

2015 - 2016
INSIDER'S GUIDE TO
FISKE

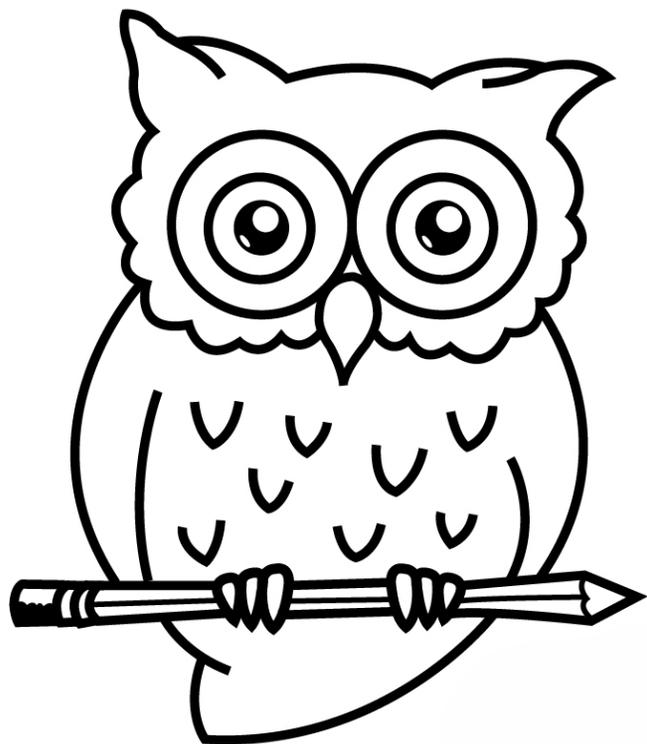


TABLE OF CONTENTS

Contact Information..... page 4
Lexington Public Schools.....page 5
Welcome to Fiskepage 7

I. School Hourspage 9
II. The School Day.....page 16
III. Special Events.....page 27
IV. Communicationpage 31
V. Visiting and Volunteering.....page 34
VI. Site Council and LEFpage 38

PTO.....page 40

Calendarpages 49 - 50
Map of Fiskepages 51 - 52
Indexpage 53 - 54

**Comprehensive Guide to School Policies, Procedures
and PTO Information to guide your student through
the Fiske Elementary School experience**

August 2015

Dear Fiske Families,

I am pleased to have worked with the Fiske PTO to create a guide for you with some of the most pertinent information to help you start your school year. As always, our hope is to clearly communicate with you what our school policies and procedures are so that you have a clear understanding of “how things work” here at Fiske.

Fiske is an inclusive school where all members of the school community contribute to the well being of students, both academically and socially/emotionally.

We hope that this guide is one way we collaborate to support you, your student, and your family as you enter into the school year.

Regards,

Thomas Martellone, Principal

FISKE ELEMENTARY SCHOOL

55 Adams Street • Lexington, MA 02420

School Office 781.541.5001

Attendance Line 781.541.5018

Fax 781.541.5008

Nurse 781.541.5007

Extended Day 781.541.5015

Fiske School lps.lexingtonma.org/Domain/12

Fiske PTO fiskeschoolpto.org

Lexington Public Schools lps.lexingtonma.org

Snow Closing lps.lexingtonma.org/Page/929

Whitsons Food Service whitsons.com

Principal Thomas Martellone

Assistant Principal Brian Baker

Administrative Assistant Dale Deane

Nurse Claire O'Connell

Extended Day Susan Nathanson, Director

Fiske Main Office Hours The office is open from 8:00 am – 4:00 pm, Monday - Friday during the school year. Summer hours vary.

LEXINGTON PUBLIC SCHOOLS

Central Administration
146 Maple Street, Lexington, MA 02420
781.861.2580 phone (dial by name directory)
781.863.5829 fax

Central Administration Staff

Mary Czajkowski, Ph. D., Superintendent of Schools
Carol Pilarski, Assist. Superintendent Curriculum, Instruction & Prof. Dev.
Robert Harris, Assistant Superintendent, Human Resources
Ellen Sugita, Director of Special Education
Ian L. Dailey, Interim Director for Finance & Operations
Catherine Carroll, Accounting Manager
Elaine Celi, Transportation Manager
Patrick Goddard, Director of Facilities, Grounds & Support Services

School Committee Members for 2015 - 2016

Jessie Steigerwald, Chair (term expires 2018)
Bill Hurley, Vice Chair (term expires 2018)
Alessandro Alessandrini, Member (Term expires 2016)
Margaret Coppe, Member (Term expires 2016)
Judith Crocker, Member (Term expires 2017)
2015 – 2016 Student Representative (TBD)

All parents are encouraged to attend School Committee Meetings. Meeting schedules, agendas, and committee information can be found at the School Committee website:
lps.lexingtonma.org/site/Default.aspx?PageID=463

LPS Curriculum and Instruction Curriculum guides for each grade level are available in the office. Specific questions may be addressed to the teacher, the curriculum director for any given content area, or the principal. lps.lexingtonma.org/domain/636

Core Purposes The following three core purposes represent the essential and enduring commitments of the Lexington Public Schools:

- Academic Excellence
- Respectful and caring relationships
- A culture of reflection, conversation, collaboration and commitment to continuous improvement

Individuality and Diversity A diverse population, by definition, comprises individuals with different backgrounds, needs, interests, and aspirations. Schools in Lexington should be structured to afford children and adults

opportunities to explore and express their individuality and to appreciate the individuality of others. Hence, learning experiences should address the gifts, talents, and special needs of every student, and teachers should practice diverse methodologies in an effort to challenge students of all ability levels. Academic excellence can be achieved only when all students know that their teachers hold high yet realistic (and explicitly stated) expectations for them; teachers can best communicate these expectations when they are able to know and understand the individual learners within the diverse student population. Valuing individuality does not mean promoting selfishness, but rather helping all members of the school community learn to respect human differences.

Shared Responsibility In order to flourish in today's society, students must learn to work together to explore ideas and solve problems. Schools are the public institutions best suited to help children understand the power of community, collaboration, and communication. It is our responsibility to engage them in experiences which nurture these habits and also to model these behaviors. Consequently, parents, teachers, and administrators should communicate openly and honestly so that children can benefit from the partnerships that will evolve when the defensiveness that sometimes hampers relationships can be confronted and overcome. The spirit of collegiality, cooperative learning, community service, citizenship, and common enterprise should be promoted for children and adults throughout the school system.

Continuous Improvement Regardless of the current level of attainment, school programs as well as student and professional performance should always be improving. An environment that fosters experimentation, persistent innovation, risk-taking, and continuing growth leads to a healthy school culture which in turn produces a positive place in which to teach and learn. Students and faculty should be lifelong learners who develop the habit of inquiry – we should try new approaches to problem-solving and understand that some experiments will not work. Alternative assessments to measure the efficacy of the educational program are an essential to provide students with the best possible feedback so that they can continuously improve their performance in school. Likewise, a strong system for the supervision and evaluation of staff, combined with a solid professional development program, will lead to more effective teaching and learning. Feedback loops and constant communication among students, parents, teachers, and administrators are necessary to help guide all improvement efforts.

RESOURCES

LPS Elementary School Handbook An elementary school handbook is published by the Lexington Public Schools and is available to all parents by contacting the school administration, or on the web at the district web site. It contains official Lexington School Policy on a range of subjects.

Fiske Directory Every fall, the PTO publishes a directory of the Fiske community. It is sent home with the youngest child, with the Friday mail.

Parent Volunteer Handbook All parents volunteering at Fiske are being asked to read the volunteer handbook. It is available in the Fiske School office. It will also be distributed to parent volunteers by staff members.

WELCOME TO FISKE

Fiske Elementary School is one of six public elementary schools in Lexington. The Fiske District covers an area from Lexington Center to Diamond Middle School, to the Burlington and Woburn town lines, to Woburn Street.

Student Population The school is home to approximately 500 students as well as over 110 teachers and staff. Some Fiske students are part of the METCO program and travel from Boston to Fiske, and other Fiske students are part of the ILP program and travel from other parts of Lexington.

Hoot the Owl Mascot Fiske Students voted on the owl school mascot and in 2013 held a drawing contest for a new school logo. Students selected the winning design, and the hand drawn picture was converted into an electronic image by a professional graphic designer. This new logo design has been important to build school spirit, unify Fiske materials, and help families quickly identify important messages from the school and PTO. This adorable logo has been added onto materials around the school, flyers sent home, spirit wear, and even a new Hoot mascot costume.

Mission Statement Fiske School supports and prepares diverse students to be life-long learners and successful members of a global society.

Our Vision Fiske School is a welcoming, inclusive learning community. We foster an environment where all children and adults make contributions and are valued as individuals. We educate the whole child by developing character and providing academic rigor and through our school expectations of respect, responsibility and best effort.

We Believe:

- All students should be actively engaged in learning and that instruction should be differentiated to the greatest extent possible for all.
- In order to build a respectful environment for teaching and learning, we should know all students as learners, both academically and socially.
- There should be consistent and common language across grade levels and schools with clear and concise learning expectations for all students.
- Students should be helped to take responsibility for their own learning and that there should be a gradual release of responsibility with their learning.
- All staff should be enthusiastic about teaching and that they must be collaborative in regards to planning.
- There should be connections made to various content areas through multi modal instruction that addresses varied learning styles.
- Mini-lessons should be short, powerful, focused and that objectives should be clearly stated to all students.
- All students need to have prior knowledge activated during instruction and that when needed, wait time is essential for those that need it.
- Varied forms and types of frequent assessment (screening, formative, summative, interim) are necessary to find out what students have learned and that closure to lessons is important to reinforce objectives.

W.H.O.O. Cards Fiske School believes in making sure that all students are aware of and understand school wide expectations related to our core values of Respect, Responsibility, and Best Effort.

When we observe students following and meeting our expectations, they can get a W.H.O.O. Card. The card is given to the student with specific feedback that is positive about how they were meeting our school wide expectations and what they were doing. The student then puts their name on the back of the card and puts it in a receptacle in their grade level. If their card is drawn, they can get to sit in the Owl's Nest during our all school meetings, have lunch with the principal and assistant principal, or get a positive phone call home.

History of Fiske Elementary School The Fiske School is named for the Fiske family who were among the early settlers of what was called Cambridge Farms, part of which is now called Lexington. The Fiske family came to America from Suffolk, England in the late 1630s.

The Fiske family assisted in building Lexington's first meeting house, helped to buy the Common for the town, and fought in many wars, including the Revolutionary war of 1775.

Dr Robert Fiske (born in May 1718) lived on Hancock Street and was reputed to have been one of Lexington's first doctors. Dr. Fiske's house still stands today and was also the home of his father, David Fiske, and his son, Dr Robert Fiske.

It is Dr Joseph Fiske's land that Fiske School stands on. His house and two other Fiske family homes can still be seen today on East Street. Dr Joseph Fiske was a surgeon during the Revolutionary War.

