

## WELCOME TO HASTINGS SCHOOL

Welcome to Elsie A. Hastings Elementary School. We are a dedicated school community committed to helping every child learn and achieve. We are proud of our students, our staff, and our strong educational programs. Every child's school experience is enhanced when home and school work together as partners in education. Our students reach their fullest potential when parents volunteer their time, energy and resources to help us provide the best education possible.

This handbook insert supplements the Westborough Elementary Schools Parent-Student Handbook, and contains important information that is specific to Hastings School. Please remember that you can get more news and the schedule of upcoming events by visiting our website at [www.westboroughk12.org](http://www.westboroughk12.org). We will continue to use the Weekly News and Notes on the Hastings School webpage in our efforts to reduce the amount of paper sent home with your children. Every Thursday, you will receive an email through our Connect5 system with links to posted information. **If you do not have access to a computer, please let us know, and we will send home paper copies.**

Over the course of the year, please be sure to inform the school of any changes to your home or work addresses and telephone phone numbers, or email addresses. We look forward to working with you for the success of your children. Please know that we are always available to speak with you if you have a question, want to share a concern, or just chat about your child's educational experience. Contact the office to make an appointment. We're looking forward to a great school year.

Leigh Ann Becker  
Principal

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### HASTINGS PARENT GROUP WELCOME

The Hastings Parent Group welcomes you to Hastings School! We are an organization of parents dedicated to enhancing the school life of our children. We sponsor a variety of activities and functions to benefit our students throughout the school year. If you would like more information, please call, or join us at our monthly meetings, which are held on Thursdays. Hope to see you there!

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Shannon Vallee, Co-President  
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Parent-Group Meeting Dates: (6:30-7:30 PM in the school Library unless otherwise stated)

September 29, 2016  
October 20, 2016 (9:30-10:30 AM)  
November 17, 2016  
December 15, 2016  
January 19, 2015

February 19, 2017  
March 16, 2017  
April 16, 2017  
May 20, 2017  
June TBA

# **HASTINGS COMMUNITY VISION**

## **OUR VISION**

Hastings School is a Community of Learners where academic, social, and personal growth are valued and nurtured.

## **OUR GOAL**

Development of Respectful,  
Productive, Responsible Students

## **YEARLY MISSION STATEMENTS**

- Provide safe, adequate facilities for all students and staff.
- Continue the translation of the core curricula into effective classroom practices.
- Continue the development of strategies and programs to meet the needs of diverse learners.
- Continue to improve cooperative efforts and communication.
- Continue to integrate technology into daily instruction.

## **CORE VALUES**

Respect for Yourself    Respect for Others  
Respect for the Environment  
Respect for Learning

## **HASTINGS ELEMENTARY SCHOOL PHILOSOPHY**

Hastings Elementary School is a community committed to fostering the highest academic and personal standards. The students, staff, and parents work together to promote a child-centered learning environment. Our school is a safe, comfortable place where children learn and grow, build self-esteem, and show respect for others. We believe that successful educational experiences are a priority for all members of the Hastings community.

Our philosophy is supported by these guiding principles:

1. We are committed to providing our children with basic academic skills in the areas of literacy, mathematics, the natural and social sciences, the arts, physical fitness, and communication.
2. We recognize that children are unique, and differ in learning styles, development, and experience. We believe in an adaptive learning environment that accommodates the diverse needs of all students.
3. We encourage children to be risk-takers in order to challenge themselves and reach their full potential.
4. We believe that the responsibility and accountability for our children's education lies collectively with teachers, parents, and students.

Our school philosophy defines who we are and affirms a commitment to continually strive to be our best. We believe in ourselves, our students, and our school.

### **School Hours:**

School hours are 8:50 AM–3:05 PM. Students should arrive between 8:30 and 8:40. Teacher supervision starts at 8:30, so please don't arrive earlier than this time. Students proceed to their classrooms at 8:40. **The school day officially starts at 8:50. Half-day kindergarten hours are 8:50 AM – 11:55 AM.**

## **Arrival:**

**Busses will now drop students off in the back of the school. If you drive your child to school, you will pull up in a line along the curb in front of the school, and a staff member will assist your child out of the car.** Please review the following morning arrival procedures with your child in preparation for the first day of school. For the first few days, all staff will be available to assist your children as they get off the bus or out of the car, and enter the school.

