

Sprague School Insiders Guide 2026-2027

Sprague Elementary School
401 School Street
Wellesley, MA 02482
Phone: 781.263.1965 Fax: 781.263.1963

Leigh Petrowsky, Principal	781.263.1965 x2501
Lisa Licata, Secretary	781.263.1965 x2500
Chris Babicz, School Nurse	781.263.1965 x2502

PTO website http://www.spragueschoolpto.com

This handbook is published solely for the information and personal use of Sprague School families. No person is permitted to give a copy of this document to any person or organization which solicits or is engaged in any commercial or charitable purpose.

Table of Contents

School Staff / Phone Numbers

School Hours

Attendance

Visitors

Safety and Security

Arrival and Departure

School Information

Communication Guidelines

School Snacks and Lunches

Specialist Classes

Homework

School Council

Health Services

Wellesley Public Schools Elementary Behavior Code

General Information

Parent Teacher Organization (PTO)

Important Numbers and Sites

School Staff / Phone Numbers

School Phone: 781-263-1965
School Voice Mail: 781-263-1969
School Fax: 781-263-1963

Administration

Principal Leigh Petrowsky	x2501
Secretary Lisa Licata	x2500
School Nurse Chris Babicz	x2502

Classroom Teachers

KET Elizabeth Trevisani	x2576
KCC Claire Carlin	x2550
1GM Genie Madden	x2569
1RV Rebecca Venuto	x2563
1EK Emma Kondrotas	x2568
2LB Louisa Blumenthal	x2578
2NB Nancy Bentley	x2585
3KF Kristan Fiore	x2596
3JL Jennifer Lundbohn	x2595
3TD Taryn Drake	x2593
4JR Jill Rogers	x2594
4JA Jill Ameral	x2597
5EB Ellen Banthin	x2586
5MH Moe Henzel	x2598

Specialists

Special Educator, Rachel Silver	x2589
Special Educator, Kati Okoshi	x2580
Special Educator, Tara Mahoney	x2588
Special Educator, Katie Buono	x2583
Special Educator, Lauren O'Callaghan	x2567
Special Educator, Rachel Zanca	x2592
Multilingual Learners, Justine Ferguson	x2517
Math, Heather Heon	x2547
Math, Sarah Carr	x2546

Literacy, Sara Bartelloni	x2564
Art, Christine Desrosiers	x
Library, Kelly Cote	x2587
Music, Ann Tomashefsky	x2571
Music, Matthew Polletto	x
Spanish, Jocelyn Habib	x2686
Spanish,	x2518
Nurse, Christine Babicz	x2502
Occupational Therapist, Kate Dienel	x2519
Occupational Therapist, Molly Salant	x2548
Physical Education, Margaret Flitsch	x2524
Physical Therapist, Beth Quinty	x2549
Psychologist, Scott Marder	x2577
School Social Worker, Karalyn Tetreault	x2575
Speech/Language, Alyson Lajeunesse	x2560
Speech/Language, Shanna Macauda	x2584
Technology, Amy Jankins	x2590
Technology, Leslie Hunter	x2590
Custodian Scott Grady–Head Custodian	x2532

School Hours

Grades K-5
Monday, Tuesday, Thursday and Friday: 8:30 am - 3:05 pm
Wednesday: 8:30 am - 12:00 pm

Arrival Time - Playground supervision begins at 8:15 a.m.

For safety reasons, children cannot arrive unsupervised at school any earlier than this time. The supervised playground is adjacent to the school building near the fields. Children play on the playground until the whistle blows at 8:25 a.m. At this time, children line up for each class and proceed into school.

Please ensure children are not unsupervised on school property outside of school hours.

Before School Care is available by registering on the district website. Registered students may be dropped off anytime after 7:15 AM. Care is provided until 8:15 AM.

If the weather is bad, look for a hanging red, white, and blue flag with stars at the entrance by the School Office, near the parking lot. Children should enter the building upon arrival and meet supervising staff members in the hallway outside of his/her classroom. All students remain in the hallway until approximately 8:30 for school start.