The Fiske School opened in 1949. In 1954, additional classrooms were added, bringing the total to 19.

Two years later (1966), the Lexington School Committee unanimously approved accepting 25 students from Boston into Lexington schools. This was the first time this had been done. Concord and Lincoln soon followed.

The first kindergarten programs in Lexington public schools began in 1967.

In 2005 the original Fiske school was closed and all students and staff moved to a temporary home in the old Harrington building on Maple Street. Just after February vacation 2007, students moved back to a state of the art, brand new school.

The official ribbon cutting took place in April 2007 at the start of the annual Fiske Fair.

I. SCHOOL HOURS

Attendance Policy Lexington Public Schools require a high level of participation in engaged learning. Regular class attendance enables students to benefit from class- room discussions, presentations and interactive activities. These shared academic experiences are integral to the learning process and cannot be re-created or replicated.

Massachusetts law requires compulsory attendance for all students. Chapter 76, section 1 of the Mass General Laws states that all children between the ages of six and sixteen must attend school.

Absence and Tardy Information Students arriving late to school must report to the main office with a parent and be signed in. A child is considered late for elementary school if he or she is not in the classroom by 8:45 a.m. ready to begin the school day.

Student Absence Notification Program At the commencement of each school year, parents/guardians will be sent a notice instructing them to call a designated telephone number at a designated time to inform the school of the student's absence and the reason for such absence. Please call the Fiske School Attendance Line 781-541-5018 and leave a message if your child is going to be absent or tardy. Do not call the regular Fiske School phone number. The Attendance Line answering system is checked on a regular basis. The notice will also require such parent or guardian to furnish the school with a home, work or other emergency telephone number where they can be contacted during the school day. If the school does not receive a message from the parent/guardian by the designated time, then the school shall call the telephone number or numbers furnished to inquire about the student's absence. Parents will be contacted within three (3) days of the student's absence if the Parent(s) or Guardian has not contacted the school regarding the absence.

Parent(s) or Guardians will also be notified when a student who has at least five days in which the student has missed two or more classes/periods (unexcused) or who has five or more unexcused absences in the school year and a meeting will be scheduled with the building Principal (or his/her designee), the Parent(s)/Guardian and the student to develop an action plan to improve the student's attendance. Parents/guardians are encouraged to contact school staff and work collaboratively with them to correct the reasons that the student is missing school.

Family Vacations We strongly discourage family vacations when school is in session. In addition to compromising the attendance law, family vacations interrupt the educational process in each subject area in ways that make-up work cannot reverse. Teachers are not required to provide work in advance of a family vacation.

Dress There is no formal dress code at Fiske. Students are asked to wear clothing appropriate to the importance of school and learning and clothing that will not interfere with students taking part readily in the normal learning activities of the school day. Students may not wear clothing which is significantly distracting from the school's purposes, spirit and routines, nor clothing which has writing or symbols that are

distracting or insulting to others (examples: suggestive clothing, alcohol or tobacco ads). A general rule of practice is that girls not wear shorts that would be above their finger tips if they had their hands by their sides and that shirts/blouses have straps that are two fingers in width. Additionally, we ask that boys not wear baseball caps, hats, or hoodies inside the building.

In **physical education** classes, students must wear supportive sneakers and clothing that allows freedom of movement.

Dressing for Outdoor Recess Please make sure children are appropriately dressed for the weather. They will typically go out for recess if the temperature is **18** degrees F or above. Children should have mittens, hats, warm coats, and snow boots or hiking boots in cold weather and snow, with a change of shoes or slippers for the classroom. Children should also have boots, hats and slickers for the rain. In Kindergarten, 1st grade, and 2nd grade, students must have snow pants at school in order to play in the snow. They are also encouraged to keep a change of clothes at school. When students are not equipped for snow, they may spend recess on the hard top.

ARRIVAL TIMES

- 8:15 – 8:30 am Students arrive at school and play on the blacktop area, supervised by school aides. In case of inclement weather, students are supervised in their classroom pod area. Buses are scheduled to arrive during this time.
- 8:30 am Students go to their classrooms; anyone arriving between 8:30 and 8:45 goes directly to their classrooms
- 8:45 and later Students are tardy and parents must sign the “Late Arrival” notebook in at the Main Office.

After morning drop off, the school is only accessible by the main entrance for safety reasons. You must ring the bell to be buzzed in; sign in at the main office whenever you enter the building, even when visiting a classroom or volunteering.

Recess and Lunch Schedules

	RECESS 1	LUNCH	RECESS 2
Kindergarten	10:30-10:45	1:10-1:30	12:50-1:10
Grade 1	9:55-10:10	11:30-11:55	11:10-11:30
Grade 2	12:00-12:20	12:20-12:45	1:40-1:55
Grade 3	9:35-9:50	12:45-1:10	12:25-12:45
Grade 4	11:35-11:55	11:55-12:20	1:20-1:35
Grade 5	10:45-11:05	11:05-11:30	2:05-2:20

The school's policy is to keep students indoors for recess when it is raining or if the temperature falls below **18 degrees**. Children are likely to have outdoor recess in all other cases. Please make sure your children are adequately equipped for the weather in regards to clothing, foot wear, and accessories.

DISMISSAL TIMES FIRST WEEK OF SCHOOL (SEPT 1 - 7)

Date	Dismissal Time
Tues, September 1	12:15 (All students)
Wed, September 2	Kindergarten at 12:15 Grades 1 - 5 at 3:15
Thurs, September 3	12:15 (All students)
Fri, September 4	NO SCHOOL
Mon, September 7	NO SCHOOL

REGULAR SCHOOL HOURS BEGINNING TUES, SEPT 8

Fiske Elementary School Hours

Monday	8:30 am – 3:15 pm
Tuesday	8:30 am – 3:15 pm
Wednesday	8:30 am – 3:15 pm
Thursday	8:30 am – 12:15 pm
Friday	8:30 am – 3:15 pm

DISMISSAL TIMES

The school day ends at 3:15 pm on all days except Thursdays. On Thursday, dismissal for all Grades K - 5 is at 12:15 pm.

Thursdays Every Thursday is a half day at all of the Lexington elementary schools. Dismissal for all Grades K – 5 is at 12:15 pm.

Picking Up a Student During School Hours Students ages 6 - 16 are required by law to attend school each day. If your child needs to be dismissed for a medical appointment during the school day, please send

a note into school to let the teacher know ahead of time. When you arrive to pick up your child, stop at the office. They will notify the class teacher you have arrived, and your child will meet you in the office. You must sign your child out at the office.

Planned Early Dismissal for Individual Student If your child will be leaving during the school day, please send in a note to the classroom teacher. Then, please pick up your child at the office where personnel will call the classroom to notify the child and teacher. All children will be dismissed from the office, not the classroom.

There will be no early dismissals between 3:00pm and 3:15pm, with the exception of emergencies. Please contact the Principal if your child needs to be released between 3:00pm and 3:15pm.

Early Dismissal Due to Illness or Accident In the event of an illness or accident occurring during the school day, parents of the child will be called first. If parents cannot be reached, the designated substitute (emergency number) will be notified by telephone and asked to supply transportation to take the child home or to the family physician if that is required. It is absolutely necessary that we have up-to-date information on telephone numbers for each family and for all emergency contact persons you have designated to be called when the parent cannot be reached. If any changes occur in the phone numbers or if there are additions or deletions of names on this school listing, please inform the school office immediately. In addition, it is also very important to notify the school of any change of business addresses and telephone numbers.

Early Dismissal by the School Nurse When a child is ill, no active learning can take place. Children who are not feeling well, and exhibit signs of illness, or are in discomfort from an injury or accident, should have the right to be cared for in a safe and comfortable home-like environment. We urge you to assess your child for illness and injury, and use common sense for keeping a child home from school. Sending an ill child to school also creates the opportunity for illnesses to spread rapidly around our classrooms, endangering other students and staff.

When a child is assessed by the school nurse to be ill, injured, or in a compromised state of health at school, the following are used as guidelines for dismissal:

- Temperature of 100° F or greater
- Vomiting or diarrhea
- A rash suspicious of infectious disease

- Pediculosis infestation or the presence of head lice
- Suspected conjunctivitis based on nursing assessment
- A positive strep culture that has not been treated with antibiotics for 24 hours
- Inability of a child to move safely about in school due to an injury that has not had medical evaluation and intervention
- Any injury, illness, or condition that requires, in the school nurse's judgment, further management by a parent/guardian or primary care provider
- Any child with a known Life-Threatening Allergy will have an Emergency Health Care Plan in place, and the plan will be followed per the physician's orders.

Transportation Changes (i.e., not riding on the bus) Any permanent change in how your child will leave school at the end of the day needs to be made in writing. In the event of an emergency, you may contact the office with a message for the student and teacher. Please understand that the school cannot guarantee that a child will get a message that is called in to the office after 2:45 pm.

Extended Day Program An independently run extended day program is available at Fiske. It operates during the school year from 3:15 - 6:00 pm on Mondays, Tuesdays, Wednesdays, and Fridays, and from 12:15 - 6:00 pm on Thursdays. The program is in operation as soon as children are dismissed on all days scheduled for early dismissal. All children enrolled on Thursdays must bring a lunch. For more information, contact the program Susan Nathanson at snathanson@sch.ci.lexington.ma.us or 781.541.5015

SAFE ROUTES TO SCHOOL

There are several ways to arrive and leave Fiske. We strongly encourage walking, biking and carpooling to Fiske. Below please find information of the following transportation methods:

- School Bus
- Walk
- Bike
- Car

School Bus Transportation Students must be signed up ahead of time to take the bus. The cost of bus transportation for those who are less than two miles from school is \$685 after July 1st; applications were due in the spring. Registrations and minimum payments received *after* May 16, 2015 will be processed on a space available basis and will not be subject to the full subsidy offered by the school department. Financial assistance is available for consideration for ALL student fees associated

with the Lexington Public Schools, including bus transportation. Bus transportation is free to those who are at least two miles from school; such students must fill out a Student Transportation Application. For more information and links to forms: lps.lexingtonma.org/Page/659

Transportation Manager Contact Elaine Celi, eceli@sch.ci.lexington.ma.us or by phone, 781.861.2540, regarding transportation issues.

Bus Lost & Found Please call C&W Transportation 781.862.4747 to check for items lost on the bus.

Bus routes are posted on the LPS website lps.lexingtonma.org/Page/243

Morning Pick Up All children are picked up at their bus stops according to the published bus routes. Buses drop students at Fiske between 8:15 and 8:30 am.

Afternoon Drop Off Students taking the bus home from school are escorted by Fiske staff to classrooms, where they are organized by bus route; students must have their bus passes with them. Students are dropped off at their designated stops or destinations.

