



Welcome to the Smith School Family!

The following are some procedural items important to new families at Smith. While many of the nuances discussed appear to be mundane, we hope that this helps our new families be prepared and informed of such items.

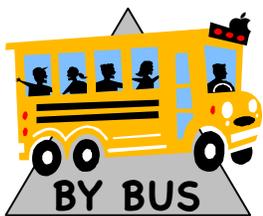
Drop-Off in the Morning:



- 🍏 Cars form a single line down Lobao Drive.
- 🍏 Please do not arrive at school any earlier than 7:50AM, as there will be no adults stationed outside.
- 🍏 Please have your child exit the car on the **passenger side**, and ***never pass a car or school bus on the left that has stopped to drop off children.***

🍏 There is a sign in the window indicating whether before-school recess is indoor or outdoor. If the weather is inclement, kindly drop your child off in front of the main school door. If the weather is sunny and on the warm side, go past the front door and drop your child off at the top of the driveway. There is always an adult out front to welcome students in the morning.

🍏 It is imperative that the line of cars moves along quickly. If you must get out of the car to escort your child, please park in one of the spaces in our lot.



- 🍏 All kindergarten children sit at the front of the bus behind the driver. They exit the bus first, as well.
- 🍏 There is always an adult to greet all students as they get off the bus.

Once at School:

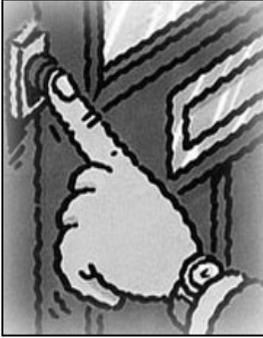
- 🍏 Kindergartners remain with 2 teacher aides until it is time to go to class.
- 🍏 Kindergartners DO NOT go down to the playground with the older children until they feel comfortable doing so. This generally happens in mid-October.



- 🍏 Once in school, students go into class and hang up their backpacks and coats.
- 🍏 Students give teachers any notes from home (including such things as notes indicating a change in dismissal or a note to the teacher).
- 🍏 Our 5th graders lead the school in the Pledge of Allegiance, a moment of silence, and a patriotic song.
- 🍏 Teacher aides visit the classrooms each morning to record lunch choices from the students. If they are purchasing a hot lunch, they give their choice to the aide AT THAT TIME (in the AM). Lunches are currently \$3.00 (subject to change), including milk. Milk ONLY is currently 75¢ per day. Your child will also be provided a pin number for their Meal Magic account.

Safety at Smith School:

PLEASE NOTE: for the first 3 weeks of school, kindergarten students are expected to wear their name tags each day, indicating method of dismissal.



- 🍏 All doors are locked. When visiting Smith, you will need to ring a bell and be “buzzed” in by someone in the office.
- 🍏 All visitors to Smith must sign in and out in the office. If you are staying for any length of time, you must wear a Visitor Pass.
- 🍏 The bathrooms are labeled as student bathrooms. Adults must use bathrooms in either the front office or by the teacher’s room. The only exception is for our art, gym and music teachers. If they cannot run upstairs, they will put an “Occupied” sign on the bathroom door.
- 🍏 All staff members AND parent volunteers are subject to C.O.R.I. laws. A new C.O.R.I. form must be filled out every three years.
- 🍏 We have a full-time SCHOOL NURSE on board. Mrs. Nancy Opidee, our nurse, is always available.
- 🍏 Our teacher aides take a walkie-talkie out to recess. Our nurse keeps a walkie-talkie in her office during recess in case assistance is needed on the playground.
- 🍏 Students are NOT allowed to use the back fields at Smith School during recess. They MAY use the playground, the hot-topped area and the small soccer field.
- 🍏 There are a minimum of 2 fire drills each year at Smith School. Such drills are conducted by the Danvers Fire Department. We will also practice a school lockdown in the fall and spring.
- 🍏 Salter Transportation, Inc. schedules twice-yearly bus evacuation seminars and drills for all students.
- 🍏 If your child is to be picked up by anyone OTHER THAN a usual caretaker (one with whom we are familiar), that person will need to come into the office to dismiss the child. We will ask for identification and take a copy of his/her license. If we have any questions regarding your child’s atypical dismissal, we will call you and refuse to release the child until we have your OK.
- 🍏 We utilize the *Connect Ed* telephone messaging system for announcements, and in the event that an emergency arises and we need to reach many parents in a timely manner.



