

APPENDIX III: Northbridge Elementary School

GENERAL SCHOOL INFORMATION

21 Crescent Street Whitinsville, MA 01588

Main Phone Line: (508) 234-8161

Principals: Nicholas Hoffman (**Staff and Student Support**) and Lorinda Allen (**Academics**)

Assistant Principal: Lauren Dolan

Early Childhood Coordinator: Jill Redding

Special Education Coordinator (Gr.1-5): Michelle Bastien

Dean of Students: David Ferraro

Preschool thru and Grade 5: 8:25 AM-2:40 PM

Office Hours: 7:30 AM-3:30 PM

Breakfast: 8:15 AM

The Northbridge Public Schools ensures equal employment and educational opportunities for its employees and students and does not discriminate on the basis of race, color, religion, national origin, sex or sexual orientation, gender identity (M.G.L. c. 151B and 151C, Title VI, Title VII and Title IX), or on the basis of disability (Section 504 of the Rehabilitation Act of 1973/ADA) or homelessness. In addition, the Northbridge Public Schools does not discriminate against its employees on the basis of age (M.G.L. 151B/ADEA) on the basis of veteran's status, or genetic information.

ARRIVAL AND DISMISSAL PROCEDURES – PK-5

Student drop off begins at 8:15 AM. The instructional day begins promptly at 8:25 AM for students in PK-5 at which time students should be inside their classroom ready to learn. If a student is late, a parent must accompany the student to the main office. Being on time to school and class is mandatory. Dismissal starts promptly at 2:40 PM. If you arrive after 2:50 PM, you may need to pick your child up in the office.

Preschool Drop-Off

For families who have a child in preschool, a designated parking area for preschool families is located near the pre-school entrance on the far left hand side of the building and the very last row in the main parking lot. Families should enter the drop off line until they reach the designated preschool parking areas. Parents need to escort their child to the preschool entrance. Preschool students may not be dropped off. Siblings of the preschool students may be dropped off at the preschool entrance.

Parent Drop-Off (K-5)

All cars will enter the campus by using the entrance closest to Arcade Street and proceed to the back of the school. The drop off zone will be clearly marked. There are two designated areas for drop off: The back of the school or the front of the school. If a staff member waves you around to the front of the school, proceed along the back of the school, past the playground to make a right turn after the loading docks. Then pull all the way up to the staff member in the front of the school. Whether you are dropping off in the front or the back of the school, students need to wait in the car until a staff member signals to exit the car.

As students exit the car and parents begin to leave, it is important to pull forward to the beginning of the drop-off zone. Our goal is to have 8-10 cars drop off their child at a time. Please make sure your child is ready (backpack in hand and kisses!) to leave the car when you pull into the drop zone. Children should

exit on the passenger side of the car (closest to the sidewalk.) If that is not possible, and they need to exit on the driver's side, children should cross in front of their parent's car, not behind it. Staff members will be on hand to assist children, however, staff are not able to unbuckle students from their seats.

To help this process run the most efficiently, please remain in your car as much as possible. We understand that some children need help with unbuckling from a carseat, but once they are out, we will have staff on hand to assist them to the entrance.

If you want to escort your child to the front door, you will need to find a parking spot in the MAIN parking lot. The parking lot is located to the right as you enter through the parent drop off line. When walking to the main entrance, please use crosswalks and do not just pull up and allow your child to walk across the bus drop off. Students should NOT be walking through the lot to the front door without an adult.

Preschool Pick Up

For families who have a child in preschool, a designated parking area for preschool families is located near the pre-school entrance on the far left hand side of the building and the very last row in the main parking lot. Families should enter the drop off line until they reach the designated preschool parking areas. Parents will meet their child at the preschool entrance where teachers will ensure their students meet up with their family. Families will be given a pick up sign to show at the entrance in order for the teachers to dismiss the child to the correct parent. Please have a photo ID available upon request. Siblings of the preschool students may be picked up at the preschool entrance.