No Switching of Buses To prevent overcrowding, students are asked to only take their assigned buses home. The only exceptions are as follows:

- Boston students visiting Family Friends
- Students going on a play date, with a signed note from the parent, for that day.
- Students identified as attending a district afterschool program.

Walking to and from School

Grade K - 2 Walkers: Must be picked up by parents or guardians from the Playground. Arrangements for pick up by another adult must be made in advance by contacting the classroom teacher.

Grades 3 - 5 Walkers: Are dismissed on their own and are expected to leave the school grounds and walk directly home or to their care provider.

Bike Transportation Bike rack for storage and locking of bicycles are located on the Adams and Colony Road sides of Fiske. Students are required to wear helmets. Weather permitting, students may ride bikes to school from September to Thanksgiving and from April vacation to end of the school year.

Skate boards, scooters, rollerblades, etc. are not allowed at school.

Car Transportation Fiske has two areas for drop off in the morning and for pick up in the afternoon; one on Adams Street and one on Colony Road. See map on pages 51 & 52.

Morning Drop Off Car drop off is along the main entrance drive to Fiske in the bus circle. Please pull up along the curb to the right, where staff members will be waiting to assist your child out of the car. If the weather is good, drop-off is along the curb at the main entrance in the bus circle. Between 8:30-8:45 and at all times in inclement weather, drop-off is at the main entrance to the school. Walkers enter at the main doors as well, and all students proceed to their classrooms.

Afternoon Pick Up - Colony Road *Rolling car pick-up:* K-5 students are picked up along the sidewalk near the gym. *You must wait in your car;* there is NO parking along the curb. You will get a placard with your child's last name that you place in your windshield to help staff members quickly identify which students to call. Students are supervised in the gym until called. While waiting, please do not block handicap access ramps or idle your car for more than a minute (help keep our air clean!).

Parking (see maps on pages 51 & 52) Parking at Fiske is limited; there is one small parking lots on school grounds. The first is to the left just as you pull into the entrance drive. Otherwise, park along the left side of the school entrance drive (where designated) or on Hathaway or Woodland Road.

*DO NOT PARK/LEAVE YOUR CAR ALONG ANY AREAS MARKED NO PARKING OR IN A POSITION THAT BLOCKS HANDICAP ACCESS RAMPS.

II. THE SCHOOL DAY

Nurse Claire O'Connell is the school nurse. Various health forms can be downloaded from the LPS website lps.lexingtonma.org/forms/formindex.html. For more information, contact Mrs. O'Connell at the school.

School Guidance Counselor Lysa Pirone, Fiske's school counselor, is a great resource for everyone. She is available to talk with parents for help around any questions or concerns – big or small – about your children. Lysa visits many classrooms for social skills lessons and actively participates in implementing the Open Circle curriculum both in the classrooms and sometimes with parent groups. You may reach Lisa Pirone at lpirone@sch.ci.lexington.ma.us or 781.541.5001.

Open Circle/Responsive Classroom These are social-emotional learning strategies used with all students, teachers and staff at Fiske. All classrooms will devote time to provide a “structured format to facilitate teaching social competency skills, to provide a consistent context for discussion of issues important to members of the class, and to build a cooperative classroom environment” (excerpted from the Open Circle overview). For more information, contact Lysa Pirone, or www.open-circle.org.

Library Karen Kishpaugh is the Fiske librarian. All classes visit the library every week for 30 minutes. Teachers also schedule additional library time on an as-needed basis to support their curriculum. Students may visit the library at any time with their teacher’s permission While books are officially due back after two weeks, students are encouraged to bring books back as they are finished and select new ones.

Physical Education Gordon Spiller is Fiske’s physical education teacher. Students have gym class twice a week for 30 minutes Sneakers or other athletic shoe (no sandals) must be worn, and the teachers recommend that girls wear shorts under skirts or dresses on gym days. Students must have a doctor’s note to be excused from physical education activities.

Music Nick Hart is the Fiske music teacher. All students have music twice a week for 30 minutes.

Art Tami O’Leary is the Fiske art teacher. Students have art class once a week for 60 minutes.

Recess Students have two recesses during the day. In inclement weather (raining, or below 18 degrees Fahrenheit, including wind chill), recess is held indoors in the classrooms, supervised by school aides.

Playground Using the Fiske Playground is a privilege. All students are expected to understand and follow playground expectations. Outdoor time is an excellent opportunity for children to play and to interact with one another. It is important, however, that students be able to transition easily and quickly from the independent play atmosphere to the classroom atmosphere and that issues from the outside do not impact learning time in the classroom.

Students are not allowed on the playground before 8:15 each morning, as there is no supervision prior to that time. Before school, supervision begins at 8:15 A.M. Due to the fact that we have only limited supervision in the morning, use of the fields and basketball court is not allowed before school.

Lost and Found Lost items are collected in a bin next to the cafeteria. Unclaimed items are periodically donated to a local charity. An announcement will be made in the Fiske newsletter before the items are donated. Small items (jewelry, sunglasses) are brought to the Main Office.

Toys Children are asked to leave their toys such as stuffed animals, hand held games and trading cards at home, unless they are being brought in for a classroom purpose. Electronic toys are not allowed in school during the school day. Please note that balls may be brought to school to be used at recess.

Snack Time Students in all grades have snack time during the day. Snacks must be brought from home.

Lunch: Students eat in the school lunch room. Lunches are either brought from home or are available to purchase at the cafeteria. Each student is assigned a unique 4-digit PIN number that allows him/her to access funds in his/her lunch account through a computerized cash register system. Parents may deposit funds in to the account by mailing a check (payable to “Lexington Public Schools”) to Whitsons Dining Service, c/o Fiske Elementary School, 55 Adams St., Lexington, MA 02420. Please be sure to include your child’s full name, grade and school. Payments may also be made online through the Whitsons website or at: lps.lexingtonma.org/Page/633

Your child will bring home a lunch menu from school each month; also check the “lunch menu” link on the Fiske website for the menu as well as other information. Students sit with their classmates at assigned tables by classroom. Lunch is supervised by school aides. Students go outside for their second recess of the day just before lunch.

A Nut-free table and chairs are available for those students requiring them. Such students can invite one friend to eat with them, as long as their lunches comply. The life threatening allergy policy is a town-wide policy. Check the LPS website: lps.lexingtonma.org/about/SC-LifeThreateningAllergies.pdf for information.

Lunch and Breakfast Program Students in grades 1-5 have a 25-minute lunch period each day. Students who are buying lunch have the ability to pay for lunch ahead of time by having their parent or guardian pay online. They may also pay at the time they have lunch. Kindergarten students may purchase milk or juice. Please note that snacks are not

available to be purchased at lunch in any of the elementary schools in the district.

Payment Students are assigned individual identification numbers for lunch accounts. Students may have their accounts paid online, or may pay at school as well.

Menu The school lunch calendar is always available online.

Cost The cost of school lunch and the process for purchasing lunch will be distributed in the information sent home in the packet of information sent home the first week of school.

Food Allergies Due to the increasing number of food allergies and children on special diets, and in support of the Lexington Public School Policy, Fiske School has instituted a policy of food-free school parties, celebrations, and school events. Parents who wish to recognize a child's birthday are encouraged to substitute a special pencil, bookmark or eraser for the traditional cupcake or cookie. Please consult with your child's teacher for more information.

Students are not allowed to share or exchange food.

Illness Children are sometimes ill almost as soon as they arrive at school. It is most embarrassing for them and difficult for the class when this occurs. If your child has been sick the night before or complains of illness in the morning, please keep him/her at home. We do not have adequate facilities for taking care of sick children for any length of time. Children returning to school after illness are expected to participate in all school activities—including outside play periods.

Medication Policy Please see the LPS website for detailed information: lexingtonps.schoolwires.net/cms/lib2/MA01001631/Centricity/Domain/201/SCMedication11.pdf

Lexington School Committee Policy on Life-Threatening Allergies The prevalence of reported food allergies has continued to increase significantly over the last several years. It is reported that the incidence of peanut allergy over the last five years has doubled in children.¹ In 2003, it was reported that there were approximately 2 million school-age children with food allergies.² Those with a diagnosed food allergy are at significant risk of anaphylaxis, a life-threatening allergic reaction. In a study by the Massachusetts Department of Public Health there were 374 reported cases of anaphylactic reactions requiring the use of an EpiPen

in the schools of the Commonwealth between September 2001 and May 2005.³

In October 2002, the Massachusetts Department of Education joined the American Academy of Allergy, Asthma, and Immunology (AAAAI) in recommending that all schools have in place a system to identify children with life-threatening allergies (LTA) and be prepared in the school workplace to deal with life-threatening allergic reactions. Education of all staff in life-threatening allergy awareness is the cornerstone of this initiative.

In order to minimize the incidence of life-threatening allergic reactions, the Lexington Public Schools (LPS) will maintain a system-wide response plan to address life-threatening reactions and maintain an Individual Health Care Plan (IHCP) for any student whose parent/guardian, primary care physician or board certified allergist has informed the principal of a school in writing that the student has a life-threatening allergy.

Implementation of the life-threatening allergy policy

The Lexington Public Schools (LPS) will:

- A. Provide life-threatening allergy awareness education and EpiPen training for all LPS employees based on Department of Public Health (DPH) and Department of Education (DOE) recommendations, including but not limited to:
 - a. the significance of LTAs and a discussion on the most common food, stinging insect, latex, and medication allergies,
 - b. how to create a safe environment for students with LTAs,
 - c. the signs and symptoms of anaphylaxis,
 - d. what an EpiPen is and how to use it,
 - e. how to activate the Emergency Response System (ERS), i.e., nurse and 911 Emergency Medical Services (EMS), to deal with an actual, suspected, or potential anaphylactic reaction.
- B. At the elementary school level during the school day, all schools will require that any parties and celebrations be food free. The use of food for curriculum instruction or special luncheons during the school day will be restricted to approval by the principal. The use of food as a reward in any classroom will be eliminated.

- C. The principal or designee in each school will implement a “No Food or Utensil Sharing” practice, with particular focus at the elementary school level.
- D. Each elementary school, as reasonably appropriate, will provide a peanut free/tree-nut free table in the cafeteria. Reasonable efforts will be made for such table to become “free” of other allergens as deemed needed for an individual student through documentation from the student’s primary care physician or board certified allergist. At the middle and high schools appropriate accommodations will be made as needed.
- E. The risk involved in allowing students of elementary and middle school age to make unsupervised food choices at bake sales is recognized; therefore, no bake sales will be permitted at elementary or middle schools during the school day. Bake sales conducted outside the school day are limited to those at which only adults are allowed to purchase products. At the high school level, the sale of food products as a fundraiser will be at the discretion of the principal.
- F. At the elementary school level, when a student’s medical need to be in an LTA-free environment is clearly documented by a board certified allergist, and clear directions from the allergist are provided, LPS will make reasonable efforts to create LTA-free classrooms for the student. LPS reserves the right to consult with a board certified allergist of its choice to review the recommendation to determine if it will authorize its implementation.
- G. Each school’s Crisis Management Plan will include how to respond to an anaphylactic reaction (life-threatening allergic reaction). This plan will be reviewed annually by each building principal and will be part of all LTA-awareness training.
- H. Each school will develop and maintain an Individual Health Care Plan (IHCP) for any student identified with a life-threatening allergy in collaboration with the student’s parent/guardian and primary care physician or board certified allergist.
- I. The LPS will maintain records of any life-threatening allergic reaction, the use of an EpiPen, and the call for medical assistance by calling 911. LPS will report all such LTA reactions to the Massachusetts Department of Public Health (DPH), according to department regulations and protocol.

