

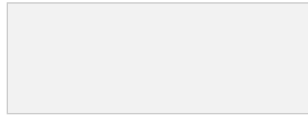
**Station Avenue Elementary School
Handbook
2020-2021**



“All aboard for the future . . .”

Station Avenue Elementary School

276 Station Avenue
South Yarmouth, MA 02664
Telephone (508) 760-5600 - Fax (508) 760-5601
www.dy-regional.k12.ma.us/station-avenue-elementary-school



October 2020

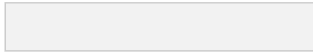
Dear Parents/Guardians,

It is a pleasure to welcome you and your child to the 2020-2021 school year at Station Avenue Elementary School. We take pride in being responsible for your child's education in kindergarten through grade three as they progress academically and socially, and become engaged members of their classroom and the whole school community. Our dedicated, caring and professional staff is invested in knowing your child as an individual learner and will support and encourage them each step of the way.

The content of this handbook is intended to help you access pertinent information about routines, school rules and programs here at SAE. We have also included several of our district policies and hope you find this information helpful. In addition, both our district and school website contain updated calendars and announcements. This year we have included important health and safety information pertaining to the Covid-19 virus.

Your input and communication are important to us. Please do not hesitate to contact me with any questions or concerns so that we may work together to provide the most successful school experience for your child.

Sincerely,



Peter J. Crowell
Principal

"Empowering each student to achieve excellence with integrity in a changing world"

Student Information

Station Avenue Elementary School

Student Name: _____

Bus Number: _____

Bus Stop Location: _____

Pick-Up Time: _____

Teacher: _____

School Telephone Number: 508-760-5600

Please press:

- 0 for the front office
- 1 for the Nurse, Mrs. DiPrete
- 2 for our School Psychologist, Mrs. Aiguier
- 3 for our Home/School Counselor, Ms. Richardson
- 4 for our Cafeteria
- 8 for our Attendance Line (please leave your absence message here)

School Fax Number: 508-760-5601

Five Star Bus Company: 508-443-5081 or 508-443-5080

District website: dy-regional.k12.ma.us

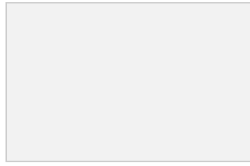
No-School Signals

Radio stations WXTK (95.1 FM), WQRC (99.9 FM), WCOD (106.1 FM),
and TV stations WRKO/WHDH (Ch. 7, Ch. 56), WCVB (Ch. 5), WBZ (Ch 4)
and FOX (Ch. 25) will broadcast school cancellations beginning at
approximately 6:30 AM

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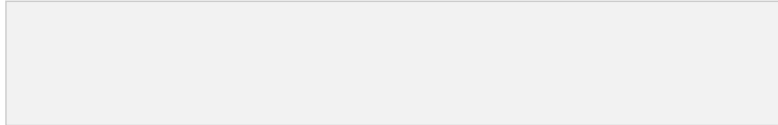
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**DENNIS-YARMOUTH REGIONAL SCHOOL DISTRICT
MISSION STATEMENT**

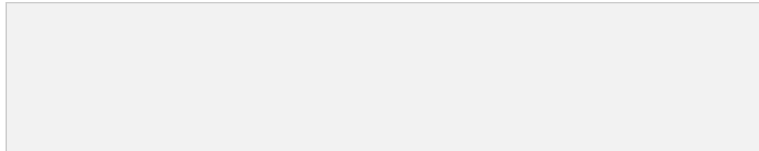


**Empowering each student to achieve excellence with integrity
in a changing world**

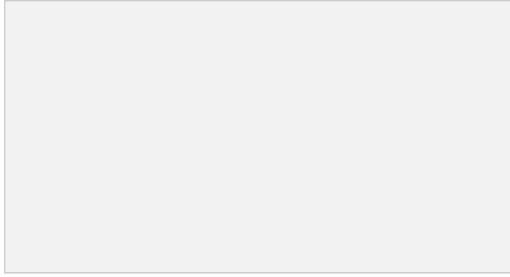
**STATION AVENUE ELEMENTARY SCHOOL
VISION STATEMENT**



**STATION AVENUE ELEMENTARY SCHOOL
MISSION STATEMENT**



Philosophy of the School



The best learning environment is a warm and receptive one. It contains specific objectives that are clear to the pupil, the teacher, and the parent. Objectives are realistically designed, allowing the child to base their years in school on a series of successful experiences.

