

James Tansey Elementary School



Student Handbook 2023-2024

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711 Ray Street

Fall River, MA 02720

(508) 675-8205

School website: <https://www.fallriverschools.org/tansey>

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Our Motto

Dream it! Believe it! Achieve it!

Our Mission

We will provide a quality, 21st century education in a safe, supportive, and joyful learning environment where every child is a masterpiece- every child, every day.

Our Vision

The James Tansey Elementary School will work with parents and the community to help students develop a positive vision for the future and to acquire the knowledge, skills, and mindsets necessary to succeed as 21st century learners. With emphasis on personalization in support of the whole child, students will be held to high expectations, and valued for their individuality, culture, and diversity.

Dear Students and Families,

Welcome to the 2023-2024 school year, Tansey Tigers! We are so excited to begin our adventures in learning together. This handbook outlines our expectations and practices to keep us safe, supported, and ready to learn. Please review this document carefully. We look forward to a fantastic year of building our community as lifelong learners. Please contact us if you have any questions or concerns.

Sincerely,

Erek T. Bratt
Principal

Erin Kazen
Assistant Principal

CHARACTER TRAITS



Tansey Tigers are recognized for demonstrating these eight positive character traits...

COURAGE

Courage is doing the right thing, even if it may be hard. When you have courage it doesn't mean you aren't afraid. Having courage means you push those fears aside to do what is right. You make choices that help you be your best self, making life better for yourself and others

KINDNESS

Kindness is about choosing to be considerate, helpful, and compassionate towards others in all aspects of life. Genuine kindness is all about being kind because you want to, not because you expect a reward in return.

GRATITUDE

Gratitude is mindful thankfulness. When you show gratitude, you take the time to be thankful for things and people in your life. There is always something to be grateful for and when you stop and find things to be thankful for, you develop an 'Attitude of Gratitude'. This positive attitude improves your life and the lives of others.

RESPECT

Respect is the ability to recognize and appreciate the rights, beliefs, practices, and differences of other people. Respect is admiring or looking up to someone because that person has done something extraordinary or possesses impressive abilities. Respect is also an act of giving attention or showing care.

FORGIVENESS

Forgiveness means choosing to let go of anger and resentment toward yourself or someone else, to surrender thoughts of revenge, and to move forward with your personal power intact.

When you practice forgiveness you work through and let go of powerful feelings like anger and hurt in a healthy, positive way.

EMPATHY

Empathy is showing care for the feelings of others. Empathy is all about connecting with others to show them that you know they're experiencing something, even if you don't understand exactly how it feels to them.

COMPASSION IN ACTION

Compassion in action is the understanding of a problem or the suffering of another and acting to solve the problem or alleviate the suffering. When you show compassion in action, you step outside yourself to do something to connect with and help others.

SELF-CONTROL

Self- Control is all about managing your own actions and emotions in an appropriate way. Self-control means being able to resist immediate temptations and avoid acting on impulse in order to achieve more important goals, such as learning or being kind.

Being a Tansey Tiger is something special! As Tansey Tigers, we practice and live our character traits. Each month, classrooms will explore one character trait on a deeper level.

Two students will be chosen from each classroom for displaying leadership around the character trait of the month by...

- Consistently displaying the character trait.
- Showing deep understanding of the character trait.
- Modeling the character trait for others.

These students will be announced and recognized at our monthly Town Hall meeting. They will receive a special award in recognition of his/ her achievement.



Tansey Youth Leaders

Each month, two students from each grade level will be chosen as Tansey Youth Leaders. These students are chosen based on our five Tansey CARES character traits.