### Kindergarten and Grade 1 Students

1. Students arriving by bus will enter the school through the back entrance closest to the cafeteria, and be directed into the cafeteria by the supervising staff members.
2. Students arriving by car will be helped out by supervising staff members, directed to enter the main front entrance, and into the cafeteria. **Please arrive between 8:30 and 8:40 AM.**
3. The children will join their classmates in the cafeteria, and wait with the supervising staff members until 8:40 AM.
4. Children are dismissed to their classrooms promptly at 8:40 AM.
5. If you arrive between 8:40 and 8:50 AM, and the supervising adults have gone inside, you will have to park your car in the lot, and walk your child into the building. Children should proceed directly to their classrooms.
6. Children who arrive later than 8:50 AM are considered tardy, and must come to the office, **accompanied by their parent or guardian**, to be signed in and receive a late slip.

### Grade 2 and 3 Students

1. Students arriving by bus will enter the school through the back entrance closest to their assigned bus waiting area, and join their classmates in their assigned areas.
2. Students arriving by car will be helped out by supervising staff members, directed to enter through the front doors nearest to the gym, and proceed to their bus waiting areas. **Please arrive between 8:30 and 8:40 AM.**
3. Children will wait with their classmates in their assigned areas with the supervising staff members until 8:40 AM.
4. Students will be dismissed to their classrooms promptly at 8:40 AM.
5. If you arrive between 8:40 and 8:50 AM, and the supervising adults have gone inside, you will have to park your car in the lot, and walk your child into the building through the main front door. Children should proceed directly to their classrooms.
6. Children who arrive later than 8:50 AM are considered tardy, and must come to the office, **accompanied by their parent or guardian**, to be signed in and receive a late slip.

Please do not drop children off at school before 8:30 AM as there are no supervising adults on duty prior to that time. All doors are locked at 8:50 AM for safety.

**Please talk to your children to help them remember our arrival procedures.**

## **Tardy Students:**

Students arriving after 8:50 AM MUST be brought in by an adult, and sign in at the office before going to class. This insures that the student is removed from the absence list and lunch is ordered. They are considered tardy at 8:50.

**\*\*NEVER DRIVE AROUND THE SCHOOL BEFORE, DURING SCHOOL HOURS,  
OR AT DISMISSAL\*\***

## **Lunch Periods:**

<b>Kindergarten</b>	11:30 – 11:55
<b>Grade 1</b>	12:20 – 12:45
<b>Grade 2</b>	11:55 – 12:20
<b>Grade 3</b>	12:45 – 1:10

Lunch periods are 25 minutes long. You are encouraged to pack simple, nutritious lunches your child can eat in this brief amount of time, if your child is not eating the school-provided lunch.

Parents are welcome to join their child for lunch on Thursday each week. All parents K-3 may start having lunch with their child on Thursday, November 3, 2016. Parents may purchase a lunch (please call the school to make a reservation by 9:00 AM that day) or they may bring a lunch from home. **NO FAST FOOD PLEASE!**

### **Cafeteria Rules:**

1. Please do not share food. (allergies)
2. Walk safely at all times.
3. Rise your hand, if you need help from the noon aides.
4. Talk quietly at all times.
5. Keep hands, feet, and objects to yourself.
6. Clean up after yourself – keep the table and floor clean.
7. Listen to the noon-aides.
8. Get quiet and listen for directions when the quiet signal is given.
9. Line up and walk quietly with your teacher back to class.

### **Birthdays:**

Thank you, but no FOOD may be sent in to school to celebrate your child's birthday. You may provide a token gift for each child (ex: pencil) or a craft, if you wish. Please discuss your ideas with the teacher in advance.

### **Snacks:**

Children have snack each day. Students are expected to bring in their own snacks from home. Healthy snacks such as fruit, crackers and cheese, and vegetables are encouraged. **(There may be restrictions on snacks if certain serious allergies are present in your child's classroom.)** Note: Snacks and other foods consumed at school are addressed in the "District Wellness Policy".

### **Hastings School Rules:**

1. Be safe.
2. Be kind and respectful.
3. Take care of our school.
4. Do your best.

### **Telephone Use:**

Students are permitted to use the school telephone only for legitimate reasons. Telephone use is not permitted for students wishing to arrange after school playdates with other students.

