

**Dr. Marcella R. Kelly**  
**Elementary School**



**Student and Parent**  
**Handbook**  
**2019-2020**

**216 West Street Holyoke, MA 01040**

**Phone (413) 534-2078**

**[www.hps.holyoke.ma.us](http://www.hps.holyoke.ma.us)**

## **Mission**

Work hard, be kind.

## **Vision**

Kelly Full Service Community School is PreK-4 and 7-8 academy where students experience standards aligned instruction in a safe, nurturing, respectful community.

Through high expectations, targeted support, and rigorous accountability, we relentlessly enable students to be successful now, in high school, college, and career.

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## **Arrival and Dismissal**

School starts at 8:30 am and ends at 3:35 pm. Doors open at 8:20 am and all students should enter at their designated door and walk directly to their classroom to meet their teacher. In extremely inclement weather, doors will open at 8:15 am and students will wait in the cafeteria for their teacher.

Parents dropping their student(s) off or picking up by car must adhere to the following rules:

- Traffic should enter Pequot St. and follow the roundabout and exit Pequot St. (no u-turns)
- No parking is allowed on Pequot St.
- Students should have all belongings with them in the car and should be ready to exit curbside. Please do not have anything in the trunk and parents should not exit the vehicle.
- Drop off/pick up students in the drop off/pick up zone only. If you need to assist your student or need to exit the vehicle, please pull into a parking space before entering the roundabout.

Parents dropping their student(s) off on foot should do so at the front door. PreK arrival is at door 13, Kindergarten student arrival is at door 3.

Students in grades PreK and Kinder will dismiss at 3:35 pm at their arrival door. Students in grades 1-4 will dismiss at 3:35pm at the blacktop behind school building. Students in grades 7-8 will dismiss at 3:35 pm at door 10.

Car pick-up parents will enter Pequot St. where they will be greeted by staff member who will call for their student who will be waiting in the cafeteria.

No student is to enter the building before 8:20 am, unless otherwise specified for programs. Students will not be granted re-entry after 3:35 pm.

## **Attendance**

Attendance in school is critical, not just for each student's success, but for the overall success of the school community. When your student is frequently absent or tardy, he/she misses important instruction and negatively impacts the overall learning environment in the classroom.

Attendance is also a large component of the district measurement system for rating schools. The district-wide attendance goal is 96% (no more than 5 absences per student, excused or unexcused). Please make sure your child is in school everyday and on time. Please plan vacations around the school calendar. Work may not be provided ahead of time for students who are absent for an extended amount of time and the absences will impact the student's grade.

Students' tardiness and chronic truancy (unexcused absences) will be documented on their student record, according to the HPS Student Code of Conduct.

The only excused absences are:

1. Student Illness
2. Death of immediate family member
3. Family emergency
4. Religious holiday

In the case of any absence, please call the school at (413) 534-2078 before 8:00 am to report the child's anticipated absence. Students who arrive after 8:30 am must enter through the main entrance and receive a tardy slip before being admitted to class. Parents are not to walk tardy students to the classroom. Students are responsible for all missed class-work and homework.

### **Cell Phones - this policy will be strictly enforced**

Students are **not allowed** to use cellphones or earbuds in school. All cell phones must be turned off and locked in student lockers at the beginning of the day. Students must bring locks to secure their lockers or turn in cell phone to the classroom teacher for the day.

If a student is found to have a cell phone on their person, it is confiscated and progressive discipline begins.

- First offense: verbal warning, phone returned at the end of the day
- Second offense: lunch and/or office detention
- Third offense: Parent conference, parent picks up phone

If a student is a chronic offender, the parent will be asked to keep the phone at home. If that is not an option, administration will collect the phone at the beginning of the day and return it at the end of the day. Cell phones/earbuds that are out during the school day will be confiscated and held in the main office for parent pick-up. Kelly School is not responsible for theft or loss of cell phones/earbuds.

### **Communication**

There is a google email group for ongoing communication to parents. Important information about the school will be sent via this group. If you do not currently receive the emails, please contact the principal or assistant principal to be added to the list.

A school newsletter and calendar will be distributed via email and hard copy the first week of each month. Please read this information carefully and take note of upcoming events. All events will also be noted on our school website, [www.hps.holyoke.ma.us](http://www.hps.holyoke.ma.us), on the Kelly page. Please check the website frequently. Also, you can follow us on Facebook at Kelly Full Service Community School PTO and School News.

Parents are encouraged to track their students' academic progress using the ClassDojo. The school will also inform parents of their child's progress on an ongoing basis using the following methods:

- Families of K-4 students will receive Report Cards by trimester (3) and families of 7-8 grade students will receive Report Cards at the end of each quarter (4).
- There will be an opportunity for a conference with the teacher and family after the 1st quarter and 1st trimester. Conference times will be communicated prior to the date.
- Parents may request to schedule a conference at any time.
- Teachers communicate with parents on an ongoing basis via phone, email, and ClassDojo.