Arrive On Time Every Day!

At Sprague, students enter the classroom at 8:30 am and the day begins. When children arrive on time, they begin their day with a positive outlook! Students have responsibilities early in the day:

- Unpack materials
- Order lunch
- Complete classroom responsibilities
- Begin morning work to settle into the day

When all children arrive on time, it supports the classroom community. If your child arrives late to school, it has a negative impact. Morning lessons begin shortly after arrival. Research has shown that attendance is critical for school success. A student who is 5-10 minutes late every day will miss the equivalent of a week of school.

The School Council has established the following guidelines to support a successful arrival and set a positive tone for the day:

- Students may be dropped off starting at 8:15 am when the playground is monitored by staff.
- The doors are always locked for safety. Staff use keycards to enter the building and provide building access to the students. Students dropped off after 8:30 am will need an adult to park, walk with him/her into the school, sign him/her in in the office and get a late pass.
- Students will be marked tardy on the attendance record if they arrive after 8:35 am.

If your child has an appointment in the morning and will be late, please call the office to notify them and to order lunch if needed.

Attendance

Please be on time for school. Smooth running of classes and other school functions depend on the punctual arrival of students. Vacations should be scheduled during school vacation weeks only to ensure students are not missing aspects of the curriculum. Absences due to family vacations are considered unexcused.

Important updates to the WPS attendance procedures will become effective with the start of the 2025-26 school year. These updates include detailed new procedures on absences and tardies that will be included in all school handbooks. Improving student attendance is an important goal for WPS during the upcoming school year. Please read this post for more information on the district's new attendance procedures.

Visitors

Only students and authorized personnel are allowed on school grounds during school hours. All parents and visitors should sign in at the Office. Massachusetts General Law c.71 s.38R requires any volunteers interacting with students to have a CORI (criminal record information check) form on file at the school. Please see the Office if a form has not been completed. Volunteers should respect the confidentiality of students and staff.

Safety and Security

Doors are always locked and remain locked throughout the entire school day. Parents and visitors are asked to ring the buzzer to be let into the building. Visitors are asked to only use the front door and sign in and out at the office.

Our safety measures include the use of staff badges for entering the building, security cameras on site, police-connected walkie-talkies, staff safety-training drills, and an all-school paging system. We also practice safety drills with the students, which include 4 fire drills, a bus-evacuation drill, and an emergency evacuation drill.

Arrival and Departure

The following rules and regulations were developed to ensure the safety of the children and efficiency of procedures. Your cooperation is essential.

Please exercise greater caution during winter months because of parking lot congestion and poor visibility due to snow banks.

Designated dismissal plan

A designated dismissal plan is completed for each student at the start of the school year. Staff members supervise students in the building as they travel to dismissal lines. Please wait for children in your designated dismissal area to be certain they will be able to locate you. Any students not picked up on time will wait in the Office. Staff will attempt to contact parents.

By Foot

Children who walk to school should be instructed by parents on pedestrian safety rules. Children younger than grade 3 should not walk alone. Children should only cross the street in designated crosswalks and with crossing guards whenever possible. They should never cross the street or walk in between parked cars. Please discuss safety rules for walking to and from school regularly.

Please say goodbye to children before they enter the building. We please ask that you do not enter the building during the morning routine. Our goal is to build and foster independence. Students can do it on their own and if assistance is needed, staff members are available to assist with belongings to help prepare for the day.

Dismissal Locations

Kindergarten students will be dismissed from the main front entrance and walked to the kindergarten playground immediately in front of the main entrance area. Parents should meet them there. All other students are dismissed from the side of the building facing the playground and fields. Parents should wait outside the building on the playground or in the picnic table area. Staff members will make certain students meet their families.

By Bicycle

With parental permission, children in grades 3 through 5 may ride their bicycles to school. As recommended by the Wellesley Police, children younger than grade 3 may

ride when accompanied by an adult. There are bike racks near the playground and field side of the building and by the Oak Street entrance. Bicycle locks should be used. Scooter riding is discouraged. Skateboards are not permitted.