Our school is a responsive school. We look carefully and plan instruction and curriculum around a student's individual skills and abilities. We want all of our students to be successful and independent learners. Therefore, carefully designed interventions are used to promote achievement in literacy, math and individual skills. These interventions are scientifically researched based and provided with the most highly qualified teachers.

Since self-esteem is pre-eminent in the development of the child, the school must offer them opportunities to learn to the fulfillment of their potential. As well as, present them attainable goals so they may know success, expect from them the best of their behavior and effort so they may feel responsibility, love and respect so that, feeling worthy, they can love and respect themselves.

We endorse the idea that education should be relevant and reflect the needs of the community. The school's total education program should be directed towards preparing students to take their places in the world by creating in them awareness, building concern, developing competence, and encouraging a commitment to action.

We feel that the community should not only support education, but also take an active part in it.



SCHOOL INFORMATION

School Hours

- 9:10 a.m.** – Students enter the building and report to their classrooms.
Breakfast is available to any student who would like it and can be picked up on the way to their classroom.
- 9:20 a.m.** – All students must be in their classrooms. Classes begin.
- 3:35 p.m.** – School is dismissed.

There is no supervision prior to 9:10 a.m.

Please do NOT drop your child to wait in the foyer. This year, all students must be dropped off at the designated drop off area (see below) if being driven to school.

Morning Arrival by Car



Please refer to your child's classroom number for your drop off location

Rooms 101, 102, 103, 104, 105, 106, 107, 108, 109

Turn right after entering SAE and drive one way around the parking lot to drop off along the playground. Staff will escort all students from vehicles to the door of the 100 wing.

Rooms 201, 202, 203, 204, 205, 206, 207, 208

Turn left after entering SAE and then right to loop around the lot. Staff will escort all students from vehicles to the door of the 200 wing.

Rooms 301, 302, 304, 305, 306, GYM, CAFE

Turn left after entering SAE and follow the road around to the back of the school through the gate to the drop off point. Staff will escort all students from vehicles to the door of the 300 wing.

This new system will likely take some time to become efficient. We ask that students be ready to exit vehicles and not linger in the drop off line.

Thank you!

Late Arrivals

Students arriving after 9:20 a.m. are considered tardy and should be escorted by an adult to the reception office so that their attendance may be properly recorded. Parent/guardian will sign student in at the Reception Office window and the student will be given a tardy slip to carry to the homeroom teacher.

Early Dismissal



We earnestly ask parents to help us to control classroom interruptions by minimizing early dismissal requests. When a student needs to be dismissed for medical reasons or family emergencies, parents/guardians must send in a signed note to include the time, date, and reason for the dismissal. Your child should give this note to the classroom teacher. When arriving to dismiss your child, parents/guardians must stop at the reception office to request the release of the student.

Dismissal

- Students may be dismissed when they become ill during a school day, or by written requests from a parent or guardian.
- When picking up a sick child, parents should stop at the reception office to request dismissal and the nurse will be informed you are here.
- Any parent who wishes to pick up a child at dismissal time, rather than have the child take the bus, should send a note to the child's teacher stating that intent. Dismissal has to be very different this year. You will drive in where you dropped off your child and a staff member will call for your child to enter your vehicle. A sign with your child's name and room # should be displayed against your inside windshield so the staff member can read it.
- Please let the office know in writing if your child is to be picked up by someone other than the parent/guardian. Proper identification may be requested. **From 3:10-3:20 p.m. our office is very busy; thus, we ask that you please REFRAIN from last minute early dismissal during this time. Please call ahead if you have a last minute change.**

Afternoon Pick Up

Please refer to your child's classroom number as you did for the drop off and form a line where you dropped off. Please remain in your vehicle. Once in line, please post the sign you were given (showing your child's name and room number) in your car window so we can call in and bring your child out. We want to be safe with all dismissals, so please be sure to have the sign ready and visible.