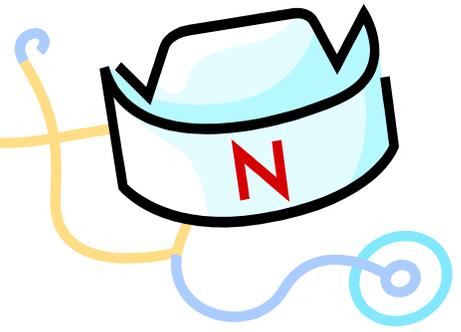
- 🍏 At the beginning of each year, you are encouraged to fill out the Emergency Form carefully. This form gives us primary, secondary and tertiary contacts in the event that we need to reach you for some reason.
- 🍏 If Smith School – for any reason – needs to evacuate the building, our plan is to walk to the Alumni Hall Auditorium at St. John’s Prep on Summer Street. You will be called from there. The procedure is the same as a fire drill.

Health Issues:

- 🍎 No child can enter our kindergarten without verification of proper immunizations and medical documentation.
- 🍎 If your child has any extenuating health issues, please make an appointment with Mrs. Opidee immediately. With your input, an Individual Health Care Plan will be developed.
- 🍎 If your child is sick and cannot come to school, please call the Nurse's Line (978-777-1675) at 978-777-1675 BEFORE 8:15 AM. If we have not heard from you, the school will call your house looking for your child. We will continue to call numbers on the emergency form until we track you down!



- 🍎 Please make sure that all clothing is washed frequently as we have had outbreaks of head lice in the past.
- 🍎 Students are encouraged to bring a labeled water bottle to school.
- 🍎 Please make sure that students dress for the season. We recommend that children dress in layers as the temperature swing can be as much as 30 degrees between morning drop-off and noon.



Food:

- 🍎 A School Committee policy prohibits any snacks celebrating your child's birthday in school. While there will be some school parties for certain holidays, we will limit the amount of food brought in from home. If parents wish, they may bring in pencils, bookmarks, etc. in honor of their son/daughter's birthday.
- 🍎 All classrooms are NUT FREE. This means that we cannot allow peanut butter snacks or nut snacks of any kind in our classrooms. We have many children with life-threatening allergies. Sometimes, even a nut vapor can trigger a severe and tragic attack.
- 🍎 Peanut butter MAY be eaten in our cafeteria. Students who have had any type of nut at lunch will receive a handi-wipe to wash their hands after eating.
- 🍎 For those students with severe nut allergies, there is a PEANUT-FREE table in the cafeteria.
- 🍎 In addition to lunch, each class sets aside one 15-minute snack break. Please encourage fruit, cheese and vegetables for a healthy choice. Also, children may bring bottled water or boxed juice (no glass containers or soda, please). We request that students not bring candy.
- 🍎 Kindergartners have a 40-minute lunch. At the beginning of the school year, almost the entire 40 minutes is devoted to eating lunch. At the end of the school year, the boys and girls are encouraged to go outside for some fresh air after they have eaten. They are supervised at all times.
- 🍎 A hot lunch is currently \$3.00 per day/\$15.00 per week (subject to change). Milk is \$.75 per day. It is preferred that you pay by check (payable to: **Town of Danvers School Lunch Program**) to fund your child's Meal Magic Account.



Home and School Communication:



Our Kindergarten teachers send home weekly newsletters to keep you informed of classroom and school-wide events.

Every THURSDAY, our DMC (Designated Mail Carrier) will bring home a packet of important newsletters and notices. While it is important to check your child's backpack on a daily basis, the majority of information will come home in this Thursday packet. The DMC is the oldest child in your family at Smith School.

Quarterly, you will receive a copy of our school newsletter entitled, *The Smith School Globe*.

If there is to be a change in dismissal, we require a note from the parent stating such. We understand that sometimes a last-minute change is inevitable. If you are running late for pick-up at the end of the day, or need to change your child's regular after-school plan, please call our school secretary, Mrs. Campilio at 978-774-1350.



Field Trips:



- On average, each class takes 1 to 2 curriculum-related field trips per year.
- Parent volunteers are welcomed, but usually rotated. Chaperones are chosen on a lottery basis from the names of those parents who indicated a desire to chaperone.
- Children must go on a school bus to the field trip. However, if you are not chosen to go on a field trip, and want to follow the bus in your car, that is allowable.

- The chaperone/student field trip ratio for the lower grades is usually 4 or 5 to 1.
- We encourage fathers to go on field trips!
- There is sometimes a cost associated with the trip. That cost will be outlined in a notice that will go home prior to the trip.
- No child leaves Smith School without a signed permission slip.
- C.O.R.I. forms are required for any parent volunteering for a field trip.