Riders must wear helmets in compliance with Massachusetts General Law c.85 s.11(b). Bicycles should be registered with the Wellesley Police Department. Bicycles should be walked and not ridden on school property.

By Auto Car Line

By Auto Car line, the drop-off and pick-up lane, is by the entrance to the School Office, next to the parking lot. The rotary turn-around circle is used only by buses during drop-off and pick-up. Do not use the bus lane at any time. Do not park on or use Oak Street for drop-off and pick-up.

Students should enter and exit cars in the car ***line*** only in the areas designated by staff members on duty. Parents should not exit cars in the car ***line***. Staff members are available to help. Please park in the lot if it is necessary for the parent to get out. Please do not park in non-designated parking spots. Do not leave your car or park along the car line during drop-off and pick-up. Please wait for cars in front of you to begin driving before you exit the car line

Please do not have your child(ren) walk to or from the parking lot by themselves for drop-off or pick-up. The high level of traffic at these times is considerable and dangerous.

Morning drop-off between 8:15-8:30 You may drop off your child in the designated areas near the entrance to the School Office. Please do not drop off students near the playground or in the parking lot. It is important to keep the line moving at all times to expedite drop-offs and get students into school on time.

Arrival in Inclement Weather: A red, white, and blue flag with stars will be hanging by the front entrance to indicate bad weather during arrival. Children should proceed inside where they will be supervised in the hallways outside of his/her classrooms.

Afternoon pick-up at 3:05 Please make an identification card with the last name of the student(s) you are picking up to rest on your dashboard, easily visible from a distance. Personal identification must be available if requested, especially for those picking up children with changed dismissal plans.

Drive to the car line, moving forward as far as possible. MA law states cars may not idle more than five minutes. Do not block crosswalks connecting the fields to the parking lot. Children wait with staff members in the school gym. Staff members read identification

cards, communicate via walkie-talkie, and escort students to cars and help with seat belts if needed. It is helpful if children are able to buckle seat belts. Students only enter cars when called by staff members, only from the curbside, and only in the designated pick-up area. Parents should not exit cars.

Remind car line students to go directly to the gym waiting area. If your child is not in the car line group, you will be asked to circle around again to keep the car line moving. Use of cell phones in a moving car line can delay the dismissal process. If you are late picking up your child, he or she will be taken to the office to wait for you.

If you are parking to escort your child at pick-up, please use the crosswalk nearest the fields to reach the parking lot. This will decrease the congestion near the crosswalk at the bus circle and expedite car line.

In support of green initiatives and to alleviate traffic congestion, please consider walking to school, taking the bus, or forming carpools.

By Bus

Eligible students are contacted by the WPS Transportation Department for bus enrollment. Eligible students who use the bus will receive information by mail indicating local pick-up and drop-off locations and times. Bus routes for all students are also published in The Wellesley Townsman two weeks before school opens.

Due to insurance liability, children who are not regular bus riders, including play dates of bus children, are not allowed to ride the bus. Children are also not allowed to switch buses for play dates. Alternative pick-up arrangements must be made in these cases.

Kindergarten children must be met at their bus by a parent or designated adult. The bus driver will bring a child back to school if a parent/adult is not at the bus stop.

Sprague School Behavior Expectations and the Bus Conduct Rules for Transportation apply on the bus. Bus Rules are forwarded to bus participating families from the Transportation Department. Transportation privileges may be revoked if such action is necessary for the safety of other students.