- J. Because of the confidentiality of medical records, a student’s parent/guardian has the responsibility for notifying school bus drivers directly of any life-threatening allergies of which the bus driver should be aware.
- K. For any event outside of the regular school day which is neither sponsored by LPS nor part of the LPS curriculum, the sponsor of such event is responsible for assuring that appropriate provisions concerning LTA’s of participants are in place.

Pets and Animals in School Lexington Public Schools prohibits animals from being on school premises during school hours. This includes fur bearing animals such as dogs, cats, wolf-hybrids, and ferrets. Additionally, town ordinances and board of health policies prohibit animals such as dogs on school property before and after school. These animals may pose a risk for transmitting rabies as well as parasites, fleas, other diseases and injuries. For more information about this policy, please check online on the Lexington Public Schools web site.

Homework Policy of the Lexington Public Schools Homework is an integral part of the school experience. It can serve a variety of valuable purposes. It provides opportunities for students to practice skills and apply principles introduced in the classroom to prepare for upcoming studies, to learn in “real world” situations at home and in the community, and to develop personal initiative, responsibility, and self direction. Homework can help students develop critical and creative thinking skills, process information more deeply, capitalize on personal strengths, and compensate for weaknesses.

If a child has difficulty accomplishing a task, or if homework is a recurring source of tears, please communicate with your classroom teacher. Lexington Policy Guidelines for Homework at the Elementary Level (revised 89)

- Grade K – Occasionally
- Grade 1 – Fifteen minutes nightly
- Grade 2 – Twenty minutes nightly
- Grade 3 – Thirty minutes nightly
- Grade 4 – Forty minutes nightly
- Grade 5 - Forty-five minutes nightly

Please see the LPS website for detailed information:
lps.lexingtonma.org/about/homeworkpolicy.pdf

Instrumental Music Program The Elementary Instrumental Music Program is offered to students in Grades 4 and 5. Fourth grade in-school group offerings include ½ hour beginning string lessons in violin, viola, or cello. In Grade 5, offerings include ½ hour continuing string lessons on violin, viola, or cello, or beginning lessons on double bass, flute, oboe, clarinet, French horn, trumpet, trombone, baritone, percussion, or saxophone. At the beginning of the school year, the instrumental faculty will give a demonstration at Fiske to assist students in selecting an instrument. Students will receive an instrument choice and registration form at the demonstration. LPS also organizes an “Instrumental Rental Night” in the fall at Lexington High School with local instrumental dealers. This year’s “Rental Night” will be announced in the early fall.

All Grade 5 band and string students are encouraged to participate in the All-Town Band or Orchestra, meeting from 12:45 – 1:45 on Thursday afternoons at an elementary school during the school year. There is no fee for participation in the All-Town Band or Orchestra.

Family Friends & METCO (excerpted from the LPS website) “The Metropolitan Council for Education Opportunity (METCO) Program is a voluntary urban/suburban educational desegregation program. It provides opportunities for urban students of color to attend school in suburban public school systems. It also provides suburban students and staff opportunities to interact with many minority students and to benefit from a culturally diverse learning environment. METCO provides additional resources to the schools and to our students throughout the year in order to facilitate learning and cultural experiences for everyone in the school system.”

The METCO Family Friends Program is a “supportive aspect of the METCO partnership wherein Lexington families volunteer to become ‘partners’ with Boston families. When a child enters one of our schools via the METCO Program, she/he is paired with a volunteer Lexington family (preferably a family with a child in the same grade level as the Boston child). The Family Friends Program provides opportunities for Lexington and Boston children and their parents to broaden relationships through the sharing of family, cultural and social experiences in their respective communities. At the elementary level Family Friend students participate in METCO Friends Visiting Days which are scheduled in advance on specified Thursday afternoons.”

Please contact Butterfly Castaneda for more information or to host a METCO student.

English Language Learners (ELL) Procedures and Home Language

Surveys Upon enrollment in each school in Lexington, parents of new students complete a Home Language Survey, available in 11 languages, which is included in the enrollment packet. All students, who are from homes in which a language other than English is spoken, are assessed in reading, writing, speaking and listening by the English as a second language teacher. Students who are not completely fluent in English are enrolled in the program.

Children in Grades Kindergarten through Second are assessed using an interview and the Pre-LAS (Language Assessment Scales) or the Stanford English Language Proficiency Assessment (SELP). Students in 3rd through 12th grade are assessed through interview and using a grade-appropriate version of the LAS (Language Assessment Scales) or Stanford English Language Proficiency Assessment (SELP).

Students may also be tested in other content areas, such as in math, to ensure appropriate placement. Identified English learners are placed in content classrooms in which the teacher has been trained or is receiving training in instructional strategies that increase comprehensibility of the lessons. The students are also scheduled to receive English as a Second Language instruction.

Special Education Programs Information about these services is available online at lps.lexingtonma.org/domain/364

STUDENT CONDUCT POLICY SUMMARY

Fiske’s core values are Respect, Responsibility, and Best Effort. Our school works to teach children what those core values look like in each setting across the school. Our practice is to recognize students who follow those core values and support those students who do not meet our behavioral expectations.

The ultimate decision about whether a specific action breaks our school code rests with the staff member, and ultimately with the Principal. Consequences will be applied based on the frequency and severity of the action(s) at the discretion of the Principal or the Principal’s designee. Following is a general outline of the behaviors that may result in disciplinary consequences.

Minor behaviors may often be addressed by the classroom teacher or school personnel, until such behaviors become major, become a safety issue, or interfere with the learning of one’s self or of others. When such behaviors create these conditions, school administrators rely on a spiral of logical consequences to help end unwanted or unsafe behaviors.

Type of Problem: Minor Examples: Throwing another's ball out of a game, problem with taking turns or sharing

Component of Consequences:

- Investigation; listening to involved parties
- Problem solving discussion with staff member and/or administrator
- Correction by adult (what is the rule?)
- Apology and solution agreed upon

Parents not usually contacted

Type of Problem: Major Examples: Repeated minor problems, major fight, theft, physical assault of adult, defiance of adult direction, significant dangerous behavior (attempting to leave school, throwing or knocking over furniture), inappropriate touching, repeated lying, and repeated bullying

Component of Consequences:

- Detention after school
- In school or out of school suspension
- Expulsion

Note: By law, all suspensions and expulsions are reported to the State

Parent contact: by phone, documented in writing. For suspensions and expulsions, a meeting will be scheduled

Physical and Emotional Safety Descriptors		
Behavior	Severity	Descriptor
Bullying/ Harassment	MINOR	Student delivers disrespectful messages to another person that includes threats or intimidation, obscene gestures, pictures, or written notes. <i>* Disrespectful messages include negative comments based on race, religion, gender, age, and/or national origin; sustained or intense verbal attacks based on ethnic origin, disabilities, or other personal matters.</i>

Physical Contact	MINOR	Student engages in non-serious, but inappropriate physical contact. Student touches another student or gets in another student's space without permission and in such a manner that makes the other student uncomfortable.
	MAJOR	Student engages in actions involving serious physical contact where injury may occur, such as hitting, punching, hitting with an object, kicking, hair pulling. Student touches another person's private areas or displays own private areas.
Lying/ Cheating	MINOR	Always a MAJOR offense.
	MAJOR	Student delivers message that is untrue and/or deliberately violates rules.
Classroom Disruptions	MINOR	Student engages in low-intensity, but inappropriate, disruption
	MAJOR	Student engages in sustained or high intensity disruption. Behavior causing an interruption in a class activity. Disruption includes sustained loud talk, yelling, or screaming; noise with materials; horseplay or roughhousing; and/or sustained out-of-seat behavior.
Inappropriate Language	MINOR	Student delivers low-intensity verbal messages/gestures that include swearing, name calling, or use of words in an inappropriate way.
	MAJOR	Student delivers abusive, profane verbal messages/gestures that include swearing, name calling, or use of words in an inappropriate way and directed at others.
Vandalism/ Property Misuse	MINOR	Student engages in low-intensity misuse of property.
	MAJOR	Student engages in an activity that results in damage, disfigurement, or destruction of property.
Defiance, Disrespect, Non-Compliance	MINOR	Student engages in brief or low-intensity failure to respond to adult requests (for verbal disrespect, see Inappropriate language).

	MAJOR	Student engages in sustained (or high-intensity) failure to respond to adult requests (for verbal disrespect, see Inappropriate Language).
Technology Violation	MINOR	Student engages in non-serious, but inappropriate use of cell phone, computer, camera, or other technology device.
	MAJOR	Student engages in serious and inappropriate use of cell phone, computer, or other technology equipment.
Theft	MINOR	Always a MAJOR offense.
	MAJOR	Student is in possession of, having passed on, or being responsible for removing someone else's property or has signed a person's name without that person's permission.

Anti-Bullying Legislation The Lexington Public School District has a comprehensive Anti-Bully Policy and procedures. To learn more, visit lps.lexingtonma.org/cms/lib2/MA01001631/Centricity/Domain/201/BullyingPreventionInterventionPolicyRevApproved2_4_14.pdf

III. SPECIAL EVENTS

Back to School Night – Thursday, September 24 This evening event provides the opportunity for parents to meet Fiske teachers, staff and administrators. Classroom teachers will discuss their curriculum and student expectations. This event is for parents only.

Emergency School Closings The school administration uses an automated messaging system, Global Connect, to alert parents and families of emergency closings. The system notifies you of any emergency school delays or closings in the rare occurrence that school is delayed or cancelled because of an emergency situation (e.g., snow storm, no heat).

The Fiske Staff would like for every parent to discuss with his/her child what to do in case of an emergency school closing. Each family, too, is asked to develop an emergency plan for challenging circumstances. To prevent jamming of phone lines, please do not suggest that your child call you.

"No School" information, including delayed openings and emergency closings, will be broadcast on radio stations WBZ, WBUR, WCRB, and television channels 4, 5 and 7.

School closings and delayed openings announcements can also be found at lps.lexingtonma.org/Page/929 Every effort is made to post this information by 6:00AM.

Field Trips Held on school days as extensions of the curriculum, to provide educational opportunities which cannot be offered within the building. Whenever possible, the trips will be funded from the regular school budget; but with the high cost of transportation, the school will ask parents for assistance. Scholarships are always available, and at no time will any child be excluded because of inability to finance the trip.

