

**EN White
Elementary School**

Family Handbook

E.N. WHITE



TIGER PRIDE

*Positive, Responsible, Integrity, Determined,
Extraordinary*

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E.N. White Mission Statement

Through **culturally responsive instruction, targeted supports** and **accountability systems** for students and staff, E.N. White School ensures all PreK to 5th grade students master grade level standards and have the foundation necessary to be successful in 6th grade and beyond.

E.N. White Vision Statement

When provided with extraordinary instruction, targeted supports and accountability systems for both students and staff, every student will achieve school success and be in a position to choose their pathway in high school and beyond.

E.N. White Core Values

TIGER PRIDE

P - Positive: We believe that each member of the E.N. White School community enters school each day with a positive mindset

R - Responsibility: We believe that each member of the E.N. White School community are accountable for our actions and our words.

I - Integrity: We believe that each member of the E.N. White School community does what is right, even when no one is looking.

D - Determination: We believe that each member of the E.N. White community believes in himself and knows we can accomplish whatever we put our minds to.

E - Extraordinary: We believe that each member of the E.N. White School community does everything above the norm

Core Values	Examples of What it looks like...
1. Positive	<ul style="list-style-type: none"> ● Greeting all in the community with a smile and hello ● Always communicate positively ● Addressing each new situations and challenges positively
2. Responsibility	<ul style="list-style-type: none"> ● Meeting deadlines ● Turning in 100% of homework ● Holding each other accountable for our actions
3. Integrity	<ul style="list-style-type: none"> ● Making the right choices/Encouraging others to do so ● We are honest and tell the truth even when it is difficult ● Doing the right thing even when no one is looking
4. Determination	<ul style="list-style-type: none"> ● Persevering through difficult tasks ● Never giving up ● Working through cognitive struggle independently
5. Extraordinary	<ul style="list-style-type: none"> ● Mediocrity is not an option ● Do not settle for less than the best or better than the best ● Do whatever it takes

Important Policies and Procedures

Attendance/Tardiness:

Students are expected to attend school every day and arrive on time. If your child is sick, please call the school to inform the office that s/he will be absent. When your child returns to school, please send a note indicating that your child was sick. Absences that are not accompanied by a note will be counted as unexcused.

# of Unexcused absences	School Action
3 days	A letter will be sent to the home reminding of the attendance policy
5 days	A letter will be sent home A home visit will be made by school attendance officer Meeting with the Principal Referral to EnLace
9 days	A letter will be sent home A home visit will be made by the school attendance officer School will follow up with En Lace
12 days	The school will file a 51A with the Department of Children and Families
14 days	Mandatory meeting with school administration Student will be considered for retention
15 days	A CRA (Child Requiring Assistance) will be filed with the Holyoke Juvenile Court.

Parents must accompany tardy students to the office for a late pass. If a child is tardy on more than three occasions, the principal will schedule a meeting with the parent to discuss a possible solution.

Student Drop-Off:

Students should be dropped off between 7:30 am and 7:40 am in the morning. The school cannot be responsible for any child that arrives before 7:30 am. Students should enter the building through door 7 at the back of the school. All students have the option of eating (free) breakfast in the classroom beginning at 7:40am. The school day begins promptly at 7:40am.

- All students should arrive between 7:30-7:40 am
 - Bus students and walkers will enter through door 10
 - Car drop off students will enter through door 7
- When students arrive they will be directed to the cafeteria.
- At 7:40 classes will line up in the cafeteria and will be escorted to the classroom.
- Once in the classroom, students will have breakfast in the classroom from 7:40-7:55.
- At 7:55 each class will hold a morning meeting.
- At 8:10 the Pledge of Allegiance and morning announcements will be read over the intercom.
- At 8:10 the academic day begins.

Student Pick-Up:

Students who do not ride the bus should be picked up at 2:45 pm in our at the gym doors in the back of the school. Parents in the car pick up line will be given a number to display in their windshield. The students will be brought out to their cars based on the number in the windshield.