Parent Pick-Up (K-5)

All cars will enter the campus by using the entrance closest to Arcade Street. (Please note, there is no left turn allowed into the driveway.) If you arrive early, the line of cars will form starting at an orange cone. It will be on your left and the shed will be on your left. At 2:15-ish, a staff member will come out to the cars and scan your QR code. The code is linked to a green and pink spreadsheet for the teachers to see which door to go to for pick up. The green door is the back door and the pink door is along the side of the school by the playground/basketball court. The best way to remember is "Pink Playground."

If the person picking up does not have a QR code to scan, then they will be asked to show their photo ID and we will need to look up to see if the person is listed in Infinite Campus as someone who is allowed to pick up. This is why it is important to send a note or email to school to let office staff know that someone different is picking up your child.

Staff members are stationed at the green and pink doors. They gather the students up and walk them in groups to the cars. Staff members can not buckle your child into the car.

Walkers

Students K-5 who walk to school should not arrive before 8:15 AM. Students should use the sidewalk at the Lake Street entrance. Students will gather under the portico at the front entrance.

NES has at least 70 plus walkers. To help the students exit the building and campus in the most safe way possible, we have two walker lines. Students MUST know which way they are walking home.

- Towards Lake Street: One walker line comes out of the building and walks towards the Lake Street entrance. A staff member and/or crossing guard will hold traffic at the four way stop to allow students to walk home safely.
- Towards Arcade Street: The second walker line comes out of the building and walks along the parent drop off line. A staff member will hold the traffic to safely allow students to cross the entrance to the school.

For the safety of your child and the other children, please do NOT take your child out of a walker line before they get to the campus entrance. If you are walking your child home, then meet them at the entrance to the campus. Since this is a walker line and not parent pick up, staff members will not be checking IDs since it is assumed that they are just walking home.

Early Dismissal

If it is necessary for your child to be dismissed during the school day, please send a note to your child's teacher indicating the time the child is to be dismissed. Your child must be picked up at the main office. Any calls for changes to the dismissal process must be made prior to 2:15 PM. Calls made after 2:15 PM may not be answered, as members of the administrative offices will be tied up conducting the dismissal process.

Changes in Transportation

If someone other than the usual/known pick-up person is going to pick up your child, parents should notify the main office of the change through email, written note or by calling the office. No student will be allowed to change his/her normal dismissal procedure unless the parent/guardian notifies the school in advance. Your child's safety and security are of primary importance.

Before And After School Care

Before and After School Care is provided by AlphaBest for students in Preschool- 5th grade. Morning care hours are from 6:45 a.m. until the beginning of school. The after school care runs from the end of the school day until 6:00 p.m.. Contact AlphaBest directly at 508-505-0588 for more information.

Bicycles

Bicycles may be ridden to school by any student in grades 2 - 5. **All students riding bikes must wear helmets.** Students who ride a bike should use the Lake Street entrance. Bikes must be parked in the designated area in the front entrance of the building. Students are not permitted to ride bicycles during recess. At dismissal, **STUDENTS ARE TO WALK THEIR BICYCLES TO CRESCENT STREET before riding them home.** The school cannot be responsible for damage occurring to bicycles on school grounds. Parents are advised to provide locks for their child's bike.

Cell Phones and Smart Watch Use

Please refer to the District policy in main Handbook.

Communications

A positive, supportive home/school team helps build a strong foundation for a solid education. Communication is one of the building blocks.

School Information Packet

On the first day of school, each Elementary School student will receive a packet containing the following information:

- Computer Empowered Use Policy
- Parent Pick-up authorization form
- Permission to have your students' picture taken
- School menu
- School Emergency Card
- Free and reduced lunch form

- PTA membership form

Please help us by filling out the required forms and returning them to the Northbridge Elementary School as soon as possible.