Prior to any trip, permission slips and field trip information will be sent home. Volunteer parent chaperones are utilized.

Please contact Mr. Baker if costs for a trip are a concern.

Parties and Celebrations On occasion, classes may hold parties or celebrations which are food free. Parents may be asked to support such events by coming up with activities for students in the classroom.

Birthdays

- The principal or a staff member will recognize each child for his /her birthday and give him/her a birthday pencil on a day as close to the child's birthday as possible. If a family does not want their child to be recognized on his/her birthday, please write a note to the principal making that request.
- To avoid hurt feelings, children should not bring invitations, cards or presents to school. Addresses are printed in the Fiske School Directory so that invitations can be mailed home.
- Any other recognition of a child's birthday is at the discretion of the classroom teacher.
- Please note the LPS food policy means that no food is allowed in the classrooms. You may visit lps.lexingtonma.org/cms/lib2/MA01001631/Centricity/Domain/201/LP_S_SC_Policies/SC_LifeThreateningAllergiesNov11.pdf for the details of the Life Threatening Allergies Policy.

Holidays Each classroom recognizes different holidays in different ways. Check with your student's classroom teacher or room parents for more

information. Also look for more information or check with your room parents regarding holiday and end-of-year gifts for teachers and staff. General guidelines indicate that gifts to public employees should not exceed a value of \$50.00.

Gifts for Teachers and Staff

The State Ethics Commission provides the following parameters for accepting gifts:

Personal Gifts

- In general, a public employee (teacher, paraprofessional and other staff) may not accept any gift worth \$50 or more that is given because of the position he or she holds.
- Public employees may accept gifts that are worth less than \$50, but they are required to disclose in writing that they have done so if, based on the specific circumstances, a reasonable person would think that the public employee might unduly show favor to the giver or the giver's child, or be influenced by the giver.

Gifts to the Classroom or School

- The law regulates gifts to public employees, not gifts to public agencies. Therefore, parents and/or students may give gifts to a particular public school, or a particular classroom, and the \$50 limit does not apply.

Class Gifts

- The Ethics Commission recently created an exemption to permit "class gifts" to teachers. A teacher may accept a gift from public school students and/or their parents and guardians, with an aggregate value of up to \$150, if the gift is identified only as being from the class, and the identity of the givers and the individual amounts given are not identified to the recipient.
- Given that the donor(s) are unknown to the public employee, gifts received pursuant to this exemption are not required to be disclosed.
- A teacher may accept a class gift and also individual gifts from persons who did not contribute to the class gift. Unlike class gifts, which are not required to be disclosed, personal gifts must be declined or disclosed as described above.
- The Ethics Commission rules regarding "Gifts to Public School Teachers and Staff" can be found at mass.gov/ethics/gifts-to-public-school-teachers-and-staff.html.

In order to ensure that all Fiske teachers, paraprofessionals and other staff avoid involvement with the State Ethics Commission, we ask that parents comply with the law, as outlined above.

Furthermore, students or parents who wish (or seek) to acknowledge a teacher or other staff person with a gift should consider making a gift to the classroom, school or PTO in the name of the staff member(s).

Teacher Conferences Conferences with classroom teachers are scheduled twice during the school year. The first occurs in late fall, the second in early spring. Conferences are 20 – 30 minutes long. Each teacher schedules conferences differently and will let you know either when your conference is scheduled or how to sign up. Teachers are also available at any time during the year for conferences or more informal meetings; send a note to your teacher if you would like to request a meeting.

Conference dates for the 2015 - 2016 school year:

Fall:	October 28	October 29	November 4	November 5
Spring:	April 6	April 7	April 13	April 14

Each of these days is a half-day. All students are dismissed at 12:15 pm.

Student Progress Reports Report cards are sent home in January and June for all students.

Standardized Tests Students in Grades 3 - 5 take the MCAS tests, or Massachusetts Comprehensive Assessment System. The MCAS tests fulfill the requirements of the federal No Child Left Behind (NCLB) law, and "was implemented in response to the Education Reform Law of 1993, which required that MCAS be designed to:

- Test all public school students across the Commonwealth, including students with disabilities and students with limited English proficiency
- Be administered annually in selected grades
- Measure performance based on the learning standards in the Massachusetts Curriculum Frameworks
- Report on the performance of individual students, schools, and districts
- Serve as one basis of accountability for students, schools, and districts (for example, students must pass the grade 10 MCAS tests or retests in order to become eligible to earn a high school diploma)"
- For more information, go to doe.mass.edu/mcas/about1.html

Middle School Transition: Students in the Fiske district attend the Diamond Middle School for Grades 6 - 8. Grade 5 students visit Diamond in the spring. Information is provided to parents prior to the visit.

The **Last Day of School** is promoted on the district calendar each year but depends on the number of snow days or other school cancellations during the year. For each day school is cancelled, one is added on to the end. The final day of school is a half day; all students are dismissed at 12:15 pm.

IV. COMMUNICATION

See Page 4 for important phone numbers and other Fiske contact information.

Most communications from the school will occur via the school website. Communications may also come through electronic or voice messaging systems to families. "Fiske News", which includes important dates and announcements, is updated on the school website each week. If you have information to be included in the Fiske News, send to Thomas Martellone, tmartellone@sch.ci.lexington.ma.us by Wednesday afternoon.

For time-sensitive announcements, the school will use an electronic messaging system to reach families. The phone numbers called will be those that you have provided to the school on the Emergency Contact Form.

On occasion, the school will send out paper flyers and reminders. Fiske administration and the Fiske PTO are committed to reducing paper waste.

Communication: Home to School

Should you have a question or concern regarding the classroom, your initial contact should be with the classroom teacher. If the issue cannot be resolved in the initial meeting, the Principal will schedule a meeting with the parent and the teacher to work on any concerns. If your concern is one that affects the school at large, please contact the Principal directly.

Principal's Hours To speak with Mr. Martellone, feel free to call, email or stop in between 8:45 am and 2:45 pm every day. At drop-off and pick-up times Mr. Martellone will be focusing his attention on the safety of all the students, but his door is otherwise open. Mr. Martellone's email address is tmartellone@sch.ci.lexington.ma.us.

Principal Chats During the school year, Mr. Martellone will hold open discussions to update the Fiske community on the latest happenings at the school and to answer parent questions. The Chats are a great time to visit the school, ask questions, and hear from other parents. Principal chats are held in the Fiske Cafeteria. Check the newsletter for dates and times.

Fiske School Cancellations In case of snow, check the Lexington Public School website lps.lexingtonma.org/Page/929 or WBZ radio/TV. All cancelled days must be made up at the end of the school year with added days.

Fiske Website lps.lexingtonma.org/Domain/12

The website includes a list of staff members, links to some classroom websites, the Fiske library website, the Lexington Public School website, the school lunch menu, notices from the school nurse, school cancellation page, Big Backyard curriculum, bus schedules, and forms (including bus routes, CORI form, PTA membership form, and medication permission form). The website also has a link to the Fiske PTO website.

Fiske Newsletters Each month the school sends a newsletter to all parents/guardians that includes grade level and specialist information. The Fiske PTO sends an electronic newsletter every Tuesday to all parents/guardians. This newsletter contains information about PTO sponsored events, programs and fundraisers; Fiske/School Committee/Town Meeting issues; and community news. To submit PTO newsletter information, add/change an email address, or questions, please contact fiskeshoolpto@gmail.com.

LPS Website: <http://lps.lexingtonma.org/> has information regarding the LPS Administration, including the Central Office and the School Committee, links to all the Lexington Schools' websites, school calendar, Superintendent's weekly bulletin, School Committee policies and meeting schedules, curriculum overviews, budget details, and more.

Communicating with Fiske staff: Your student's Home/School folder is your primary means of communication with your student's teacher and the school. Notices from Fiske will come home in folders along with homework assignments. Classroom teachers check younger students' folders, while teachers of older students have a system worked out in their classrooms to collect notes coming from home. Please note that some teachers do not send notices/folders home on Fridays. Due to the lack of confidentiality of email, teachers are not allowed to discuss a child's progress via email.

Communicating with your child during school hours Communication with your child during school hours is difficult and can be disruptive to the learning setting. In the event of an emergency, you may contact the office with a message for your student. Please understand that the school cannot guarantee that a child will get a message that is called in to the office after 2:45 pm.

Distributing notes to classroom families Send copies into the classroom with your child. The classroom teacher will distribute them to student folders/mailboxes. If they are notes to be kept private from teachers, staple closed or put in envelopes (i.e., if you are organizing the purchase of a holiday gift for your teacher). Birthday party invitations may not be distributed in this manner unless the entire class is invited. Please note that many teachers do not send notices/folders home on Fridays.

Cell Phones Students carrying or using cell phones during school hours has become a concern to us. Cell phones are not to be brought to school.

If you feel it is necessary for your child to carry one, please put it in writing to Thomas Martellone, the Principal. If agreed, cell phones are not to be used during school hours. Any student caught using one during school hours will have it confiscated, and a parent will be required to pick it up at the office.

School phones are available for any student to use. Students are NEVER refused the use of a phone unless all lines are busy – in which case they will simply wait until a line becomes free.

CONFIDENTIALITY

To ensure that students, staff, and families feel welcome and safe at the school it is important that all members of the school community engage in conversations that respect each other's privacy.

Student Records With a few exceptions approved by the principal, no individuals or organization but the parent, student, and school personnel working directly with the students are allowed to have access to information in the student record without the specific, informed, written consent of the parent/guardian.

Volunteers To support the privacy of students and staff, volunteers should be careful not to discuss what they may have observed regarding other children. If you have concerns about something you see or hear, please talk to the class teacher or to the principal if appropriate. Please read the Volunteer Handbook for more information.

V. VISITING SCHOOL AND VOLUNTEER OPPORTUNITIES

Visiting Procedure/Visitors Visitors are welcome in their child's classroom. If you are interested in visiting your child's classroom, please schedule the visit with the teacher. Visits in any particular classroom are kept short to avoid disrupting the educational process.

From 8:00am to 4:00pm, for reasons of safety, all visitors must sign in and out and receive a visitor pass in the school office. If you are dropping off something for your child, please drop it in the office and we will see that it gets to your child. If you have mail for the teachers, bring it to the school office and it will be distributed by the school secretary. By following this procedure, we can ensure that classroom instruction for your child and for all Fiske children is not interrupted.

Volunteers Some times, students may have cousins or friends from out of state visit and they would like for them to come to school for the day. Unfortunately, we are not able to have those visitors come to school for anything more than a short visit (30-45 minutes).

There are many opportunities to visit and volunteer at Fiske – no experience is necessary! Look for opportunities listed in the Fiske and PTO newsletters, in your child's backpack, or at PTO events.