Please note that a child's dismissal plan can only be altered with a note (to the classroom teacher) from a parent. Messages cannot come from students. They can only come from a legal guardian. If a child is to be dismissed during the school day, he or she will only be released to those individuals who appear on a student's emergency contact form.

Dismissal Policies:

- Dismissal will begin at 2:35 pm. We will dismiss in the following order:
 - 2:35pm: Walkers, Tae Kwon Do/Gándara/Van Pool
 - 2:37pm: Car Pick Up
 - 2:39pm: Mini Buses
 - 2:41pm: Big buses (Bus 2, 3, 4, and After School Program Bus).
- All students will be escorted to their dismissal point by school staff.
- Parents who arrive to pick-up their children should stay in the car pick up line.
- Parents who are walkers can pick up their students at door 11.

Bus Policies:

Students are expected to follow all school rules while riding the bus. The E.N. White School takes bus behavior very seriously as it affects the safety of all of our students. Students with behavior issues on the bus will be subject to progressive discipline:

- First offense: Verbal Warning
- Second Offense: Written Warning
- Third Offense: Suspension from the bus for 1 day
- Four or more offenses: Discipline is at the discretion of the administration.



If problems continue, bus transportation may be denied. Please speak to your child frequently regarding the importance of following bus rules. Also, should a problem arise between your child and another child on the bus, please do not take the matter into your own hands. Bus drivers have been instructed not to allow any adults on the bus. Please mention the problem to the driver and call the school. The administration will investigate the problem and determine appropriate consequences.

Bullying

E.N. White School follows the [Holyoke Public School Bullying and Intervention Plan](#). Parents, students, and staff are encouraged to report any instances of bullying to the school immediately. Please contact our school guidance counselor Mr. Raul Gonzalez regarding any bullying incidents. He will immediately investigate the allegation and forward pertinent information to school leaders as needed. We also have Bully Report forms in English and Spanish in the main office. These forms are also located on the Holyoke Public School website. All bullying reports are taken very seriously and kept on file whether or not the claim was substantiated.

After-School Program

The E.N. White School offers an afterschool program from 2:45 until 4:30 pm every afternoon. Please contact the school if you are interested in this program. The after school program runs Monday, Wednesday, Thursday and Friday from 2:45-4:30. The cost of the program is \$6.00 per day. The program is limited to the first 50 students enrolled. If you are interested in this program, please contact the school office at (413) 534-2057 or email Mrs. Glasheen at jglasheen@hps.holyoke.ma.us.

Lockers

All students in grades 2-5 will be assigned a locker. This locker will be used to store student jackets, books, and other personal belongings. Students are encouraged to purchase a lock for their locker to prevent the theft of their personal belongings. If you need assistance getting a lock, please see your homeroom teacher.

Lost and Found

Our lost and found area is located inside the school office. Clothes, lunch boxes, backpacks, etc. should be labeled clearly with your child's name. We encourage you to periodically visit the lost and found area to collect any items that look familiar. Unclaimed items will be donated seasonally to an appropriate charity.

Questions/Concerns for Teachers

Please follow our [Parent Concerns Protocol](#) if you have a question or concern. This protocol is also located on our website and hard copies are available in the main office.



Change of Dismissal Plan

We will assume that a child's dismissal plan remains consistent unless the teacher is **notified in writing of a change**. However, we cannot guarantee that a child/teacher will receive a message about a change in dismissal if we are notified during the school day. Whenever possible, please try to give the school advanced notice for change of dismissal plans.

School Announcements

Announcements are sent home in your child's backpack on a regular basis. It is critical that parents check their child's backpack every night to stay informed about events and activities at the Ohrenberger. At the start of each month you will receive a school calendar highlighting school events and important dates. From time to time, you may receive recorded phone announcements from the principal, the superintendent and/or the mayor. **Please be sure that the school has an updated phone number and email on file for your home.**

Facebook



E.N. White School has a Facebook page! Please like us at "EN White Tiger Pride Community Organization". This page is updated daily and provides important information for families and staff.