Pick Up Patrol

To help us better manage student dismissal changes we are now using PickUp Patrol. PickUp Patrol, our online dismissal program, saves us a great deal of time here in the office and reduces interruptions in our classrooms, while still giving you the flexibility you need to make changes to your children’s plans. Most importantly, it helps us get your children safely to their correct after-school destinations

How it works: All families are sent a registration email at the start of the school year. If you have not registered yet, please contact the school so that we can email you a registration link. Changes can be entered from a smartphone or computer days, weeks, or months in advance, and at any time up until 1 hour prior to dismissal on the day of the change. After this time, changes will not be accepted except in the case of an emergency. Such changes can be made via phone directly to the main office. The end of the school day is a busy time, so to ensure the safety of all students, please plan accordingly and limit these exceptions to emergencies ONLY.

Dismissal Changes

Going to a friend's house after school? For kindergarten, first and second grades, notes should be sent both for the child who is going to another child's home and from the child who is hosting that friend. This information should also be entered into PUP Patrol. For grades 3 to 5, only the child who is departing from his or her regular dismissal plan requires a note from the parent and the information entered into PUP Patrol. Bus students must make alternative pick-up arrangements.

School Information

Contact Information Parents will receive a "Portal Access" letter in August with their child's access ID and Password. The portal will be open to make changes/enter emergency information and give permissions for photos, videos, as well as electronic 'sign off' for receipt of handbooks and policies, until the end of September. After that date, please notify the office with changes. Parents will be required to review or edit this information in order to get their child's class assignment in August. Letters will no longer be mailed with class assignment information.

Parents of children not accounted for will be notified by the school as soon as attendance is taken and the reporting form is checked. When reporting a late student, please indicate whether the student intends to buy lunch, as lunch count is needed by 8:45.

Following an absence you should send a note to the teacher stating the date and reason for the absence.

No School Announcements

When weather conditions place the safety of students in jeopardy, the Superintendent's Office will notify parents of school cancellations in the following methods:

- Email ParentSquare
- Television Channel 4, 5, 10 Radio WBZ(1030)
- Telephone ParentSquare recorded message
- Internet

- Your favorite news website likely tracks school closings.

Please do not call the school or the Police or Fire Department for this information.

Emergency Early Dismissals

If it is necessary to close school before regular dismissal time due to power failure, sudden storms, etc., we make every effort to reach parents through emails and via telephone messages using *ParentSquare*.

We must have updated current information and alternate pick-up contacts on file. Please inform the school of any changes during the year.

Communication Guidelines

Simple guidelines have been established for home/school communication. The goal is to establish a common understanding so that school personnel would be available for communication with parents, that schools would feel like there is a partnership, while at the same time acknowledging other demands on teachers' time.

Teachers will communicate their individual classroom preferences for communications procedures at the beginning of the year at the Back-to-School Night presentation (for example, email, phone messages, etc.) *Drop-off and pick-up times are not appropriate times for a conference.*

Guidelines for Email & Other Electronic Communication

Overarching Expectation Email and other electronic communication tools can be an effective and efficient means for communication. The guidance below is intended for all members of the WPS community: students, parents and staff. Our overarching expectation is that emails and electronic communication should:

- promote productive, honest, and respectful communication
- reflect the spirit of our district value of caring and cooperative relationships
- align with the WPS school improvement goal to foster a safe and welcoming community
- mirror the civility and professionalism of a face-to-face conversation

Detailed Guidance for Students, Parents, & Staff

- Emails are not confidential and are subject to Public Records Law. They can be requested by anyone.
- When writing/sending emails:

    - observe rules of formal English grammar, punctuation, spelling, etc.
    - avoid the use of all capitals, which many interpret as the equivalent of yelling
    - be aware: emails can be forwarded without the original sender's permission
    - limit the use of "reply all"
    - avoid unnecessary or aggressive use of cc (carbon copy)
    - use Bcc when emailing groups to keep email addresses confidential (blind carbon copy)
- To avoid misunderstandings and/or misinterpretations, keep emails simple, direct, and businesslike (e.g. limit emails to ~100 words).
- Emails should not be used to communicate any information that is highly emotional, sensitive or contentious. In such a case, emails may be used to arrange a time to meet or to have a phone conversation.
- On occasion, an email correspondence that begins cordially may start to feel contentious; when emotions start to run high, it is best to arrange a time to talk face-to-face or by phone.
- In urgent matters and time-sensitive communications such as dismissals, please call the office and speak to someone to have the message relayed to the faculty member. Faculty members are teaching students and are not always checking email during the school day.
- For nonurgent emails, it is reasonable to expect a response within 2-3 school days (excluding weekends).
- Students in Grades 7-12 should use their WPSraiders.org account when emailing teachers and should address email to the staff wellesleyps.org account.
- School email accounts should not be used for business unrelated to the work of the school (e.g. fundraising, political campaigns, advertising non-school events, etc.).
- Educators are not given a school cell phone and therefore, except in predetermined circumstances approved by a supervisor, texting should not be used as a means for parents and students to communicate with staff.