Whenever you visit the school, you must first sign in at the main office, even when visiting a classroom or volunteering. If you plan on volunteering with students, whether in the classroom, on field trips, or in the library, you must fill out a **CORI form** (background check) four weeks before you start. This form must be filled out every three years. Obtain one from the main office or the Fiske website and turn in completed forms to the office.

Confidentiality To support the privacy of students and staff, volunteers should be careful not to discuss what they may have observed regarding other children. If you have concerns about something you see or hear, please talk to the class teacher or to the principal if appropriate. Please read the Volunteer Handbook for more information.

Volunteer Program Fiske School enjoys an active volunteer program. There are many ways to volunteer at Fiske School including:

- Leadership and governance (PTO & School Council)
- Provide direct service to children (in classroom help, chaperoning,)
- Giving behind the scenes support (library, fundraising)
- Becoming involved with enrichment (Big Backyard, ACT)

- Participating in fundraising and community building events

Volunteer Guidelines have also been developed with helpful tips and guidelines on volunteering. We also have many volunteers who are only able to share their talents once in a while, or who can only work out of their own home at irregular hours. There is a place for all interested parents to volunteer to help Fiske children!

All volunteers should sign in at the front desk each time they work in the building. **Please be sure to always wear a visitor tag, which can be found beside the sign in sheet inside the front office.**

VOLUNTEER GUIDELINES

When you volunteer at Fiske Elementary School, your work takes on special significance – though you are not part of the staff, you have a great responsibility while working with students. We welcome your efforts and want to make the most of your volunteer experience.

Before you Volunteer

- Under Chapter 385 of the Acts of 2002, school districts are required to obtain criminal offender records information (CORI) on all employees, applicants for employment, and VOLUNTEERS. This law was enacted throughout Massachusetts in February 2003 in order to better ensure the safety of school children. Parents who have direct and unsupervised access to students must be checked under the CORI requirements PRIOR to the commencement of any volunteer service. Once an initial CORI check has been completed, another one will not be required under law for 3 more years. CORI permission forms are available in the school office. Completed forms are submitted by the Lexington Public School Human Resources Office to the Massachusetts Criminal History Systems Board to check for possible criminal history.
- Try to pick what is manageable and interesting to you.
- Attend appropriate training sessions.
- Be prepared. Communicate with teachers and coordinators ahead of time.

When you Volunteer

- Park your car in a designated parking spot. Cars may be parked in the Adams Street visitor lot (back-in only) or on the sidewalk side of the Adams Street entrance road. During school hours, the parking lot on the Colony Road side of the building is for staff only. Please do not park in a fire lane, crosswalk, or traffic circles on either side of the building.

- Honor your commitments and be on time. If your schedule changes and you are unable to volunteer, always notify the appropriate party.
- Upon entering the school building, sing in at the school office and obtain a “Visitor” badge.
- Turn off cell phones while in the school building.
- Always follow the correct fire safety procedures. Follow the classroom teacher out of the building and remain with the class. If you are not in a classroom, exit the building and remain at a safe distance until it is safe to return.
- Do not bring food or beverages into the school unless directed by the classroom teacher.
- Respect each child as an individual and respect all school employees.
- Do not break confidentiality. This is hurtful to children, their families and the staff. It also can harm the good reputation parent volunteers have earned over the years. To help, here are some sample issues that can arise.
- If you have concerns about something you see or hear in the classroom or the school, speak to the classroom teacher or Principal.
- Try not to single your child out for attention as this may make them and other children uncomfortable.
- Do not distract teachers while they are teaching. If you have questions wait until there is an appropriate moment.

After you Volunteer

- Clean up after you conduct any activity within the school. Scissors, glue guns, etc. should not be left lying around. Classrooms and other public areas should be left clean and tidy.
- Do not repeat stories about students (“Wasn’t it cute when...”). What happens in the classroom stays in the classroom.
- Do not discuss the behavior of other children with parents outside of school. If parents do have concerns, encourage them to talk to the classroom teacher.
- Keep student information private, even if you know the child and their family outside of school.

Volunteer Opportunities

Volunteer skills, interests, and time commitments vary. Some teachers invite parents to assist in their classroom on a regular basis, or for a particular project. Teachers also request chaperons for class field trips.

In addition, the PTO operates curriculum enrichment, fundraising, community building and school support committees which are

managed and staffed by parent volunteers. Please go to page 45 or fiskeschoolpto.org for committee descriptions.

Chaperone Guidelines Chaperoning can provide an opportunity for you and your child to spend quality time together. Please also keep in mind that your role as a chaperone is to help students have a safe, smooth, and productive trip. Again, all parents chaperoning must have had a CORI check performed before chaperoning. Suggested guidelines for chaperones include:

- Be prompt
- Leave other responsibilities at home.
- Be a leader
- Ensure bus safety
- Focus on children
- Be discreet
- Communicate with the teacher.

All School Meetings All School Meetings are held every other Thursday. The entire school gathers in the gym for a 30 minute school meeting. The purpose of the school meeting is to build community, share school events and news, talk about school issues, and recognize talented students. There are many chances to see performances by students or outside groups such as groups brought in by ACT. The school or classroom teachers will notify parents if there are performances which their children are involved in during the meetings. Parents are welcome to participate in the school meeting whenever they have an interest or a performing child.

Grade/Classroom Performances/Exhibits There are opportunities to see your child perform songs, recite poetry, read stories they have written, or for you to view class theme projects at Fiske at different times of year. This varies greatly with each classroom teacher.

Library You may volunteer to help check out and shelve books, prepare materials for classes, work on special projects or otherwise assist the school librarian at any time during the school day. Volunteers are able to sign up for opportunities on the Fiske Web Site homepage at the start of the school year.

Art You may volunteer to maintain supplies, set up art projects, assist students, and clean up. Volunteers are asked to sign up in your student's classroom at Back to School Night and to coordinate with Mrs. O'Leary.

Class Room Parent Help coordinate activities outside of the regular classroom routines. Big Backyard walks and classroom parties are examples of the work classroom parents do. Room parents are also liaisons between the classroom families, teacher, and the PTO. Contact fiskeschoolpto@gmail.com if you would like to volunteer for this position.

In Class Let the teacher know what your strengths are and ask if they are open to you helping out. Some teachers have certain tasks they ask for help with.

Big Backyard These are parent-led science discovery walks with a set curriculum. Experience is necessary. You will lead a small group of students, including your own child. Training is provided before each walk.

Site Council & Fiske PTO see Section VI below and page 40.

Staff Only Areas When visiting school or volunteering, please remember that certain areas of the school are off limits to parents: parents are not allowed in the Fiske mailroom, behind the main desk, and the Fiske Staff Lunchroom. Confidential information may be in mailboxes and/or are being discussed by Fiske staff. These areas are the only private areas available to the staff during school hours.

VI. SITE COUNCIL and LEF

SITE COUNCIL

Site-Based Councils were mandated by the Education Reform Act of 1993 as part of the Act's decentralization of decision-making. The Council is composed of equal numbers of elected teachers and parents, together with the Principal and a community representative, generally serving staggered terms. The role of the School Council is to advise the Principal, especially in creating and evaluating the School Improvement Plan.

We hold open meetings once a month. Agendas are posted at Town Hall and meeting notices are found in the School News. Elections are held each fall, and all parents are eligible both to run and to vote for the parent representatives; similarly, all teachers are eligible to run and to vote for the teacher representatives. Non-members can participate in Site-Based Council activities by being a member of an ad hoc committee. Parents should contact the Principal, who serves as co-chair, with any questions relating to school policies and programs, the School Improvement Plan, or students' educational needs.

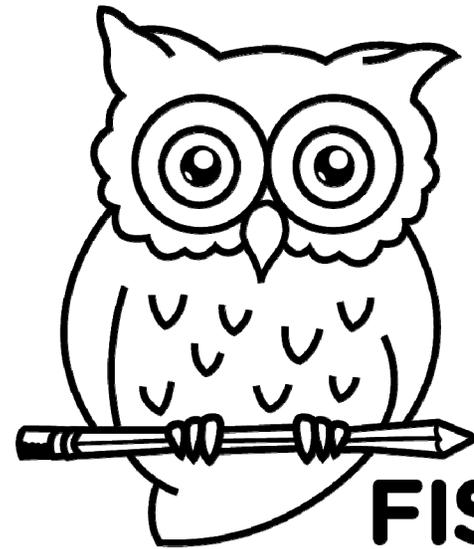
School Council members for the 2015 -16 school year will be determined in September; and listed on the school website.

Lexington Education Foundation (LEF)

The Lexington Education Foundation is an independent, 501(c)(3) charitable organization founded in 1989 to enhance educational excellence for the children of Lexington Public Schools. LEF's website states: "We accomplish our mission through our grant programs, which provide Lexington Public School teachers with the knowledge, experience, and materials they need to remain at the frontiers of educational excellence. Our grants finance educational opportunities outside the scope of the school operating budget and target areas such as innovation in curriculum and instruction, professional development, and teacher mentoring. LEF is directed by a non-salaried board of community members and supported by contributions from residents and area businesses. LEF donors and volunteers reflect Lexington's spirit of cooperation, generosity, and shared responsibility for the public education of Lexington children."

Watch for more information about LEF's annual "Educated Tastes" and Trivia Bee events. All proceeds from LEF events benefit their grant and fellowship programs to enrich education for the students in Lexington Public Schools.

LEF also runs the popular STAR Program. When you donate \$25 or more to the Staff Teacher Appreciation and Recognition (STAR) program, LEF sends a certificate to the teacher you wish to honor. The certificate includes your name without specifying the dollar amount of the gift. STAR certificates tell your favorite teachers you appreciate them in a way that benefits all the children of Lexington. For more information, visit lexedfoundation.org



FISKE PTO

WELCOME TO THE FISKE PTO YOU ARE ALREADY A MEMBER!

fiskschoolpto.org • fiskeschoolpto@gmail.com

Dear Fiske Families,

Welcome to a new school year at Fiske! We are so glad that your student(s) and your family are part of the Fiske Community. We are excited for a great year together.

The Fiske PTO works to take your child's education beyond academic achievement and provides opportunities to have FUN, build FRIENDSHIPS, and develop a SENSE OF BEING in this wonderful school community. All Fiske families are automatically part of the Fiske PTO. The Fiske PTO Board will continue to improve over this coming year in the following areas:

- To continue to build our community,
- To strengthen our support of enriching activities for our children,
- To improve communication with Fiske PTO members,
- To provide ways for parents to volunteer with the PTO in a manner that fits into your family's schedule, and
- To always give the staff our full support in all of their wonderful efforts.

All of these activities build friendships, strengthen our relationships with teachers and administrators, and support our children's education.

On the following pages, please find information to prepare you for the Fiske Elementary School Experience.