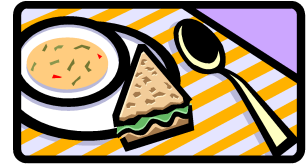
Breakfast

Free breakfast is available to all students from 7:40 am to 7:55 am.

Lunch

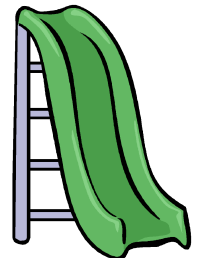
Lunch time for all students lasts 30 minutes. Students can choose to purchase or bring their lunch to school each day. Lunch is free for every child regardless of economic status. The lunch menu will be distributed monthly to students. Those students who bring lunch should bring items that are already prepared. Forks, spoons and napkins are available to students who bring lunch from home. Depending on their class, students eat at different times:

<i>PreK & Kindergarten</i>	<i>12:15-12:45</i>
<i>Grade 1</i>	<i>11:45-12:15</i>
<i>Grade 2</i>	<i>10:45-11:15</i>
<i>Grade 3</i>	<i>11:15-11:45</i>
<i>Grades 4 & 5</i>	<i>12:45-1:15</i>



Recess

Every class has recess for approximately 15 minutes each day. When the weather allows, students will have the opportunity to play outside– on the playground, play four-square/basketball/kickball, jump rope, hula-hooping, etc. If it is raining, snowing or if the temperature is below 20 degrees (F), students will stay indoors for recess. Students will have the opportunity to use art supplies, make puzzles, play board games and/or read during this time. On cold days when we go outside, it is critical that students bring warm clothing: gloves, winter jackets and hats to school. Students will not be allowed outside on cold days if they do not have the proper attire. Below are the times that our classes have recess:



<i>PreK & Kindergarten</i>	<i>12:45-1:00</i>
<i>Grade 1</i>	<i>12:15-12:30</i>
<i>Grade 2</i>	<i>11:15-11:30</i>
<i>Grade 3</i>	<i>11:45-12:00</i>
<i>Grades 4 & 5</i>	<i>1:15-1:30</i>

Homework

All E.N.White students, in grades 1-5, are expected to complete homework each night. Homework is a critical component of your child's grade. The amount of homework varies by grade level.

Grade Level	Minutes a Night of Homework Required	Comments
PreK & K	No homework required. Homework is assigned at the discretion of the teacher.	
Grade 1	10 minutes total homework	Homework will be evenly split between ELA and Math.
Grade 2	20 minutes total homework	Homework will be evenly split between ELA and Math.
Grade 3	30 minutes total homework	Homework will be evenly split between ELA and Math.
Grade 4	40 minutes total homework	Homework will be evenly split between ELA and Math.
Grade 5	50 minutes total homework	Homework will be evenly split between ELA and Math.

Please make sure you have talked to your child's teacher regarding his/her homework policy. Then, please check every night to ensure that your child has completed his/her homework and placed it in his/her bookbag. Parents are encouraged to discuss homework with their children and provide some assistance as needed. However, please do not complete your child's homework yourself. Students may lose school privileges if they continually fail to complete their homework.

School Visitors

The E.N. White School loves to entertain visitors! However, all visitors must report to the school office upon arrival. Visitors should enter the building through the front door (door 1) by ringing our doorbell. Once inside the building, visitors must sign-in at the office and they will be given a visitor's ID. Any visitor who does not have an ID will be asked to report to the office immediately. If a parent wishes to speak with a teacher, they should schedule an appointment to meet with the teacher outside of instructional time. We are careful not to interrupt student learning during the school day.

Birthday Parties for Students

Parents should contact the child's teacher at least a week before bringing in refreshments for a birthday party. If a child brings in refreshments to school, they must be store bought with the ingredients clearly labeled. This is to ensure that if a student has an allergic reaction, we can identify exactly what ingredients are in the treat. We also ask that parents provide the school with paper goods for parties.