Building/District Newsletters

Newsletters will be sent electronically and posted on the web. If you would like to receive an email notification, please be sure to provide the school with your updated email information at the start of school.

Classroom Newsletters

Teachers send home periodic newsletters to highlight special classroom happenings and student work. These newsletters are an important way to stay connected to what is happening in your child's classroom.

Website

The Northbridge Elementary School has a website: www.nps.org/northbridge-elementary
The website has general school information and policies.

Facebook

You can also find us on Facebook at **Northbridge Elementary School!** You will see reminders and helpful information about activities, events, volunteer opportunities and more.

Class Dojo

At the beginning of the year your child's teacher will send you an invite to be part of their Class Dojo community. Class Dojo is a platform on which teachers, students and parents can celebrate student work, keep updated on classroom activities, and stay in touch with one another. Class Dojo also has the ability for administrators to share important school-wide information.

Phone System

The Northbridge Elementary School has a phone system that allows parents to contact teacher voicemail directly during the school day. Teachers will check messages on a daily basis and return phone calls either during their preparatory period or after the end of the school day.

When calling your child out absent, you may contact the school at any time prior to the start of the school day that your child will be absent. The phone system utilizes an absentee message system. To access the absentee message system, **dial 508 234-8161 and press 3.**

Report Cards

Report cards are sent home four times a year for children in kindergarten thru grade five. Students in preschool will receive a mid-year and end of year report card. We have developed a standards-based report card that provides detailed information regarding a student's progress in the areas of Language

Arts, Mathematics, Science, Social Studies, Related Arts and Citizenship. Parents are asked to review the grades carefully with their child. After reviewing the report card, please sign one copy and have your child return it to their teacher. You may keep the 2nd copy for your records.

Please refer to the school's calendar by visiting www.nps.org/nes

Homework

We believe homework is important because it is a valuable aid in helping students make the most of their experience in school. We give homework because it is useful in reinforcing what has been learned in class, preparing students for upcoming lessons, extending and generalizing concepts, teaching responsibility and helping students develop positive study habits. Each teacher will communicate to the student and parent his/her individual homework guidelines.

Students should be able to complete all homework assignments by themselves. When a child is not able to complete the assignment independently, parents should make a note of this on the assignment. **If your child continues to experience a challenge completing assignments within the noted time frame, contact their teacher to discuss the issue.** Teachers will continually monitor homework assignments to ensure students can complete independently within the outlined time guidelines.

Teacher-Homework Expectations

Teachers should . . .

- Homework assignments should be differentiated based on student need and ability.
- Provide rubrics, clear direction, and adequate time to complete.
- Provide relevant, timely and quality feedback.
- Coordinate assignments with other teachers so that total nightly homework does not exceed allotted time guidelines.
- Assign meaningful homework that reflects best practices.
- Communicate with parents about any concerns and vice-versa
- Model homework strategies for students.

Student- Homework Expectations

Students should . . .

- Copy homework assignments into their agenda when assignment is given.
- Return assignments on the date they are due.
- Complete assignment to the best of their ability.
- Ask for help when unsure of an assignment.
- Maintain a high quality of work.
- Maintain academic honesty and integrity on all assignments.
- Maintain a positive attitude about homework.

Parent- Homework Expectations

Parents should . . .

- Check their child's agenda on a nightly basis.
- Set up a quiet, distraction-free environment for their child to work and allocate sufficient time for nightly homework completion.
- Provide appropriate materials to complete the assignment.
- Check for completion or neatness but do not redo child's homework. (You may ask a child to finish or redo a messy assignment.)
- Communicate with the teacher about concerns or difficulty with homework assignments.
- Stop your child when allotted homework time has expired, and write a note if the child was not able to complete the assignment in the allotted time.
- Promote a positive attitude about homework

Open House

Preschool

Preschool Opening is held August 31, 2023 from 6:00- 7:30 pm or September 1, 2023 from 9:00-10:00 am to allow students and parents to meet their teacher and see their classrooms. This Open House assists with the transition into school.