Sincerely,

The Fiske PTO Board

FISKE PTO

The Fiske School Parent Teacher Organization (Fiske PTO) is a non-profit organization comprised of Fiske parents, guardians, teachers and the school Principal. The purpose of the Fiske PTO is to enhance and support the educational experience at Fiske, to develop a closer connection between school and home by encouraging parent involvement, and to improve the environment at Fiske through volunteer and financial support.

2015 – 2016 Board Members

Jeanine Ferrick, Co-President
Vanessa Keeney, Co-President
Stacey Raiche, VP of Educational Enrichment
Lynn Schenk, VP of Educational Enrichment
Karen Lynch, Co-VP of Events
Marianne Reamer, Co-VP of Events
Cathy Fahy, Co-Treasurer
Jaz KarHwee Koh, Co-Treasurer
Gina Szymenski, Co-Treasurer
Co-Secretary (open position)
Kate Colburn, Town Meeting Member Liaison

See Fiske Directory for Committee Chairs and contact information.

Membership and Fundraising Participation membership is automatically granted to all parents and guardians of Fiske students, in addition to all staff at Fiske. There are no membership dues. The Fiske PTO funds all of our activities from voluntary tax deductible contributions and PTO organized fundraisers throughout the school year.

The Fiske PTO expects to spend more than \$60,000 this school year (approx. \$120 per student) on amazing programs, events, library funding, and teacher mini-grants. We thank you in advance for all of your generosity!

Meetings The Fiske PTO has general meetings each month throughout the school year. All parents, younger siblings, and staff are welcome to attend. Meetings are held in the Fiske cafeteria at 9:00 am on the fourth Thursday of each month.

Directory and Class Lists Each year the Fiske PTO puts together a school directory listing the teachers, staff, class lists, and contact information. New this year, the Lexington Public School district will no longer provide the PTO with class lists, so all student information in the directory will be

opt-in. The directory is a great resource for planning birthday parties, play dates, and school projects; and we encourage you to enter your student's information online at directory.fiskeschoolpto.org.

You will have the opportunity to update the directory listing with your student(s) teacher assignment(s) from the information you receive in the August mailing. You will be able to see other students who have registered with the same teacher online at directory.fiskeschoolpto.org. Keep checking this over the summer as more families update this information.

PTO Participation We look forward to getting to know you and appreciate your participation to make Fiske an excellent experience for every student! Thank you in advance for your generosity through volunteer time and/or donations to the Fiske PTO. Ways you can be engaged and participate in the PTO:

- Make connections by entering contact info in PTO Directory
- Learn about programs and activities online at fiskeschoolpto.org
- Read the PTO e-newsletter every Tuesday
- Mark your calendars for Fiske PTO events and activities
- Attend PTO Meetings – 9:00 am, fourth Thursday of each month, Fiske Cafeteria
- Volunteer on a committee and help at events
- Make a monetary donation to Give a Hoot and support Fiske PTO fundraisers
- Volunteer in your child's classroom or in the library

PTO FUNDED PROGRAMS, RESOURCES & FUNDRAISERS

Funded Curriculum Enrichment

- Arts Created Together (ACT)
- Science Fair
- Big Backyard Science Discovery Walks
- Family Math Night
- Enrichment Afterschool Classes
- BOKS Before School Fitness
- Fit Girls
- Field Day
- Classroom Science Programming

Funded Resources Provided to the School and Classrooms

- New Library Books
- Web Licenses
- School Supplies/Classroom Items
- Landscape Improvements
- Rainy Day Fund
- Student Scholarships
- Teacher Mini Grants

Funded Community Events

- Welcome Back Coffee
- Ice Cream Social for New Families
- Bingo Night
- International Pot Luck Dinner
- The METCO Family Friends
- Teacher Appreciation Luncheon
- Safe Routes to School
- Recycling Program
- Grade 5 Activities
- Talent Show

Fundraising

- Fall Pep Rally
- Fiske Frost Parents Event
- Fiske Fair
- Spaghetti Supper
- Directory and Spirit Wear Sales
- Affiliates Programs
- Give a Hoot Direct Giving

Affiliates Programs Fiske has partnered with several companies to generate funds while you shop. The Box Tops for Education is an annual fundraising program to earn cash for school resources. Our school gets 10 cents for each Box Top we collect! Simply clip the Box Top logos from participating products all year long. Collection drop off times and instructions will be provided during the year. Other programs include Amazon Smile, Stop and Shop A+ School Rewards and the Target Red Card. Just register your store reward cards online and select Fiske Elementary School or Fiske PTO as the recipient of your points.

ACT (Arts Created Together) ACT utilizes PTO funds to bring arts related programs that enrich the curriculum to the Fiske community. Working with classroom teachers and the Principal, parents coordinate arts related programs for each grade during the school year. In addition to the grade level programs, ACT sponsors dynamic programs for the all-

school audience. Past programs have included visiting artist-in-residence, authors and dance performances, such as LocoMotion, which highlighted scientific principles through dance.

Big Backyard All parents are invited to participate in Fiske's Big Backyard program, a nature education program, by leading small groups of children on seasonal explorations of Fiske's natural environment. The program supplements the science curriculum in each grade and is a wonderful chance for you to share in your child's education. No experience is necessary! Training will be provided prior to each walk, as well as general training on conducting nature education/exploration walks with children. Look for a volunteer sign-up in your child's classroom on Back to School Night, or contact your classroom parent.

Bingo Night Bingo like you have never experienced before! This community building event will take place in the winter. Students and their families are invited to attend for free and join in on the fun and excitement.

BOKS (Build Our Kids Success, A Reebok Foundation Initiative) is a parent volunteer-run, physical activity program that sparks a child's mind and body for better learning during the school day. Each week will introduce a Skill- of-the-Week. Kids will participate in fun fitness activities and BOKS Nutritional Bits.

Classroom Science Programming The Museum of Science brings interactive programming to each classroom during the school year. This program is sponsored by the Fiske PTO.

Enrichment Afterschool Classes The Fiske PTO contracts with local companies to offer classes such as Kids Cooking Green, Scratch web programming, Mad Science, Kidstock theater, and ABC Spanish. Classes are fee based and offered after school at Fiske.

Family Math Night The annual Fiske PTO Family Math Night is for all students Grades K – 5 and their families. Students receive a Grade appropriate passport and work through the different games and challenges at each station. A fun evening with hands-on mathematical explorations for all math levels.

Field Day Students spend the morning outside playing games with their classmates on the Fiske Fields. Parents are invited to oversee a station and help students through the activities. It is a day filled with smiles.

Fiske Fair The whole family is welcome for a Fiske community day at the Fair filled with games like the Cake Walk and Candy Land; fun at the Photo Booth and Giant Inflatables; lunch served at the grill by Fiske parents; classroom raffle baskets; and the Teacher Silent Auction. This event happens in the spring and is a fundraiser.

Fiske Frost The annual parents-only fundraising event is fun night out for parents and great time to connect with friends, teachers and staff over drinks, dancing and a silent auction. Each year the event theme varies, sometimes a winter related event or an escape like past year's Havana White Party and the Great Gatsby Roaring Twenties Soiree.

Fit Girls Fit Girls is a non-competitive fitness initiative for Grade 4 and 5 girls that inspires active lifestyles, friendships, personal growth, and the confidence that comes from working toward and achieving goals in running reading and community service. The program is coached by parent volunteers.

Fourth Grade Science Club Students work in small group with friends on various hands-on science projects using Youth Explorations in Science kits. Parent volunteers lead this club. Registration required in the fall.

Give a Hoot Direct Giving The Fiske PTO expects to spend approximately \$120 per student on amazing programs, events, library funding, and teacher mini-grants that enhance your child's education at Fiske Elementary School. Our goal for each school year is to have 100% participation from the Fiske community. Your contribution to the Fiske PTO Give a Hoot fundraising drive provides these incredible programs and resources that enhance your child's education.

Grade 5 Activities The Grade 5 Committee organizes special activities for the Grade 5 class including a camping trip, yearbook, class t-shirts, graduation ceremony and party. Funds for these activities are raised at the Spaghetti Supper.

Ice Cream Social for New Families Kindergarten families and families new to the Fiske Community are encouraged to participate in this fun play date on the Fiske Playground. It is a chance for new students and families to get to know each other. Free ice cream will be served.

International Potluck Dinner The International Potluck Dinner is a fun evening that brings together the entire Fiske Community to share favorite dishes from all over the world. This year, the interactive National Geographic floor map of South America will be on display to experience.

Landscape Clean Up The Landscape committee organizes an annual clean up around Fiske. Activities include planting bulbs/plants, weeding, and raking to keep the Fiske School grounds looking great.

METCO Family Friends The METCO Family Friends Program is a partnership wherein Lexington families volunteer to become "partners" with Boston families who attend Lexington Public Schools and host students for play dates on designated Thursdays. Open and regular communication between families in Lexington and Boston is encouraged throughout the year to help nurture the mutual development of relationships.

Pep Rally A Pep Rally is a school tradition aimed at gathering students to inspire school spirit and enthusiasm. This lively night is a Fall Fiske PTO fundraiser to support school programs and features an interactive DJ, all school cheer, Hoot the Mascot and more.

Safe Routes to School This is a national organization that organizes nationwide walking and biking to school days. The committee also works with the Town of Lexington on Safe Route initiatives.

School Pictures School pictures (both individual portraits and class photos) are taken in the fall. The dates and times will be published and you will receive an order form in your child's home/school folder or backpack.

Science Fair The Science Fair is wonderful event where students who choose to participate can put together a display about their scientific endeavor and demonstrate and explain the theory behind their work. This event takes place in the spring and is open to all students in Grades 2 – 5.

Spaghetti Supper This 20-year tradition is a fun event that raising money for Grade 5 end-of-year activities. The Spaghetti Supper is served by Grade 5 student waiters at Fiske. Tickets for the dinner and raffle are sold in the winter leading up to the January Spaghetti Supper.

Spirit Wear The Fiske PTO sells T-shirts, hats, sweatshirts, car magnets, water bottles and more imprinted with the Fiske School. Designated purchase days will be promoted during the school year. These spirit items are great for school spirit days, to wear to the Pep Rally or as a student gift. Proceeds from this sale support the Fiske PTO.

Talent Show The Fiske Got Talent Show is an annual Fiske tradition that showcases Fiske's finest talent and lets the students be stars. Participation in the show is open to all Fiske students in Grades K – 5 and features acts such as singing, magic tricks, playing an instrument, stand-up comedy, gymnastics, short skits, celebrity impersonations, dancing, etc. This event happens in the spring and is free for participants and attendees.

Teacher Staff Appreciation Lunch The Fiske PTO and Fiske families provide lunch and dessert for all Fiske teachers, staff and administrators to recognize, honor and thank them for their dedication to the students of Fiske.

Technology Team Volunteer web developers help to manage the self published PTO website and provide technical support as needed.

Volunteer Appreciation Party A PTO hosted party to celebrate all Fiske volunteer participation. This event happens at the end of the school year.