## **Detention**

Detention is an earned consequence when students fail to follow school and classroom rules. A notice will be sent home to inform parent that a student has received detention as a consequence. If the parent/guardian is unsure if the student has detention, please call the main office. Detention attendance is mandatory.

## **Discipline**

Kelly School follows the Student Code of Conduct of the Holyoke Public Schools. We expect students to behave properly at all times. The Student Code of Conduct describes various kinds of misconduct and the available interventions and consequences, such as in and out-of-school suspensions, that may be used in response to inappropriate and disruptive behavior.

Parents/guardians may find the Student Code of Conduct on the HPS website at <https://www.hps.holyoke.ma.us/about-us/documents-policies/>. Each family (Students, Parents, Guardians) is expected to review and understand the Student Code of Conduct at the beginning of the school year. It is the responsibility of the students to follow the rules described therein.

Each classroom creates a Class Compact and all agree to follow the compact. If a student fails to meet expectations set by the community, students may have a peer conference, teacher/student conference, parent/student/administrator conference or other appropriate consequence.

The following items are not to be brought to school and will be confiscated: toys, electronic handheld games, candy, any item that could be perceived as a weapon, or large sums of money.

## **Food at School**

Foods that contain peanuts are not allowed at school, including in lunches brought from home. Students may not bring in food for birthday celebrations due to our healthy school designation. If students elect to bring their own lunch, we encourage them to pack healthy food options. No candy, chips, or soda are allowed at school. Healthy snacks are always welcome such as fruit and vegetables.

## **Grading**

Grading Scale: A

– 90-100%

B – 80-89%

C – 70-79%

D – 60-69%

The following categories are used to determine final grades per trimester and quarter:

- Formative and Summative Assessments/Quizzes/Projects
- Class Work/Class Participation
- Homework

## **Homework Policy**

All students in K-8 will be assigned daily homework. Students in K-4 grades will have a Kelly Take-Home Folder and Student Agenda. All work that is due back to school will be on the right side of the folder. All information that stays at home will be on the left side of the folder.

## **Instructional Resources**

Textbooks and other instructional resources (including technology) are very expensive to purchase and must be used over a period of years. Parents must assume the responsibility for lost or damaged materials.

## **Learning Excursions**

Learning excursions are critical to the experiential component of our academic program. All students must attend school on the day of the field trip, whether they are participating or not.

Those not attending a field trip will be given supplemental work to be completed during the school day. All permission slips and money must be turned in by the due date. No refunds.

## **Lost and Found**

Kelly School is not responsible for lost or stolen items. Do not send your child to school with valuables. The lost and found is located on the stage and will be stored for 30 days, please see an office staff member if you need to check the Lost and Found. All items will be discarded after 30 days.

## **Parent Involvement**

Kelly School welcomes families as partners. There are many opportunities to be involved in your child's education.

The School Council, Parent Volunteer Program, and PTO meet regularly and provide a variety of educational workshops/trainings for parents. The committees work with the Principal to enhance the instructional programs at our school. All parents/guardians are encouraged to attend meetings and take an active role. More information about joining these programs to come.

## **Recess**

Weather permitting; students will participate in a 15 minutes outdoor recess either before or after lunch every day. Students should be prepared for outdoor recess by dressing appropriately.

## **Social / Emotional Programs**

In accordance with the Holyoke Public Schools Bullying Prevention and Intervention Policy, Kelly School is "committed to providing a safe, positive and productive educational environment where students can achieve the highest academic standards. No student shall be subjected to harassment, intimidation, bullying, or cyberbullying."

HPS also asks every student, with the support of his/her parent(s), guardian(s) and the adults at school, to commit to the following principles, which will apply to everyone on school property and at school-related activities:

- I will not bully others.
- I will try to help anyone I suspect is being bullied.
- I will work to include students who are left out.
- If someone is being bullied, I will tell an adult at school and an adult at home.

### **Supplies**

All students will receive a detailed supply list from their classroom teacher. All items on the list can be inexpensively purchased

### **Uniform Policy**

	<b>PreK-4</b>	<b>7-8</b>
<b>Top</b>	Light Blue polo long or short sleeves	Black or white polo Long or short sleeves
<b>Bottom</b>	Navy Blue pants, skirts, shorts, or uniform dresses	Khaki pants, skirts, shorts, or uniform dresses
<b>Shoes</b>	For safety reasons, sneakers or closed toe shoes must be worn at all times	

The following dress code expectations are true EVERY day at Kelly School, including non-uniform days:

- Hats, caps, hoods, etc are not to be worn in school
- No halter tops or see-through materials
- No ripped or torn clothing
- Pants must be worn at the waist
- Official Kelly School apparel may be worn at any time

### **Visitors**

Our school policy is to accept only those visitors who have legitimate business at the school. All visitors to Kelly School must sign-in at the Front Desk and wear a visitor badge while in the building.