### **Change of Plans Forms:**

You received a pad of purple Change of Plans forms in your first day packet. Please use these forms whenever you need to make a change in how or when your child is being dismissed. Send the form to school in the morning with your child when:

- \*You are going to dismiss your child early from school.
- \*There is a change in how your child typically gets home (bus, parent pick-up)
- \*There is a change in your child's Extended Day Program schedule

**If you must have your child dismissed to someone other than yourself or another legal guardian, that person will be asked to present identification.**

### **Student Dress Code:**

The responsibility for the appearance of students rests with the parents. You have the right to determine your child's dress, providing that such attire is not destructive to school property, hazardous to the health or safety of themselves or other students, and does not interfere with the educational program.

Proper footwear is essential for student's safety, especially on the playground and during physical education class. Students are encouraged to wear sturdy shoes or sneakers. Shoes with high heels, flimsy sandals, thongs, jelly shoes, and Crocs are not considered safe and are discouraged. Cleats and "heelies" are not allowed in school.

## **PARENT PARTICIPATION**

### **Volunteer Opportunities:**

Volunteer activities are coordinated through the school. Volunteers work in the classrooms and in the library to help with projects, as well as computer and classroom activities. Volunteers are also needed for the Hastings Publishing Center to assemble books and type stories written by our children. The Hastings Parent Group runs many programs and activities throughout the year that use volunteers.

### **Room Parents:**

Each class may have a Room Parent as well as 2 to 3 other parents selected by the teacher. Responsibilities might include organizing special activities around holidays, plays or field trips, and welcoming new families.

If you are interested in becoming a room parent, sign and return the sheet from the information packet sent out by the Parent Group. We will try to call on everyone to help during the course of the year.

### **Hastings Parent Group:**

The Hastings Parent Group serves as a vehicle for communication, parent involvement, and service within Hastings School by:

- A. Promoting the welfare of the students in home, school, and community.
- B. Promoting cooperation between parents, staff, and other interested members of the community.
- C. Providing educational enrichment for students.
- D. Encouraging communication between the School Department, School Council, and other parent groups within Westborough.
- E. Supporting classroom and school wide efforts.

The Parent Group is governed by an elected Executive Board and Volunteer Committee Chairs with responsibilities as follows:

**Executive Board** – elected every spring and comprised of the following positions, each of which can be filled by one or two parents:

**The President** presides at all general and board meetings, supervises the affairs and activities of the parent group, serves as a member ex-officio on all standing committees except the nominating committee, and serves as the liaison between the parent group and school administration.

**The Vice-President** assists the President and assumes the duties of the President during any absence, chairs the parent group Ways and Means Committee, and serves as the Parent Group liaison to the Hastings School Council.

**The Secretary** records the minutes of all general and board meetings, and receives all committee reports and incorporates them into the records.

**The Treasurer** collects and manages all Parent Group funds disburses funds as directed by suggestion of the Parent Group Ways and Means Committee and a majority vote of the Parent Group Board, keeps accounting records current, and makes financial records available to any member upon request.

Please refer to our web page at [www.westboroughk12.org](http://www.westboroughk12.org) under Hastings Elementary School section.

## **At Home Reading:**

It is well known that the more one reads the better reader one becomes. At Hastings we very much encourage our students to read at home (or be read to), and log their reading minutes on the monthly calendar that is sent home at the beginning of each month. These calendars are turned in at the end of the month, and the minutes are totaled. We announce and celebrate the total minutes read each month. Every month we reach our goal of 10,000 minutes, a special book is purchased for our school library to honor our achievement. This has been a motivating Hastings tradition for children in pre-school through grade 3. We strive to exceed 1,000,000 minutes each school year.

## **Homework Expectations:**

**In Kindergarten and First Grade**, it is our belief that children should not have formal, written homework. The school day is very busy for them, and they often participate in after-school activities that make the day even longer. Parents are encouraged to spend time counting numbers and objects, writing short notes to friends and family, and talking about topics of interest. A weekly newsletter from the teacher and the grade 1 website usually lists academic topics that will be covered each month, as well as suggestions for activities that parents can work on with their child. **Reading to your child is always encouraged as a way to build interest in reading and literature.** We also encourage first graders to learn addition facts 1-10.

**In Second Grade**, students are assigned homework in word study, math and reading on a weekly or nightly basis. The goal is to help develop responsibility, to foster independence and to get the child started in disciplined study skills. We feel it is important to begin to set up a routine and a place to work on homework.