<i>Qualities of a Youth Leader</i>	<i>What it looks like</i>
<u>C</u>ollaborative	<ul style="list-style-type: none">*Tells the truth*Works together to help all peers be successful* Follows the expectations
<u>A</u>ssertive	<ul style="list-style-type: none">* Models expected behaviors at all times* Speaks to others with respect (students & staff)* Demonstrates safe behaviors in the classroom, hallway, lunch and recess
<u>R</u>esponsible	<ul style="list-style-type: none">* Proud to be a leader*Shows respect to all* Makes the right decision even when it is hard to do*Supports peers at recess and lunch*Attends school daily
<u>E</u>mpathetic/ <u>C</u>onfident	<ul style="list-style-type: none">* Promotes safe play in all games all the time* Models teamwork*Always puts in a 100% effort*Proud to be a leader
<u>D</u>emonstrates <u>S</u>elf-Control	<ul style="list-style-type: none">* Shows respect to all* When others are struggling, gives reminders to promote self-control* Follows expectations without reminders* Looks out for the well-being of others

Benefits of being selected as a Tansey Youth Leader:

- Other students will look up to you as a leader in the school.
- You will participate in special leadership training.
- You will help Mr. Bratt with special projects.
- Your name will be showcased on the Youth Leader board.
- You will be in the front of the line when transitioning from lunch to recess or recess to lunch.
- While lining up, you will walk on the outside of the line showing the quiet sign.
- When outside at recess, you will help the staff member outside (by helping a lower grade or as a recess staff member's assistant).
- You are actively making good choices, working positively with peers, and problem solving- these qualities will get you far!

Tansey ATTENDANCE INCENTIVE PROGRAM

- Each morning at 8:55 during morning announcements, one lucky student from each classroom will be called to the office for *Here and On Time Awards*. If the lucky student is here and on time when called, s/he will get to choose a special prize from our treasure drawer.
- Special dress down days will be designated for students with perfect attendance for the month.
- Monthly events will be held for students with perfect attendance for the month.

SPIRIT WEAR POLICY

Wearing Spirit Wear is a big part of being a Tansey Tiger! Students are expected to come to school dressed in Spirit Wear every day. Iron-on logos for shirts are available for purchase in our office for 50 cents each. We have plenty of gently used spirit wear available in all sizes, and we also accept donations as spirit wear is outgrown.

Throughout the year, we have special days to dress down (some with fun themes!). We will always send a note home with plenty of advanced notice for families to decide if they would like to participate.

Please reach out to Mr. Bratt if you have questions about religious, political, or health accommodations for wearing Spirit Wear.

SHIRTS-

- Long or short sleeve tees, polos or sweatshirts
- Navy blue, white, yellow
- Please note that all shirts must have our Tansey logo

PANTS, CAPRIS, SHORTS, SKORTS (NO JEANS)-

- Dockers-Dickies-Chinos
- khaki, navy blue, black
- Jogging pants- navy blue or black
(Physical Education days only)

SHOES-

- Sneakers are recommended
- No flip flops, backless shoes or high heel sandals



ATTENDANCE

Students are expected to attend school regularly. If your child needs to be absent from school due to illness, please call the school to report your child's absence by 9am. Children absent for 5 or more consecutive days will need to provide a doctor's permit to return to school. Please see the full District Attendance Policy for additional information.

Students enjoy breakfast in the classroom every morning at Tansey starting at 8:52. Children should be in the classroom by 8:55. It is critical to their success that children are in school everyday and on time.

Please note that a child's absence from school without medical documentation is recorded in the attendance record as an **UNEXCUSED ABSENCE**. All absences both **Excused and Unexcused** are reported to the Massachusetts Department of Elementary and Secondary Education. If you miss more than 17 days of school for the year, your child will be considered **Chronically Absent**. Please make every effort to get your student to school everyday. Please see the Fall River Public Schools Attendance Policy for more detailed information.

STUDENT DROP-OFF/ DISMISSAL

Supervision of children arriving at school will begin at 8:50. Students can be dropped off in front of the school, or parents/ guardians can park on the street and walk children to the recess yard. Children should not be on school grounds prior to 8:50 as there is no adult supervision. Morning daycare is available for those children that need to arrive at school prior to 8:50. Children on school grounds prior to this time will be sent to Morning Daycare for a fee.

- Students in Kindergarten and Grade 1 will line up in the front recess yard.
- Students in Grades 2, 3, 4, and 5 will line up in the back recess yard.

On inclement weather days, students will go directly into the school through their typical doors (without lining up) at 8:50. In the event of uncleared paths due to snow, students can enter school through the front main doors.