Email

Every staff member has access to the email system. The format of the email is last name, first initial, then @wellesleyps.org. For example, the principal's email address is petrowskyl@wellesleyps.org.

School Notices

We send most notices via email. Parents need to read the school and classroom newsletters and review the WPS Web site www.wellesleyps.org.

Notes and Forgotten Items

Notes dropped off during the day and all forgotten items should be given to the Office rather than taken directly to the classroom. They will be delivered to your child's teacher.

Urgent Messages

Urgent messages regarding information related to that day should be called into the Office. Do not leave a voice mail or email with the teacher as it may not be received in time.

Progress Reports/Parent Conferences

Progress reports are issued at the end of January and on the last day of school in June. Individual parent conferences with classroom teachers are scheduled twice a year, in the fall and early spring. Conferences are 20 minutes long.

Online sign up links will be emailed to all families. Teachers are also available any time during the school year for more informal meetings.

Sprague School Directory

The PTO publishes an online directory. The Powerschool parent portal allows for parents to provide information to be shared with the student directory. Families can also opt out of the directory. This information must be updated each year through the Parent Portal.

Distributing Notes to Classroom Families

In the event that paper notices need to be shared with an entire class, please check with the office regarding this procedure. Please note that birthday party invitations and/or thank you notes may not be distributed at school unless the entire class is invited.

School Snacks and Lunches

All children have a daily snack time during which they can consume a snack they bring from home. Students should not share food as it may put those with allergies at risk.

Food Service Policy

School lunches are once again FREE to all students for the 2026-2027 school year.

Hot and cold lunches are universally free for all students. Having said this, milk and water will be at a cost if purchased separate from a hot or cold lunch. In other words, if students ordered a hot/cold lunch, the milk comes with that meal at no extra cost. However, if a student brought his/her lunch from home and is interested in having milk

from school, that will be at a cost. The same applies to water as water does not come with a hot/cold lunch.

Lunch

Students have 40 minutes for recess and lunch. There are several lunch options for your child. You may pack a lunch with a drink; you may pack a lunch and have your child purchase a drink; or, your child may purchase a lunch with a drink. A school lunch menu is available online.

Recess

All classes have two 15-20 minute recess periods a day, except on half days.

Snack and Allergy Alert

Students should bring a healthy snack each day. Students are responsible for bringing their own nutritious and easily opened snacks. If you receive notice that your child's classroom is an "allergy-aware" classroom, you will be asked to send only snack items that are allergen-free. Please make sure all food items have a label that identifies the ingredients. Alternatively, you can send the teacher a photocopy or photo of the ingredients for a new snack item that is sent to school in an unlabeled container.

Birthdays

Birthdays are acknowledged at school gatherings and in the classroom. Many teachers invite parents in to read a story in class on a child's birthday or to donate a book to our library in honor of a birthday. Food celebrations are not allowed in classrooms.

Food for Special Events

In general, special events or days are recognized in classrooms without food.

Specialist Classes

Students at Sprague have weekly instruction in music, art, library and P.E. by our specialist staff. Students also have Spanish instruction three times per week. Classroom specialist schedules are shared with families at the start of the year.