Kindergarten

Kindergarten Opening will be held August 30, 2023 from 6:00pm-7:30 pm or August 31, 2023 from 10:00-11:00 am to allow students and parents to meet their teacher and see their classrooms. This Open House helps to ease the student's transition into kindergarten.

First and Second Grade

Open House will be September 6, 2023 from 6:00pm-7:30 pm to allow students and families to meet their child's teacher and visit their classroom. This is an opportunity to learn about the curriculum and grade-level expectations.

Third, Fourth and Fifth Grade

Open House will be September 7, 2023 from 6:00 pm-7:30 pm to allow students and families to meet their child's teacher and visit their classroom. This is an opportunity to learn about the curriculum and grade-level expectations.

Parent / Teacher Conferences

Parent/Teacher Conferences are scheduled on November 15, 2023 and March 20, 2024. Parents are always welcome to contact their child's teacher via phone or email. If you have concerns, please make an appointment to speak with the teacher, nurse, or principal.

PBIS (Positive Behavior Interventions and Supports)

PBIS is a team-based, systematic approach to teaching behavioral expectations throughout the school. It is based on a proactive model which teaches the behaviors, reinforces and recognizes students who are able to model these behaviors, and has systems in place to support students who have a difficult time or may present with more challenging behaviors. The team approach is what truly makes this system work and we really need every family's support to help us be successful.

PBIS (Positive Behavior Interventions and Supports) is the hallmark of creating a school climate where students and staff feel safe, follow expectations, and treat others with respect. This in turn, leads to more effective teaching and learning. For further information read our [NES PBIS Handbook](#).

When students are not meeting expectations, NES takes into consideration the student's grade and developmental level when addressing the behavior. The staff at NES believe in providing a restorative and a consequence approach using progressive discipline. Progressive discipline is the process of using incremental intervention when a behavior continues after being given a reasonable opportunity to correct the behavior.

Teachers give students feedback and provide re-teaching of expectations based on PBIS. If the behavior continues, teachers will give students a Think Sheet form as a way to reflect on their behavior and the choice that they made. The Think Sheet form will also be sent (hard copy and/or electronic copy) to families. If the behavior continues, then a minor office referral will be submitted through Infinite Campus. The Dean of Students monitors minor office referrals. If a pattern of minor office referrals continue, then a major office referral will be submitted. The Assistant Principal, tracks major office referrals. The teacher will let families know when a major office referral is submitted. The Assistant Principal will also follow a progressive discipline approach.

RAMS EXPECTATIONS				
Expectation Violated	Staff/Classroom Managed		Office Managed	
	Behavior	Definition	Behavior	Definition
Respectful	Non-Compliance Defiance Disrespect	Brief or low intensity failure to respond to adult requests, refusal to follow directions, talking back and/or socially rude interactions	Open Defiance Non-Compliance	Flagrant or hostile challenge of the authority of a school staff member, bus driver, or any other adult in authority
	Inappropriate Verbal Language	Low intensity instance of inappropriate language, name calling, teasing	Abusive Language Bullying Threatening	Verbal messages that include swearing, name calling, bullying, language or use of words in an inappropriate way. Profane/disrespectful message (verbal or gestured) to another person that includes threats or intimidation
Accountable	Disruption	Low intensity, but inappropriate disruption, noise with materials, horseplay or roughhousing	Disruption	Behavior causing an interruption in a class or activity; includes sustained loud talking, yelling, or screaming, and/or sustained out-of-seat behavior
	Property Misuse	Low intensity misuse of property (intentionally breaking pencils, writing on desks, taking others belongings)	Property Damage	Deliberate damage to the usefulness of property; vandalism; serious theft
Motivated	Task Avoidance	Low intensity avoidance of task or refusal to complete tasks	Task Refusal	Failure to complete tasks which leads to the disruption of the learning environment
	Out of Routine	Not following classroom or building wide routines and procedures	Out of Routine	Refusal to transition from one location to another; refusal to enter the school building
Safe	Physical Contact	Non-serious, but inappropriate physical contact (horseplay, unintentional contact, invading personal space)	Fighting Physical Aggression	Actions involving serious physical contact where injury is intended (hitting, punching, kicking, hitting with an object)
	Other Unsafe Behaviors	Low intensity, unsafe behaviors such as running in the hallways, not being in assigned area, talking during fire drills	Possession of Dangerous Materials	Such as weapons, drugs, lighters, tobacco, or school tools used inappropriately