Dismissal will be staggered as noted below. Families may enter the school yard five minutes before their scheduled pick up time.

- K- Front right side of the building near the ramp(3:18pm)
- 1- Main Office Entrance (3:18pm)
- 2- Cement stairs in back recess yard (3:20pm)
- 3- Classroom doors in back recess yard (3:20pm)
- 4- Wooden ramp in back recess yard (3:21pm)
- 5- Wooden Ramp in back recess yard (3:22pm)

Photo ID is required to pick up children (until staff knows a child's adults). Children are directly handed off to parents/ guardians. It is important for the safety of all children that parents/guardians wait for children away from the doors. In addition, families must leave the recess yard as soon as children are picked up.

Written permission is necessary if a child is planning to deviate from his/her usual schedule. Changes to a child's typical afternoon transportation (ie, daycare, going with a friend or relative) must be provided in writing- signed and dated by a parent/guardian. The end of the school day is a busy time. Parents should not call the school to change dismissal plans at the end of the day. All changes must be arranged in advance.

MORNING/AFTERNOON DAYCARE

Information regarding daycare can be found on our school website.

Morning daycare is available at the school from 7:000 am - 8:50 am.

Afternoon daycare is available from 3:22 pm - 5:00 pm.

The phone number to reach the daycare is 508-675-8205.

EARLY DISMISSAL

Parents/guardians are asked to plan appointments after school or on vacation weeks. It is important that children are in school for the **entire day**. If it is necessary for a child to be dismissed early, parents/guardians must notify the office in writing. Documentation is required for all appointments. Parents/guardians arriving to dismiss a child early should call the school to sign their child out. **Please have picture identification available.** Children will be escorted outside to the main office door for pick up.

STUDENT EMERGENCY INFORMATION

It is extremely important that we are able to reach a parent/guardian or responsible adult in case of an emergency. Please be sure to verify and return the Profile Sheet as soon as possible. Please indicate relatives or neighbors that have your permission to pick up your child if you are not available. Children will **NOT be dismissed** to adults not listed in our system, unless a written letter signed by a parent/guardian is provided. Please inform anyone picking up your child that they will need to provide a picture ID.

**** Should your address or phone number change at any time throughout the year please provide the new information to the office as soon as possible.**

COMMUNICATIONS

Each week, we will send out a "A Look Ahead..." email to keep families informed of school-wide events and happenings. During the school year, the Fall River School District will be using the ParentSquare App for school-to-parent communication. This system allows messages to be sent to parents by phone, email, and text message.

Parents may receive messages from the District regarding school closure or cancellations, transportation or any activities taking place at the District level. Our school staff may also send parents information that is specific to our school, such as Open House, field trips or school-based events. Parents are asked to please be sure all phone numbers and email addresses are kept current in the school office.

Student report cards will be issued at the end of each Trimester in December, March, and June.

BREAKFAST/LUNCH

All children are provided with breakfast and lunch each day at no cost. Breakfast is served in the classroom. Hot lunch is available to children daily. A menu will be sent home each month listing what will be served each day. Children may also bring in lunch from home.

SNACKS

Children have a snack break each day. Snacks are not provided by the school. Children may bring a snack from home to have during the morning or afternoon break time. Parents are encouraged to send children to school with healthy snacks such as fruit, granola bars or crackers. Children will receive lists of healthy snacks as part of our nutrition program and from the school nurse. **Children may not bring any snacks that contain peanuts.** Further, in an effort to promote healthy eating habits, **children may not bring candy or soda to school.** We appreciate your cooperation.

PARENT INVOLVEMENT

The Massachusetts Department of Elementary and Secondary Education has mandated that each school throughout the Commonwealth establish a **School Improvement Council**. This council consists of the principal, teachers, paraprofessionals, parents, students and a representative from the community; all serve a two-year term with the exception of the principal. Co-chairing this group are the principal and a parent. Elections to the council are held early in the school year. All parents are invited to participate in the election process. Meetings are held quarterly and focus on issues important to the Tansey School. These meetings are open to all parents and the public at large.