Homework

One of the school's functions is to help children become increasingly independent. This goal is partly accomplished through our program of homework whereby children become accustomed to planning and doing their own work. The intent of homework is to reinforce previously learned skills, preview new material, or assess what a child can do independently. The teacher assigns homework to fit with current class work and

students' needs. The homework load gradually increases from occasional and unscheduled work for kindergartners to 60 minutes daily plus 30 minutes of reading for fifth graders.

Vacations and Homework

When families elect to take extra vacation days during the school year, children miss important instruction, discussion, and activities that allow guided practice of new skills. Instructional time that is missed while a child is on vacation cannot be replaced. Since written assignments are directly related to classroom instruction, practice, and explorations, it is not possible to send class work with students who take vacations during the school year. Reading and journal writing are two activities that parents may provide for their children while on vacation.

Private Tutors and Other Academic Programs

Private tutors and outside academic programs operate independently of the Wellesley Public Schools and as such should receive information directly from parents or guardians. Information about all district curricula is available on the district website.

School Council

School councils were established with the Education Reform Act to ensure the collaboration of staff, parents, and community representatives with the principal. The charge of the Sprague School Council is to discuss initiatives and procedures that support education and to develop a comprehensive school improvement plan that identifies goals to enhance instructional excellence. There are two parent representatives on the Sprague School Council. Terms are for two school years. Meetings are usually on a designated afternoon at 3:15 in the main office.

Health Services

The members of the Nursing Department collaborate with parents and staff to provide the fullest possible educational opportunity for all students by providing services to support their health, wellbeing and safety in school.

The comprehensive school health program includes screening procedures, protocols to prevent the spread of communicable diseases, emergency care; and procedures to facilitate school attendance of children with special health care needs. The nurse may act as liaison between schools and physicians and/or refer students to appropriate resources either within the school or the community.

The purpose of the comprehensive school health program is to encourage the best possible health outcomes for each student and to teach concepts that help students make responsible decisions regarding their own health in the future.

Illness, Injuries, and School Attendance

1. **Absence -** Please use PUP Patrol to enter a student absences. This should be done prior to 8:30 am on the day of the absence. Students receiving antibiotic treatment for a contagious condition (such as strep throat, bacterial conjunctivitis, etc.) must stay out of school until 24 hours of antibiotic therapy has been completed.

2. **Injury -** Any student who has sustained an injury that has been treated by a physician or in an emergency room and will have restricted activity for a limited period of time (stitches, sprains, fractures, etc.), must bring a note from the physician stating the nature of the restrictions and when the student can resume participation in health and fitness class. The student will not be allowed to return to health and fitness class until this note is received. If your child sustains an injury, or you feel (s) he should limit her/his activity for 1 - 2 days; or that will affect her/his school performance, you will need to send an explanatory note to the nurse.

3. **Fever** - If your child has a temperature of 99.4 degrees or above (taken orally) in the morning, it is recommended that (s) he remain home. Students should remain home for 24 hours after a fever has subsided. If your child develops a fever during school hours, (s) he will not be allowed to return to the classroom; and will remain in the health office until dismissed to a parent or the parents' designee.

4. **Chicken Pox** - If your child develops chicken pox, please inform the school nurse. She will advise you about the appropriate time for your child's return to school.

5. **Dismissal** - Students who become ill or injured at school will be dismissed to a parent or her/his designee from the office. (S) He will not be allowed to walk home alone.

6. **Immunizations** - Massachusetts state law requires that students be fully immunized against DPT, Polio, Measles, Mumps, rubella, Hepatitis B; and Varicella.

7. **Physical Examinations** - examinations by a licensed physician, nurse practitioner or physician assistant are required for kindergartners and new entrants at any grade. These examinations shall be within one year prior to entrance to school or within 30 days after school entry. Examinations are also required for all students in grades 4, 7 and 10. In order to participate in any interscholastic sport,

documentation of a physical examination within the last 13 months by the student's primary health care provider must be on file with the school nurse prior to tryouts. A Massachusetts School Health Record is maintained for each student.