Report Cards/Progress Reports

There are 3 grading periods for students in grades PreK - 5. Teachers will send home progress reports at the mid-term updating parents on their child's progress. Teachers or parents may request a conference to discuss the report card. If you would like a conference with your child's teacher, please call the main office and make an appointment. Although not preferred, a phone conference is acceptable if a parent absolutely cannot meet with the classroom teacher in person.

Health Information

Injuries and Illness Outside of School

If your child is too sick to attend school (vomiting, fever, etc.) they should return to school with a note explaining the reason they were out. Notes should include dates of the absence and a parent signature.

Absences that will be excused are the following:

- Sickness, injury, hospitalization, verified by a doctor's note
- Religious holiday
- Death of an immediate family member.
- Court appearance by the student

If the child is out of school for more than three days, a doctor's note is required to excuse the absence. Please note— students should come to school if they have mild cold symptoms.



Injuries and Illness at School

If your child receives an injury in school that alters his/her appearance, the school nurse, Jody Wax or her designee, will contact you by phone (if an emergency, you will be contacted right away). Children often sustain minor scrapes that do not necessitate a call, but the nurse will send notification home of a visit to her office. In any situation, we will use our best judgment. In case of illness, you will be called. In the event that you cannot be reached, your emergency contact person will be expected to pick up your child and provide care. **Please be sure that the people on your emergency list understand this responsibility and that this list is kept up to date.**

Medication



Any prescribed medication (including inhalers) must be accompanied by a doctor's note indicating when and in what quantities it should be given. Medication must be in the original container with a label that includes the child's name, medication dosage and times to be administered, etc. With written parental consent and authorization of a physician, school age children with asthma are permitted to carry and use their inhalers as needed.

Communicable Diseases

If a child has or has been exposed to a communicable disease (i.e. chicken pox, measles, impetigo, conjunctivitis or any other contagious illness), the parent or guardian is requested to inform the main office immediately so that we can notify other parents to be alert for any symptoms. We must have a written statement from the child's doctor saying that the child can safely return to the Ohrenberger. If your child has a contagious infection that requires antibiotics, he/she may return to the Ohrenberger only when their temperature is normal and antibiotics have been administered for 24 hours.

Allergies

It is critical that you notify the school nurse at the start of the year regarding any allergies that your child might have. Please also detail your child's allergy on your child's health form.

Opportunities for Parent Involvement

Your involvement in our school community is critical. Your participation sends a clear message to your child that **school is important** and that you place a high value on their learning. Research shows that increased parental involvement is directly linked to increased student achievement. Additionally, your time, energy and ideas are essential if we are to provide your child with a well-rounded and diverse educational experience. We encourage you to become involved in one or more of the following ways. Please reach out to Daisy Rivera, Family Access and Engagement Coordinator if you are interested in any of the following volunteer opportunities.

School Site Council (SSC)

School Councils are required to be in place for all schools in Massachusetts as part of the Education Reform Act of 1993. School Councils are representative, school building-based committees composed of the principal, parents, teachers, community members and, at the secondary level, students, required to be established by each school pursuant to Massachusetts General Laws Chapter 71, Section 59C.

The purpose of a school council is to:

- assist the principal in adopting educational goals for the schools,
- assist the principal in the identification of the educational needs of the students,
- assist the principal in the review of the annual school budget,
- assist the principal in the formulation of a school improvement plan.

The membership of the school council includes the principal, four elected parent members, three teachers and a community member. The council should broadly represent the racial and ethnic diversity of the school building and community. The Massachusetts Department of Education's website provides detailed information about the mission and the responsibilities of Site-Based Councils.

Family Nights:

The E.N. White School will host family nights throughout the year. Families, friends, and neighbors are welcome to attend these interactive events intended to generate school spirit. They are opportunities for families to connect with each other, enjoy food and participate in fun activities. Family nights might include a bingo night, movie night, open house, school showcase or a talent show.

Volunteering:

There are many opportunities for parent volunteers throughout the school year. Parents can volunteer at special events or arrange with individual teachers to assist in classrooms. Below is a list of suggested ways that you can be involved at the school. Please contact Daisy Rivera in the main office if you are interested in helping.

