff will provide acknowledgement of positive behavior in both verbal and nonverbal ways. As a school we will have monthly assemblies acknowledging a monthly STAR student from each classroom.

It is important for us to have you as families know what strategies staff will be utilizing in the classrooms to continue to promote a positive climate and culture here at Metcalf.

Below are some of the strategies you can expect staff to utilize in the building.

The Continuum of Strategies to Respond to Inappropriate Behavior

Correction Technique	Words/actions an adult can use
Verbal/Visual Prompt	Provide verbal and/or visual cue.
Redirect	Restate the desired/appropriate behavior.
Reteach	State and demonstrate the desired behavior. Have the student demonstrate the desired behavior. Provide immediate feedback.
Provide Choice	Give choice: <ul style="list-style-type: none"> ● to accomplish task in another location, ● order of task completion, ● use alternate supplies to complete the task, ● different activity that accomplishes the same instructional objective.
Conference	<ul style="list-style-type: none"> ● Positive, private, using quiet voice ● Describe the problem ● Describe the alternative (what the student should do instead) ● Tell why alternative is better and/or important ● Practice (student should tell and/or show) ● Provide feedback

[Full Behavior Management Policy](#)

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STUDENT-PARENT HANDBOOK ACKNOWLEDGEMENT FORM

The student/parent handbook can be found in both English and Spanish on the HPS Website, under Metcalf School.

My son and/or daughter and I have read and reviewed the contents of the STUDENT & PARENT HANDBOOK for the 2018-2019 academic year.

We realize that we are responsible for fulfilling the rules and regulations that it contains.

Signature of Parent/Guardian: _____ Date: _____

Print Parent Name: _____

Signature of Student: _____ Date: _____

Print Student Name: _____

IMPORTANT: THIS PAGE MUST BE RETURNED by SEPTEMBER 14, 2018

PARENT CONTACT FORM

This year we are planning to increase contact with parents about positive behavior of their children and about school events.

What is your **email address**?

(We will not share your email address with other agencies or businesses. Your email address will be only used for information sharing about school events and activities and to send occasional parent-teacher communication)

Would you like to receive **text messages** with updates about school events?

Yes ____ No ____

If yes, what is the phone number which we should send messages to?