8. **Screenings**
   a) *Vision and Hearing Screenings* are conducted according to guidelines provided by MDPH. Upon entering Kindergarten or within 30 days after school entry, parent or guardian of each child shall present certification that the student within the previous 12 months has passed a vision screening including stereopsis conducted by personnel approved by the MDPH.
   b) *Postural screening* is conducted annually in collaboration with the Health and Fitness Department for students in Grades 5 through 9. A report from the student's PCP is required in order to be excused from the school screening.
   c) *Body Mass Index (BMI)* and corresponding percentile is calculated and recorded following guidelines from the MDPH for each student.
9. **Religious Objection**– A student shall be exempt from physical examinations or screenings on religious grounds, upon written request of the parent or legal guardian, except with respect to communicable diseases. (M.G.L. c.71,s.57)

10. **Student Demographic Information** - please keep the information on PowerSchool (the WPS electronic student information system) current to facilitate contacting you if your child is ill or injured. Contact the Sprague School office with any updates.

Medication Policies

1. Medication must be supplied to the school nurse in the appropriate dosage and in the original pharmacy container. No more than a 30-day supply should be kept at the school.
2. A written "Order" from the student's licensed health care provider and a written "Consent" form signed by the student's parent or guardian must be submitted to the school nurse. This applies to all medications, daily medications and those medications taken on an as needed basis, such as inhalers, EpiPens and OTC (over the counter) medications.
3. If short-term (10 day or less) prescription medication is to be administered during the school day, the original pharmacy container will serve as the written "Order" from the health care provider. A "Consent" form signed by parent/guardian is still required.
4. School nurses may administer allergy eye drops to an individual child once during the school day for treatment of allergy symptoms. Parent/guardian will provide written consent and medication in its original container.
5. Herbal and/or homeopathic medication will not be administered in school.

6. Medication is administered only by the school nurse and is stored in a locked cabinet in the nurse’s office. The nurse may delegate administration of student medication during a field trip.
7. For their own safety, students should never transport medication to and from school or keep medicine in their possession during the school day. The exception to this policy is that students may carry their personal inhaler and/or EpiPen and self-administer but only with consent from their physician and parent/guardian.
8. School nurses and trained non-nursing personnel can administer Epinephrine by auto-injector to students with identified severe allergic reactions.

Nurse: Christine Babicz 781-263-1965 EXT. 2502

Wellesley Public Schools Elementary Behavior Code

Sprague School Behavior Rules

Sprague School Behavior Rules are discussed in each classroom. We expect students to follow our HEART values and treat one another with respect and kindness. We also expect they will take care of our school facility, do their best, and work cooperatively with all adults.

Sprague Heart Values

- Help
- Effort for Excellence
- Accept and Appreciate
- Respect and Responsibility
- Teamwork

Suspension Policy

While suspension is rare in an elementary school, a principal may make the decision to suspend a student as a consequence for behavior that endangers other students or interferes with the learning of others.

Suspension will take place after the student has talked to the principal and the principal has spoken with parents.

General Information

Electronic Equipment

Any electronic equipment including cell phones, IPod's or MP3's, games such as Nintendo's or PSP's, etc. should not be brought to school. Any such items seen by staff members will be confiscated and held by the Office. If a student needs a cell phone for an after-school activity, it should be turned off and remain in the student's backpack or locker until the school day has ended and the student is outside of the school setting.

Lost and Found

Please label all clothing (and other items such as lunch bags and backpacks) to facilitate return of lost articles. The Lost and Found area is in the lobby alcove area. Unclaimed items will be cleaned out and donated twice a year—in January and June.

Parent Teacher Organization (PTO)

Goals - The mission of the Sprague Parent Teacher Organization (PTO) is to provide education-related support and services to Sprague faculty and staff. Specifically, the PTO's objectives are:

- To provide services to the School that will enhance the educational climate
- To improve communication between home, school, the School Council and the Town of Wellesley
- To provide information regarding School Committee policies and budgets
- To provide financial and other volunteer support for the activities and needs of the School
- To increase understanding of children and their education, in order to guarantee the best education possible for our children.