- Serve as a room parent
- Bake for a school bake sale
- Attend and help with family nights
- Share a special talent or interest with a class
- Help organize the school's book collection
- Translate school newsletters and flyers
- Organize the school's lost and found



- Coordinate our box tops campaign
- Maintain our parent bulletin board
- Lead our parent preview tours
- Organize an after-school activity
- Help plan and write grants to fund school activities
- Assist with school fundraising activities
- Help manage our publishing center

Parents and Families are Important to E.N. White

Your voice is critical in helping our school educate your students. To this end, you are invited to a monthly “Coffee and Conversation” with our school principal, Mrs. Glasheen. This monthly opportunity will be held in our parent resource room located in the main office. During this meeting parents are encouraged to give feedback to the school on what is going well and what challenges they see. The schedule for these meetings is below:

Thursday October 9, 2019 8:30-9:30 am
Thursday November 7, 2019 8:30-9:30 am
Thursday December 12, 2019 8:30-9:30 am
Thursday January 8, 2020 8:30-9:30 am
Thursday February 6, 2020 8:30-9:30 am
Thursday March 12, 2020 8:30-9:30 am
Thursday April 9, 2020 8:30-9:30 am
Thursday May 14, 2020 8:30-9:30 am
Thursday June 11, 2020 8:30-9:30 am



E.N. White Tiger Pride Community Organization (TPCO)

Tiger Pride Community Organization (TPCO)

Every E.N. White parent is, by definition, a member of the TPCO. The TPCO meets on the 4th Tuesday of the month at 5:45pm and addresses different parental concerns or ideas for school activities. In the past, TPCO has sponsored fundraisers, organized family nights, planned field day, funded field trips and served as a forum to communicate parental concerns, questions or ideas to the principal. The TPCO is the equivalent of a PTO however E. N. White has community members involved as well.

The TPCO Mission Statement:

The Tiger Pride Community Organization (TPCO) is dedicated to promoting school spirit “Tiger Pride” as well as providing our students with a variety of fun and educational activities by raising funds to cover the cost of field day, field trips, entertainment, incentives and awards as well as enhancing the art, music and physical education programs at Edward N. White School.

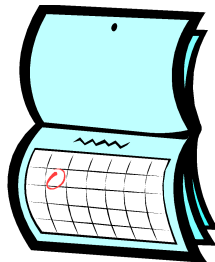
ON-GOING PROGRAMS:

Stop&Shop Educational Rewards	Oct-March	Register Stop&Shop Cards #05040
Smencil Merchandise	ALL YEAR	School Library/Main Office
Tiger Pride Merchandise	ALL YEAR	Order forms/payments main office
BoxTop\$ for Education**	ALL YEAR	Collection bins in main office
School Snacks	ALL Year	School Library
Popcorn Friday	Most Fridays	School Library

****Every Friday is Tiger Pride Day – Students will earn a small prize of their choice from the prize patrol basket for every ten BoxTop\$ turned in on Friday and/or for wearing an E.N. White Tiger Pride shirt/sweatshirt.**

Important School Dates to Remember!

Tuesday August 27, 2019: 1st day of school Grades 1-5
Wednesday September 4, 2019: 1st day of school for Kindergarten and Preschool
Tuesday September 17, 2019 5-7pm: Open House
Monday October 14, 2019: Columbus Day (no school)
Monday and Tuesday November 4 and 5: Staff Professional Learning (no school)
Monday November 11, 2019: Veterans Day (no school)
Wednesday November 27-Friday November 29, 2019: Thanksgiving Recess (no school)
Tuesday December 10, 2019 3-7pm: Parent Conferences
Monday December 23- Wednesday January 1, 2020: Winter Recess (no school)
Monday January 20, 2020: Martin Luther King Day (no school)
Tuesday January 28, 2020 5-7pm: Student Showcase
Thursday & Friday January 30 and 31, 2020: Staff Professional Learning (no school)
Monday February 17-Friday February 21, 2020: February Vacation (no school)
Tuesday March 24, 2020 3-7pm: Parent Conferences
Friday April 10, 2020: No School Good Friday
Monday April 20-Friday April 24, 2020: Spring Vacation (no school)
Tuesday May 19, 2020: Student Showcase
Monday May 25, 2020: Memorial Day (no school)
June 13: Last Day of School



Important Facts about E.N. White School

School Mascot: Tiger

What is the E.N. White Motto? #TigerPride: We are... Positive, Responsible, Integrity, Determined, and Extraordinary

How old is E.N. White School?