Absence

When your child will be absent, please call our Parent-Staff Communication Line at (508) 760-5603. Leave your name, your child's full name, his/her grade and room number, the reason for, and the expected duration of the absence. Absent students may not participate in afternoon or evening school activities that take place on the day of the absence. Our Attendance Committee meets monthly to review student attendance. When student absences and/or tardiness become concerning, parents will be notified in writing of their child's absenteeism and/or tardiness.

Keep Them Coming Attendance Program at SAE

Students, parents, teachers, and support staff are responsible for maintaining great student attendance rates. We pride ourselves on maintaining a safe, supportive, and caring atmosphere for our young ones. The SAE school attendance mandate is 92%. the No Child Left Behind Act (NCLB) regulations and current research supports what we already know; healthy attendance habits begin in elementary school. Students are more likely to learn, make greater academic progress, and remain in school when they attend school daily.

With this in mind, our school has piloted a program with the Cape Cod DA's office to provide a continuum of intervention and support services to keep children in school. The intervention services begin with strong service-oriented efforts at the school and community level and involve the court's authority only when necessary. Our first goal is to provide the supportive atmosphere to encourage healthy attendance habits. Based upon 2008-09 attendance data, our efforts promoting school attendance have been successful! The following steps and guidelines will be followed to ensure a positive and consistent school day for our students.

School Attendance Team Guidelines:

STEP 1: When a child has accumulated 5 absences, the classroom teacher will notify the parent with a phone call. This will be a courtesy reminder of the importance of being in school.

STEP 2: When a child has accumulated 7 absences, a letter from Ms. Richardson, our School Adjustment Counselor, will be sent home. Parent/guardian will be asked to come in and attend a meeting with Ms. Richardson and the Principal.

STEP 3: When a child has accumulated 10 absences, a meeting with the Principal and School Adjustment Counselor will be scheduled. The importance of being in school will be addressed, along with the following steps. Parent/guardian will be made aware of the state law regarding attendance in school.

If poor attendance continues:

STEP 4: If poor attendance continues, the school and District Attorney's office will co-author a letter to the parent/guardian of the truant child requesting them to attend a group meeting at the school to explain the program, review legal consequences, review school truancy policy. The most important aspect of this meeting is to create a connection with home, school and outside resources. The meeting is designed to be general in nature and non-confrontational. Our goal is to support the student in need. Assistance from an array of outside resources, appropriate to address underlying factors in truant behavior can be discussed. School will continue to monitor attendance.

STEP 5: If attendance fails to improve, a letter from the school will be sent to parents/guardians requesting them to attend an individual Attendance Review Meeting (ARM). The meeting could involve a school attendance liaison, school counselor, school social worker, school nurse, Assistant District Attorney, school resource officer, Principal, and DSS representative, if applicable. This meeting would:

- Review the initial meeting, as detailed in Step 4, as well as truancy laws that were introduced at that meeting.
- Negotiate a contract for improved attendance.
- School continues to monitor attendance.

STEP 6: If attendance fails to improve, a C.H.I.N.S. (Child in need of services) petition or criminal complaint may be filed in juvenile or district court with an expedited hearing date.

Station Avenue, in collaboration with the Cape Cod District Attorney's office, is committed to improving attendance. Our goal is to be proactive in helping students achieve success. Having good attendance is a critical component to academic achievement. Together, we can promote a safe, caring, and healthy atmosphere so that all students have a chance at school success.