Executive Board

The Board is responsible for the planning, appropriation and expenditure of funds necessary to the organization's activities.

Co Presidents- oversee all PTO functions and events
Co Vice Presidents- support PTO Presidents
Treasurer- financial management of the PTO, including budgeting, reporting, and cash account management
Assistant Treasurer- support the Treasurer
Secretary- maintain records for all PTO functions, incl. meeting minutes
Communications Officer- oversee/support all communications
Community Service Officer- oversee/support all community service *Enrichment Officer-* oversee/support all enrichment
METCO Officer- See METCO description
PAC Officer- See PAC description
Social Officer- oversee/support all social events
Technology Officer- support technology efforts at school
Ways and Means Officer- oversee/support all fundraising
School Principal- advisor/consultant to PTO

The Sprague PTO has established the following committees to support its objectives. More information is on the website www.spragueschoolpto.com

Communications

The Communications Committees are responsible for all PTO related communications.

Directory - update and proofread info, coordinate printing and distribution
Sprague Pulse - school-wide email newsletter blasts

PTO Volunteers - recruit volunteers, manage volunteer list and committee info sheets
Website - monitor and update website, draft/edit copy for new pages
Yearbook - organize and layout school yearbook, coordinate printing and distribution
Creative Arts and Sciences (all grades) - coordinate school-wide and grade specific programs that complement the curriculum, welcoming performers, scientists and authors
Field Day (all grades) - coordinate parent volunteers to direct and help with game activities
Kindergarten Library (K) - assist classes to select books and aid Librarian in shelving and book checkout
Room Parents (all grades) - help with class activities requested by teachers and with grade specific Parent Social, organize class gifts, provide occasional support for events, such as the Auction and Cookie Walk
Walk to School (all grades) - coordinate volunteers for walk to school days

Social

The Social Committees - are responsible for activities which help build the Sprague Community.

METCO & Sprague Family Friends - (Metropolitan Council for Educational Opportunity) METCO is a voluntary integration program funded by the Commonwealth. Sprague Family Friends are Sprague families who volunteer as hosts for a Boston child who is part of the METCO program. The Family Friends overall goal is to support the successful integration of Boston students into the Sprague school community so they can fully benefit from available academic and social opportunities. This program creates a wonderful partnership between Wellesley and Boston families.

Sprague Family Friends host the Boston child on the first Wednesday afternoon of October, November, December, February, March, April, May and June from 12:00 to 3:00 p.m. At 3:00 p.m., the host family brings the child to Hunnewell School, where he or she is picked up by bus (at 3:15 p.m.) and transported home. Family Friends also serve as emergency contacts and resources for Boston families for questions about school projects, assignments, etc.

Sprague Family Friends are looking for Wellesley families who are willing to make an ongoing commitment so that students can benefit from a consistent and caring presence. Generally, Family Friends host a child that is in the same grade as the host family’s child.

Important Numbers and Sites

Wellesley Public School Central Office Administration 781.446.6210

Website: www.wellesleyps.org

Dr. David Lussier, Superintendent of Schools x5605

Ms. Sandy Trach, Assistant Superintendent,Teaching and Learning x5602

Dr. David Jordan, Assistant Superintendent, Finance & Operations x5611

Ms. Marguerite Connolly, Director of Student Services x5629

Mr. David Turcotte, Director of Human Resources x5603

Ms. Patty McGuire, Transportation Coordinator x5614

Mr. Adam Steiner, Technology Director x5450

School Committee School_Committee@wellesleyps.org

Wellesley Web Sites Sprague School PTO www.spragueschoolpto.com

Town of Wellesley www.ci.wellesley.ma.us

Town of Wellesley Free Library www.wellesleyfreelibrary.org

Wellesley Channel www.wellesleychannel.tv

Wellesley Townsman www.wickedlocal.com/wellesley