Minor Office Referrals

After the teacher has addressed the behavior in the classroom and a Think Sheet has already been tried, then a minor office referral will be submitted in Infinite Campus. The Dean of Students will monitor the referrals and take action and/or reach out to parents/guardians as needed. The classroom teacher will notify the parents/guardians that a minor has been submitted.

Major Office Referrals

After 3 minors for the same infraction, a major office referral will be submitted in Infinite Campus. There are infractions that are automatic major office referrals: non-compliance with open defiance, abusive language, bullying, threatening, high intensity disruption, property damage, high intensity task refusal, fighting or physical aggression, technology violation (depending on content), and possession of dangerous material.

The classroom teacher will notify the parents/guardians that a major has been submitted. The Assistant Principal will conference with the student and contact parents/guardians. At this level the Assistant Principal will exercise progressive discipline.

Please see **District Discipline Matrix** linked in main Handbook for general consequences. Please note consequences may be adjusted for age and cognitive understanding of the student.

Bus Expectations

Riding the Bus

1. Students should sit and remain seated with their feet on the floor until the student has reached their stop.
2. Students need to keep arms, legs, feet inside the bus at all times.
3. Students cannot block the driver's view, this includes, but is not limited to, blocking/tampering with the emergency exit door.
4. Students must listen to the bus driver's directions.
5. Students are prohibited from fighting or scuffles on the bus.
6. Students should keep their hands to themselves to respect everyone's personal space.
7. Students must use appropriate language.
8. Students should respect bus property.
9. Students are not allowed to have electronic devices on the bus, this includes, but is not limited to cell phones and game consoles.
10. Food and drink should not be consumed on the bus.

Northbridge Elementary School understands that some rides on the bus can be long for students. It is suggested that students bring one of the following approved activities on the bus:

- Book to read
- Crossword or word search puzzles
- Pop-Its or Fidgets (Please note the school is not responsible for lost or traded fidgets/Pop-its.)

If expectations are not met, the bus driver will fill out a bus referral.

Examples of Bus Referrals:

- | | |
|--|--|
| • Not sitting in seat | • Hands-on behavior regardless of whether it is intentional or playful. |
| • Standing in seat | • Use of profanity, threats, or obscene gestures. |
| • Eating/drinking on the bus | • Extending arms, hands, head or any other object out of the bus window at any time. |
| • Teasing | • Other behavior that impacts bus safety, well being and respect to others. |
| • Being loud | • Damaging or defacing the bus. |
| • Pushing, tripping, shoving others while boarding, departing or riding the bus. | |
| • Horseplaying. | |

School bus ridership is a privilege not a right. Misconduct on the bus will result in disciplinary action including privileges being suspended. Parents/guardians must make alternate arrangements to transport students to and from school. A suspension from the bus is NOT an excused absence.

First Offense:

Warning to students, written notification (email or hard copy) and/or a phone call to the parents informing them of misconduct on the bus.

Second Offense:

Warning to students, written notification (email or hard copy) and/or a phone call to the parents informing them of misconduct on the bus. The student will be assigned a seat on the bus.