Drop out Analysis and Prevention

Research indicates that poor school attendance habits developed at the elementary level correlate with increased drop out rates during students' high school experience. To address the importance of developing positive attendance habits at the elementary level, we have formed an attendance review committee and shared information with parents through use of our school handbook, school newsletter and school attendance notification letters. Specific information about the current Massachusetts General Law Chapter 76, section 1, and the No Child Left Behind Act (NCLB) is shared with parents so accountability regarding students' regular school attendance is understood as a shared goal of parents and educators. The requests for parents to use the school attendance telephone line for notification of school absences, to plan family trips during school vacation weeks and no school days in accordance with our district calendar, and to schedule children's routine medical appointments before and after school hours is part of our effort in supporting high school attendance rates at the elementary level striving for excellent academic achievement.

Safety Procedures

Below please find health and safety guidelines during this pandemic.







Periodically students and teachers will be practicing these safety protocols:

- Fire drills in case of fire
- Lock down drills in case of an intruder

In an emergency, the BLACKBOARD/ALERT NOW System will notify parents.



School Breakfast/Lunch

At this time, there is no cost to all students for school breakfast and lunch for the current school year.



Transportation

We anticipate bus transportation availability for all students residing within the Station Avenue Elementary School bus zone. Walkers should stay on the sidewalks leading to Station Avenue Elementary School.



Bus Safety

The administrators and teachers of Station Avenue Elementary School emphasize the importance of riding the bus safely. A Station Avenue bus rider is:

Safe	Remain seated, facing forward with your body in control.	Keep hands, feet, and objects to yourself.
Respectful	Follow the bus driver's directions.	Use a conversation voice (level 2) with others.
Responsible	Leave your seat area clean.	Remember all of your belongings when leaving the bus.
Caring	Be kind to everyone on the bus with your words and actions.	Wait patiently to enter or exit the bus.

Students who are not following Station Avenue Elementary bus expectations will have a written notice sent home that identifies the rule that was violated, and the action(s) taken by administration that can include:

- Verbal warning
- Assigned seating on bus
- Parent conference
- Behavior contract
- Loss of bus riding privilege

Serious infractions that threaten the safety of others may result in immediate loss of bus riding privileges.



Homework

Homework is assigned in accordance with the guidelines established by the Dennis-Yarmouth Schools. At the beginning of the year, teachers at each grade level will 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. We ask that all SAE students participate in at least 15 minutes of reading each day.



2020-21 Marking Terms

Again this year, our school year will be divided into three marking terms. The dates are as follows:

<u>Term Dates</u>	<u>Report Card Dates</u>
Term 1: September 16 – December 11, 2020	December 23
Term 2: December 14, 2020 - March 19, 2021	March 31
Term 3: March 22 – last day of school, 2021	Last day of school

Parent Conferences



Conference dates are set twice a year to foster active communication between parents and teachers. The dates are as follows (**early release days for elementary school students**):

- Tuesday, November 17 and Thursday, November 19, 2020
- Tuesday, March 9 and Thursday, March 11, 2021

Your child's teacher will send home notification of specific times for your conferences. However, if at any time you wish to speak with your child's teacher, we encourage you to call or email.

The first conference in November will be via phone call or Zoom. Please make every effort to attend parent conferences. We will have to wait and see where we are in March as to whether it is safe to have others in the building. We value our parents as partners in the education of your child. If an interpreter is needed, please notify the school prior to your conference.



Transportation Changes

Bus transportation is provided by Five Star. They can be reached at (508) 443-5080. Children will not be allowed to ride a different bus or get off at a different stop this year as the buses have been reserved for just so many students in order to comply with the social distancing guidelines. Remember, bus riding is a privilege.



Transfer Procedure

If you plan to move to another school outside the Dennis-Yarmouth School District, please notify our Reception Office as soon as you are aware. Upon registering at the new school, you will be asked to sign a "Release of Records Form", which will be mailed to us requesting your child's records. As soon as we receive the release form, we will send your child's academic and health records to the new school. Our district policy does not allow us to give records to parents. This procedure is not necessary if you transfer to another school within the Dennis-Yarmouth Regional School District. A telephone call from the receiving school is sufficient to obtain the records; however, prior notice to the Reception Office is required.



School Visits

Unfortunately, at this time no visitors or volunteers are allowed into the building.

If you are using our playground during non-school hours, please remember parent/guardian supervision is required. **Pets and smoking are not allowed on school grounds.** Please help us with enforcing these measures to promote a safe, healthy environment.