\*A word study week runs Tuesday to Tuesday to allow all children the benefit of studying on the weekend should they need the extra time to master words. Homework is generally assigned for word study on Wednesday or Thursday nights and expected back the following Tuesday. Students need to be prepared, as they will be assessed on word study words most Tuesdays.

\*All second grade students should be reading at home nightly for 15 to 20 minutes.

\*Math facts mastery is expected in grade two by the end of the year. Many students will attain this goal before the end of the year. Mastery at the second grade level means to be able to quickly and accurately, add and subtract facts in a time-controlled environment according to established district benchmarks.

\*Occasionally, second grade teachers will assign a whole family project such as researching the “pilgrim” in your family and making an insect project at the end of the year.

**The Third Grade** assigns homework on a weekly basis. Homework is intended to complement and reinforce classroom instruction. Meaningful and appropriate homework provides a home-school connection and aids in the development of responsibility, organization, and work habits. Homework consists of:

- Word Study
- Math homework on a nightly basis
- Practice of math facts for mastery
- Individual book projects are assigned in periodically. These projects are extensions of books students have read – posters, oral reports, dioramas, videos, etc.
- Independent reading/Reading Calendar

**\*Should any homework assignments turn into lengthy ordeal, please write a note to the teacher. This helps us monitor the assignments.**

## Hastings Staff Directory

PS-1	Ms. Nadine Theroux	202	Mrs. Kerry White
PS-2	Ms. Kim Weldon	203	Mrs. Jane Barry
PS-3	Mrs. Deana Solomonides	204	Mrs. Gina DePaolo
PS-4	Ms. Nicole Sutka	205	Mrs. Danielle King
PS-5	Mrs. Tiffany Bashaw		
PS-6	Ms. Jacquelyn Taylor		
K-1	Mrs. Cindy Hodgdon	301	Mrs. Maura Jones
K-2	Mrs. Lauren Kennedy	302	Mrs. Elizabeth Murray
K-3	Mrs. Jodi Windover	303	Mr. Tom Salvemini
K-4	Mrs. Cheryl Collins	304	Ms. Julia Horowitz
K-5	Mrs. Elizabeth Proietto	305	Mrs. Melanie Quercia
101	Mrs. Kristen Hanna		
102	Mrs. Martha Guerard		
103	Mrs. Kathryn Anderson		
104	Mrs. Bonnie Ross		
201	Mrs. Kristy Haynes		

Principal – Mrs. Leigh Becker

Early Childhood Director – Ms. Michele Palermo

Secretaries – Mrs. Betsy Krentzman and Mrs. Maria Hanson

Nurse – Mrs. Carra Merrill

Guidance Counselor – Ms. Chiara Doretti

School Psychologist – Mrs. Bridget Sullivan

Board Certified Behavior Analysts-Mrs. Beth Szydlik, Mrs. Kim Tynan

Special Education Coordinators- Ms. Deborah Harvell (K-1), Mrs. Rachael Dennen (2-3)

Art – Mrs. Alana Conlin

Library – Mr. John Maxwell, Mrs. Kim Bromm

Music – Mrs. Jessica Matthews, Strings – Ms. Judy Garrett, Mrs. Valerie Clemans

Physical Education – Mrs. Linda O’Neil, Ms. Madelyn Regan

Technology Specialist – Mrs. Susan Pressman

Reading Specialists– Mrs. Lois MacGregor, Mrs. Sheila Plifka and Mrs. Andrea Weber

Math Plus Tutor-Mrs. Mary Hanlon-Stepanski

English Language Learner Teachers/Tutors –Mrs. Mary Andrade, Mrs. Latisha Broomfield, Ms. Elena Cruz, Mrs. Eileen Harvey, Mrs. Maria Guyer, Ms. Christina Jones

Learning Center – Mrs. Tracy Hughes, Ms. Emily Pierce, Mrs. Barbara Susi, Mrs. Sue Willar

Occupational Therapists – Mrs. Cheryl Goodale and Mrs. Julie Lazaros

Physical Therapist – Ms. Candice Lefebvre

Speech/Language Pathologists-Mrs. Melissa Comiskey, Mrs. Jennifer Potts, Mrs. Wendy Walker, and Ms. Maura Welch

HASTINGS  
K-3  
PARENT - STUDENT  
HANDBOOK  
SUPPLEMENT  
2016- 2017

The Westborough Public Schools do not discriminate on the basis of age, race, color, sex, religion, national origin, gender identity, sexual orientation, disability or any other class protected by law.