Third Offense:

Regardless of the type of misconduct on the bus, a 1-3 day bus suspension will be given. A parent conference, in person or virtually, will also be held with someone from administration to develop a bus conduct plan. There will be a probation period for riding the bus. Based on incidents, it can range from 2 weeks to 1 month. If a student receives an additional bus referral during the probation period, then the student will be suspended from the bus for an additional 1-5 days. If the student doesn't receive a referral during their probationary period their bus record will have a fresh start. Northbridge Elementary School reserves the right for the student to be permanently removed from the bus for the remainder of the school year if the behavior continues.

Major Offense:

If the student engaged in a more serious bus offense, Northbridge Elementary School reserves the right to have the student suspended from the bus for 1-5 days, depending on the severity. Northbridge Elementary School reserves the right for the student to be permanently removed from the bus.

If you have any questions/concerns regarding the bus, please contact:

- Dave Ferraro (Dean of Students) dferraro@nps.org
- Lauren Dolan (Assistant Principal) ldolan@nps.org

Walker Expectations

Staff members are assigned to escort students who walk home to either the entrance of the school towards Lake St or towards Arcade St.

Students are expected to:

1. Walk in an orderly fashion to the respected entrances of the school.
2. Follow the directions of the staff members.
3. Keep hands and feet to themselves.
4. Use appropriate language.

If expectations are not met the following progressive disciplinary action will be taken.

First Offense:

Warning to students, written notification (email or hard copy) and/or a phone call to the parents informing them of misconduct in the walker line.

Second Offense:

Warning to students, written notification (email or hard copy) and/or a phone call to the parents informing them of misconduct in the walker line. The student will be assigned to walk next to a staff member in line and/or an assigned line order.

Third Offense:

Regardless of the type of misconduct in the walker line, a 1-3 day walker suspension will be given.

SAFETY PROCEDURES

The safety of all children in our school is very important to us. In order to maintain a safe environment for our children to study and learn, it is necessary that we continually practice our emergency and crisis response plans by having drills designed to practice our procedures. We will conduct various drills throughout the school year. The following information is to help you understand the importance of these drills, as well as to understand each type of drill.

Fire Drills

This is a Fire Code requirement as well as a requirement of the Northbridge Public Schools. We want each student to understand and be aware of the importance of this drill and not be afraid when the fire alarm is sounded. By practicing, they will know what to do and how to do it.

Lockdown Drills/Shelter in Place

The purpose of this drill is to keep the students safe from any danger outside or inside the building. During a "lockdown drill," all of the perimeter doors to the school building will be locked and will remain locked until the danger or issue outside or inside the building is removed. To enable everyone to remain safe, no one will be allowed to enter the building or leave the building until a release has been authorized.

Evacuation Drills

If unsafe conditions present themselves within the school building, an evacuation to a location off school property may be warranted. Time will be provided to practice as a whole school. Student and staff attendance is required at the time of the drill to ensure accountability for all.

Visitors

All visitors MUST state their name and business before being allowed to enter the building. Upon entering, visitors must report to the main office, sign-in and wear a visitor's badge. Only visitors who have an up-to-date CORI are permitted in the building.

Sports, Clubs and After School Activities

Chorus (for Grades 3-5) - Information about the chorus can be found in the Parent Packet that is given to students and families at the beginning of the school year. The chorus meets once weekly, either before or after school.. The students have one concert during the holiday season and one in the spring. Chorus is a student club, therefore participation will require a club fee.

Art Club (for Grades 4-5) - Students are given the opportunity to explore their creative ideas and talents through projects that are an extension of the elementary arts curriculum. Art Club is a student club, therefore participation will require a club fee.

Girls Who Code (Grades 4-5) - A nonprofit organization that is dedicated to closing the gender gap in technology and computer science. Their mission is to inspire more girls to become computer scientists and engineers. Information about the fifth grade chorus can be found in the Parent Packet that is given to students and families at the beginning of the school year. This club is open to fourth and fifth graders and meets on a weekly basis. Girls Who Code is a student club, therefore participation will require a club fee.