In addition to the School Improvement Council, the Tansey School will provide various activities for parents to take part in. Some of these activities are as follows: Kindergarten Orientation Program, Open House, Fall Festival, Movie Nights, Parent/Teacher Conferences, Curriculum Nights / Parent Seminars,, Bi-annual Celebration of Learning events, parent volunteers- classrooms, Spring Festival, field trips, Field Day, Book Fairs, and fundraising (Fun Run/Dance-a-Thon).

Parent involvement is essential for the positive educational and emotional development of your child. Please take the time to become involved in your child's education through participation in some of the activities mentioned.

All volunteers must have a CORI check. Volunteers may fill out CORI forms at the school office; a copy of a valid driver's license is needed at the time of application. **It can take several weeks for CORI checks to be processed. If you plan to volunteer at any point in the year please complete a CORI form ASAP.**

HOMEWORK

Teachers will provide parents with information on homework routines. Although classroom homework routines may vary, all teachers will hold children accountable for nightly homework and independent reading. All families should have a consistent routine for completing and monitoring homework. Parents are asked to review homework with children nightly. The Fall River Public Schools Policy on Independent Reading requires that children engage in at least the following amounts of reading outside of school :

- Grades K-2 15 minutes a day or 1 ¼ hours per week
(This includes being read to)
- Grades 3-5 30 minutes each day or 2 ½ hours per week

NURSE

Nurse Melanie Whipp's Phone 508-675-0875

Health Issues

In order to provide everyone with a healthy learning environment please note the following:

- Children that show evidence of illness should be kept home.
- Should you send your child to school with a minor illness, please inform the school of your concerns and how we can reach you in case of an emergency. This is especially important if we cannot reach you at the number provided on the emergency card.

Medication Policy

- Children should not bring any type of medication to school, including: aspirin, Tylenol, cough medicines, cough drops etc.
- It is recommended that all medication be administered at home. Students who receive medication during the school day must comply with state regulations. If your child needs to receive **any** type of medication in school please contact the nurse for the proper forms.

Please review the additional information packet and important forms provided by the nurse.

VISITORS

All school doors will be locked at all times. Visitors must enter through the front door and report to the office. Parents/guardians are welcome and encouraged to visit the school and communicate regularly with their child's teacher. Please make an appointment in advance if you wish to see the principal, your child's teacher, or any other member of the staff.

Arrival and dismissal can be busy times and it is extremely important for the safety of all our children that staff remain focused on the children during these times. For this reason parents/guardians are not to bring their child(ren) to the classroom in the morning and are reminded to wait outside for their child(ren) at the end of the day. Thank you for your cooperation.

FIRE DRILLS

To ensure that children know to react in case of an emergency we will be practicing regularly. We will conduct fire drills throughout the school year. Please discuss with your children the importance of these drills and review the following procedures with them.

Fire Drill

- Walk in a single file line out the designated exit
- Remain quiet and listen for directions
- Stay with your class and report to your assigned area
- Teachers will take attendance
- Return quietly into the building at the "all clear" signal

CONFIDENTIALITY

Please be aware that student information may be released only to the parent/guardian, the student, and school personnel working directly with the student. Information may not be released to any individual, including family members, or organization without specific written consent of the student's legal guardian. Exceptions may apply in cases involving the Department for Children and Families.

TOYS / ELECTRONIC DEVICES

Children should keep all toys and cell phones at home. These items can be a distraction to the learning environment. In addition, these items are often expensive and may be broken, lost or stolen. If children are found with any of these items, the item will be confiscated and held in the main office until a parent comes in to collect it. The School is not responsible for any lost items, which may be confiscated, or items lost or stolen while in the building. If children need to contact a parent before, during, or after school they may use the phone in the school office.

TANSEY SCHOOL WEBSITE

Information on upcoming events, meeting dates and general school news will be available on The James Tansey School website at <https://www.fallriverschools.org/tansey>. A listing of staff email addresses and copies of meeting notes will also be available. A link to our school website can be found on the Fall River Public Schools homepage at www.fallriverschools.org.

FRPS Non-Discrimination Policy

The Fall River Public Schools offers all programs, activities and employment opportunities without regard to race, color, sex, religion, national origin, sexual orientation and disability.