Volunteer Opportunities:



- 🍏 Parents have the opportunity to volunteer as needed in each of the classrooms. In addition, they may assist our librarian, Mrs. Lavigne, during their child's library time.
- 🍏 Some classes request volunteers during computer lab.
- 🍏 Parents can also volunteer to be a "room parent" and assist in the coordination of various holiday celebrations or as a liaison to the PAC.
- 🍏 Your Parent Advisory Committee (PAC) has a volunteer sign-up sheet at their September meeting and at our Open Houses. Please come! It's a wonderful way to become involved in the school and make some new friends of your own.
- 🍏 If you are a working parent, you can also assist our school in many ways. Please send a note indicating your desire to help and we will put you to work!

Specialists Schedule:

- 🍏 Our staff has worked very hard to integrate the core curriculum with art, music, gym and library. You will see that your child's work is connected to the language arts, social studies, math or science curriculum.
- 🍏 Your kindergarten child will have one hour per week of art, music, gym, and one half hour of library. On gym days, please have your child wear sneakers. Sneakers are preferred. First through fifth grade students also have one hour per week of specialists.



- 🍏 Students may check books out of the school library. The books are due the following week. If a child does not return his/her book, then they may not check out a new one during that library period.
- 🍏 The physical education program is all about skill-based and cooperative learning, and having fun while developing fine and gross motor skills!

Support Services:

- 🍏 We have on staff two basic skills teachers, and a reading teacher to assist those children who may have some learning challenges that need to be addressed. Students can access these services through a Teacher Support Team process.
- 🍏 We are fortunate to have a full-time school Social Worker on staff.



Student Dress:

- 🍏 As per our school handbook, we respectfully request that you adhere to the following guidelines for dress: no "spaghetti strap" or tank tops for girls, no sandals or open-toed shoes (children get hurt on the playground), no t-shirts with implied or overt objectionable messages. Students should be covered from the neck to the thigh. On gym days, we prefer that your child wear sneakers. Students will not be able to participate in gym without appropriate footwear.
- 🍏 We suggest students dress in layers. We have air-conditioning at Smith.
- 🍏 Please DO NOT allow your child to come to school in flip-flops or "heelys" (sneakers with wheels). We also request that students not wear "Crocs" to school.



Daily Contact:

- 🍏 You can contact us by note, by e-mail, in person or by telephone.
- 🍏 If you need to speak to a staff member during the school day, we will take a message and that person will return your call when he/she is free of teaching responsibilities.

When Problems Arise:

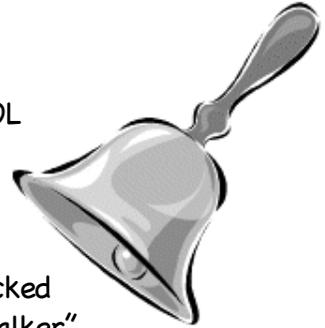
- 🍏 If you are unsure of a school policy or procedure, please do not hesitate to call us. You may call our secretary, Mrs. Janice Campilio; the school nurse, Mrs. Nancy Opidee; or the principal.
- 🍏 If you are worried about anything or need clarification – call us! We would rather you call us than become anxious, angry or upset about a situation that can be easily resolved through direct communication.



The initial bus routine seems to be the greatest source of frustration to all. There are new children, new routes to drive and a time schedule to become accustomed to. We ask your patience during the first few weeks of school while we get this situation worked out. If you do experience a problem, the protocol is to call the school first. If we cannot remedy the situation, you will be asked to call Transportation Coordinator Michelle Plotner at 78-774-4800, extension 2219.

Dismissal:

- 🍏 Dismissal is at 2:30 PM .
- 🍏 ALL KINDERGARTEN STUDENTS TAKING THE BUS HOME FROM SCHOOL MUST BE MET AT THEIR STOP by an ADULT. If the bus driver does not see an adult, he/she will bring your child back to the school. At that point, you will be called to come pick up your child.
- 🍏 Students who are “walkers” (those who physically walk home or get picked up in a car or carpool) will leave in one of two ways: as a “back door walker”, where students exit the cafeteria and get into a car parked behind the school, or as a “front door walker”, where children are escorted by teachers to the corners of Orrantia, Lima and Lobao. DO NOT DRIVE DOWN IN FRONT OF THE SCHOOL TO PICK UP YOUR CHILD. At dismissal, that is reserved for buses.
- 🍏 If you are going to be late for any reason, don’t panic. Please DO call the school and ask us to hold your child for pick-up in our media center.



School Times for the 2012/2013 Academic Year:

The first day of school for all kindergarten students is WEDNESDAY, SEPTEMBER 5, 2012.

Smith School regular hours are: 8:20AM to 2:30PM

Early Release days for students: 1:15PM dismissal
(Lunch is served on Early Release days)



Remember, please don’t hesitate to call us with any questions!
We look forward to welcoming you and your children to Smith School!