Birthdays

Decorations, balloons, and special deliveries detract from the business of learning and will not be permitted at school. We also ask that invitations to parties or other events not be delivered at school or on a school bus under any circumstances. **This year treats will not be allowed to be sent in from home for students to share.**



Dress

All students are expected to dress and groom themselves neatly in clothes that are suitable for school activities and consistent with health and safety guidelines. Please label your child's clothing with his/her name, especially coats and hats. Remember, sneakers should be worn on scheduled physical education class days, field days, field trips, etc. Please refer to the enclosed School Committee Policy regarding Student Dress Code.

School Records

Student records are kept in the office and are maintained by office staff. Massachusetts State law (general Laws Chapter 71, Section 34H) specifies detailed procedures that govern access to student records by parents who do not have physical custody of their children. For more information, please contact the school.

Non-Custodial Parents

As of 1998 Massachusetts law (General Laws Chapter 71, Section 34H) specifies detailed procedures that govern access to student records by parents who do not have physical custody of their children. Please provide the office with a copy of your child's custody agreement. Their safety is vitally important to us. For more information, please contact the Principal or School Psychologist if your child has a parent who does not have physical custody and who would like to be kept informed about school happenings.

Student Placement

The process of making pupil classroom assignments begins in April. The goal is to establish evenly mixed classes and to accommodate individual needs and learning styles. Teachers and Administrators spend many hours working on this task. We recognize that parents are important partners with all aspects of a child's school life. Parents contribute to the placement process by sharing significant information about their children during parent conferences and other conversations with teachers during the school year. Requests for specific teachers will not be granted.

PTO (Parent Teacher Organization)

The PTO is an organization for parents and community members to support the needs of our children and the school. The PTO provides funding for educational materials, cultural enrichment, social activities, technology, and field trips that benefit our students and school community.

We have a very active PTO to fill the needs of our constantly changing and growing school community. ALL ARE WELCOME! Please watch for meeting dates to be posted in the newsletter and on the PTO's Facebook page. You can reach the PTO by email at sae_pto@yahoo.com or find them on Facebook at www.facebook.com/saepto. The PTO website is <http://saepto.wordpress.com>

2020-2021 PTO BOARD

Ewelina Canto - President
Hilary Medeiros - Co-President
Victoria Detschner - Vice President
Michelle Ryan - Co-Vice President
Lindsay Pietro - Treasurer
Thomas Tolentino - Co-Treasurer
Victoria Detschner - Social Media
Kelly Houston - Record Keeper

We hope to see you at the meetings – any and all questions are welcome! Meetings at this time are taking place via ZOOM. **We encourage all parents to participate in the PTO.**



Station Avenue Elementary School Council

School Councils were established by the Massachusetts Legislature in 1993 to encourage teachers, parents and community members to improve and support public schools. The Council is a building-based committee composed of the Principal, parents, staff members and community members.

Council meeting dates will be posted in our newsletter and at the Yarmouth Town Hall.

Please contact Mr. Crowell if you are interested in joining the School Council.

About Our Programs. . .

Physical Education



Physical Education at Station Avenue Elementary School is based on total participation; *to try is to succeed*. Encouraging students to work towards their “Personal Best” in every class is a core philosophy embraced in the physical education program. Team building through physical challenges is another valued educational process. It ensures that we learn, grow, and experience all that we can together. Our physical education program prepares us for participation in “lifelong” recreational activities. We combine meaningful athletic experiences with learning and sharing activities.

Art Program



The children will attend Art class once a week for a 45-minute period. During the year there will be a variety of Art experiences. Some will seem very easy, some difficult. Some will be concept oriented, some project based. All will be designed to foster creativity, dexterity, perception and artistic growth. The most important thing the children can bring to class is a willingness to try.



Music Program

All students participate in a music class once a week. The goals of the music program include developing music literacy, musicianship, and cultural and historical knowledge. Activities include singing, movement, playing rhythm and melody instruments, listening to music and creating music.