The School is 64 years old. It was built in 1955 and the addition was added to the school in the 1980s. E.N. White is named after Edward N. White.

Who was Edward N. White?

Edward N. White was an industrialist, church and civic leader in the city of Holyoke. His family donated the land to the city of Holyoke for school and playground purposes. The city erected the school in 1955 and dedicated the school in his name.

How many students are at the E.N. White School?

There are approximately 423 students enrolled in the school in grades PreK to 5 as of July 2019.

Frequently Asked Questions

What should I do if my child is sick?

If your child has a fever or is vomiting, s/he should definitely stay home. Children with mild cold symptoms should be sent to school. If your child stays home sick, please either call the school office and notify the office staff s/he will be out or send a note to school when s/he returns.

Who can I talk to if I have other questions or concerns about my child's transportation to and/or from school?

All bus transportation requests must go through the district office. Please call Denise Rodriguez at (413)512-5352 and request a bus or bus stop change.

If it is snowing, how can I find out if school has been cancelled?

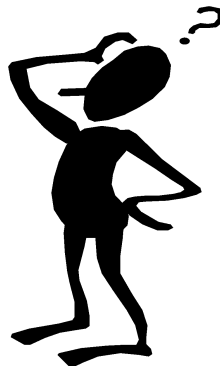
School cancellations are announced on television (Comcast channels 3, 4, 5) and on the internet – www.hps.holyoke.ma.us. If "Holyoke Public Schools" is listed, school is cancelled. If not, school is still in session. You can also check our school Facebook page: E.N. White Tiger Pride Community Organization. Please do not call the school to ask if school has been cancelled.

What should I do if there is a change in my child's afternoon pick-up plans?

Please send a note with your child if s/he will be picked up by a different person or will not be riding the bus. We will stay with a child's usual dismissal plan unless we receive notification from the parent.

What is meant by an unexcused absence?

Some parents think that every absence will be excused as long as a parent sends a note within 7 days of the absence. **This is not true.** Some examples of unexcused absences are as follows: student needs to baby-sit, family vacation, trip to a homeland, extension of a religious or cultural holiday beyond the designated day or days on the school calendar and repetitive or chronic absences.



Important Phone Numbers

E.N. White Main Office

Phone: 413-534-2057/58

Fax: 413-534-2293

Holyoke Public School Transportation Office

Phone: 413-512-5352

Email: Denise Rodriguez: derodriguez@hps.holyoke.ma.us

Durham School Transportation (Bus Company)

Phone: 413 315-4119

Important Email Addresses

Jacqueline Glasheen, Principal

jglasheen@hps.holyoke.ma.us

Arrin Barnes, Assistant Principal

abrewerbarnes@hps.holyoke.ma.us

Amy Piedra, Dean of Curriculum and Instruction:

apiedra@hps.holyoke.ma.us

Raul Gonzalez, Guidance Counselor

rgonzalez@hps.holyoke.ma.us

Noemi Pagan, Office Manager:

npagan@hps.holyoke.ma.us

Daisy Rivera, Family Access and Engagement Coord.

daisyrivera@hps.holyoke.ma.us

Nicole Brochu, School Nurse

nbrochu@hps.holyoke.ma.us

Important Websites

E.N. White School:

www.hps.holyoke.ma.us/schools/e-n-white-school/

Holyoke Public Schools:

www.hps.holyoke.ma.us

E.N. White Facebook page:

www.facebook.com/ENWhiteTPCO/