Welcome Back Coffee This annual PTO kick off event is a great time to stop by for morning coffee, say hello to friends, meet new Fiske families, and hear about exciting plans for the coming school year. Younger siblings welcome!

CONDUCT AT PTO EVENTS/CLASSES

Students are expected to follow the Fiske Conduct Code during events and classes. Any child who demonstrates unacceptable behavior will be removed from the event or class, without a refund. Please respect all Fiske parent volunteers, high school student volunteers, and third party vendors who oversee Fiske PTO events and classes.

2015 – 2016 FISKE SCHOOL AND PTO CALENDAR

SEPTEMBER

- 1 - First Day of School and Welcome Back Coffee
- 2 - Kindergarten dismissed at 12:15 and Grades 1 - 5 at 3:15
- 3 - Dismissal at 12:15
- 4 - NO SCHOOL – Labor Day Weekend
- 7 - NO SCHOOL– Labor Day Weekend
- 9 - Committee Chair and Room Parent Training (am & pm sessions)
- 14 - NO SCHOOL – Rosh Hashanah
- 18 - Photo Day
- 20 - Ice Cream Social for Kindergarten & New Families
- 23 - NO SCHOOL – Yom Kippur
- 24 - PTO General Meeting 9:00 am & Back to School Night 6:00 pm
- 25 - Fiske Directory Deadline

OCTOBER

- 9 - NO SCHOOL – Professional Development Day
- 12 - NO SCHOOL – Columbus Day
- 16 - International Potluck Dinner/South American Map Night
- 22 - PTO General Meeting 7:00 pm
- 25 - Plant-a-bulb (landscaping)
- 28 - Dismissal at 12:15 – School Conferences
- 29 - Dismissal at 12:15 – School Conferences

NOVEMBER

- 4 - Dismissal at 12:15 – School Conferences
- 5 - Dismissal at 12:15 – School Conferences
- 11 – NO SCHOOL – Veteran's Day
- 13 - Pep Rally
- 19 - PTO General Meeting 9:00 am
- 26 - 27 - NO SCHOOL – Thanksgiving Break

DECEMBER

- 10 - Bingo Night
- 17 - PTO General Meeting 9:00 am
- 24 - 31 - NO SCHOOL – Winter Break

JANUARY

- 1 - NO SCHOOL – Winter Break
- 14 - Spaghetti Supper
- 18 - NO SCHOOL – Martin Luther King Day
- 21 - PTO General Meeting 9:00 am

FEBRUARY

- 4 - Science Fair
- 15 - 19 - NO SCHOOL – February Break
- 25 - PTO General Meeting 9:00 am

MARCH

- 4 - Fiske Frost (adults only)
- 10 - Math Night
- 24 - PTO General Meeting 9:00 am
- 25 - NO SCHOOL – Good Friday

APRIL

- 1 - Talent Show
- 6 - Dismissal at 12:15 – School Conferences
- 7 - Dismissal at 12:15 – School Conferences
- 13 - Dismissal at 12:15 – School Conferences
- 14 - Dismissal at 12:15 – School Conferences
- 18 - 22 – NO SCHOOL – Spring Break
- 28 - PTO General Meeting 9:00 am

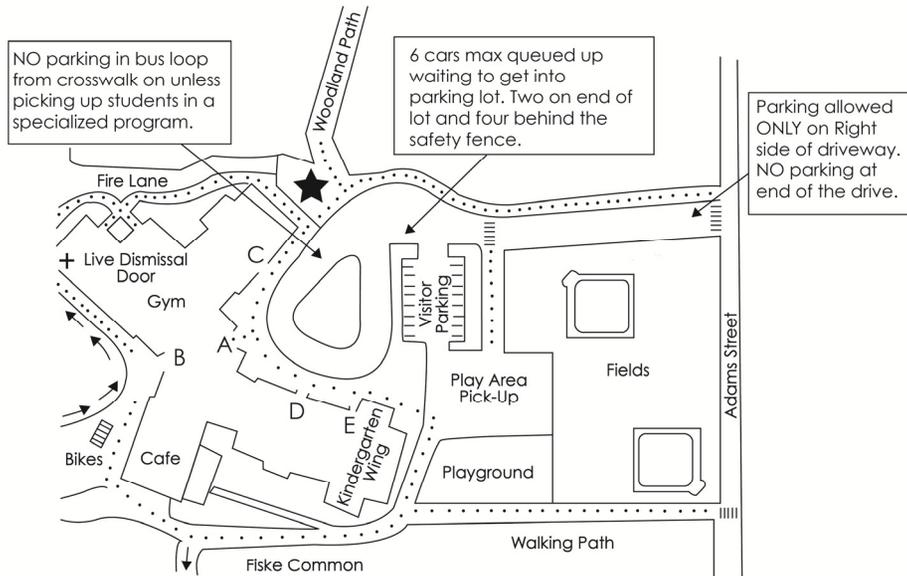
MAY

- 3 - 4 - Fiske Kindergarten Screening
- 5 - Teacher Appreciation Lunch
- 26 - PTO General Meeting 9:00 am
- 30 - NO SCHOOL – Memorial Day

JUNE

- 5 - Fiske Fair
- 9 - Field Day (rain date June 16)
- 14 - Volunteer Appreciation Party
- 20 - Grade 5 Graduation (tent.)
- 21 - Last Day of School if no weather cancellations
- 22 - 28 Planned Make-ups Days if needed

FISKE ELEMENTARY SCHOOL TRAFFIC MAP ADAMS STREET DROP OFF AND PICK UP



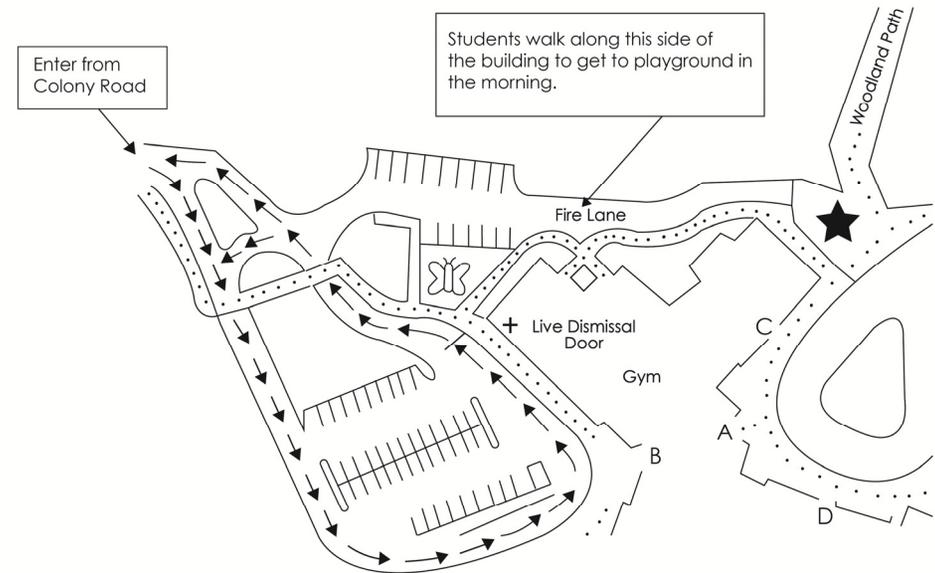
ADAMS STREET **MORNING DROP OFF**

- Stop at the cross walk for any students pedestrians crossing. Do not block cross walk
- Students should NOT exit the vehicle on the driver's side. Passenger side exiting only.
- Parents are NOT permitted to get out of their vehicle to assist children. If you need to get out to assist your child, you MUST pull into the parking lot.
- Stay in the line of traffic. DO NOT cut across to "jump" the line.
- There is no parking in the star area or in the bus loop (from crosswalk on.)

ADAMS STREET **AFTERNOON PICK UP**

- Stop at the cross walk for any students or pedestrians crossing. Do not block cross walk.
- There is NO LIVE PICK UP for students on the Adams Street side. All vehicles MUST be parked to pick up students.
- Only students in specialized programs can be picked up in the bus circle.
- Two cars can be queued up at the end of the parking lot and approximately four cars can be queued up behind the safety fence. If the line is full you must go out and return to find a parking spot.

FISKE ELEMENTARY SCHOOL TRAFFIC MAP COLONY ROAD DROP OFF AND PICK UP



COLONY ROAD **MORNING DROP OFF**

- Stop at the cross walk for any students pedestrians crossing. Do not block cross walk
- Students should NOT exit the vehicle on the driver's side. Passenger side exiting only.
- Students will need to walk around the building to the star side of the building to get to the playground each morning.
- Colony Road drop off in the morning is LIVE drop off. Please do not park your car and escort students as we have limited parking for staff.

COLONY ROAD **AFTERNOON PICK UP**

- Stop at the cross walk for any students pedestrians crossing. Do not block cross walk
- Students should NOT enter the vehicle on the driver's side. Passenger side entry only.
- Parking to pick up students in the staff parking lot is NOT permitted. LIVE pick up on the back side of the building only takes place if you are in the line of vehicles with a Colony Road dismissal card in your windshield.

Absence Info.....	10	Half Days.....	12
ACT/Arts Created Together...44		Holidays.....	28
Affiliates Program	44	Hoot.....	7
Allergies.....	11, 19	Homework	22
All School Meeting	37	Ice Cream Social.....	46
Arrival	11	Illness.....	19
Art	17	Instrumental Music	23
Attendance Policy	9	International Potluck Dinner ...	46
Back to School Night	27	Kindergarten Dismissal... 12	
BBB/Fiske Big Backyard..38, 45		Last Day of School.....	31
Bike	15	Landscape Clean Up	47
Bingo Night	45	LEF	29
Birthdays.....	28	Lex Public Schools	5
BOKS	45	Library	17
Box Tops	44	Lost and Found	18
Bus Routes.....	14	Lunch.....	12, 18
Calendar	49	Lunch money	12
Car Transportation	16	Maps.....	51, 52
Cell Phones.....	33	MCAS.....	30
Chaperone.....	28, 37	Medication Policy	19
Class Room Parent	38	METCO	47
Communication	31	Middle School	31
Conferences	30	Mission/Vision	7
Confidentiality	33	Music	17
CORI	34	Newsletter.....	32, 43
Directory/Class Lists	42	Nurse.....	17
Dismissal	12	Open Circle.....	16
Dress	10	Parking	16, 51-2
ELL	24	Parties.....	28
Emergency Closings	27, 32	Pep Rally	47
Enrichment Program	45	Performances/Exhibits ...	37
Extended Day	14	Pets	22
Family Math Night		Physical Education.....	16
Field Day	45	Pictures.....	47
Field Trips	28	Playground	17
Fiske Fair	46	Principal	3, 31, 32
Fiske Frost	46	PTO.....	40
Fiske History.....	7	Recess	12, 17
Fit Girls	46	Report Cards.....	30
Fourth Grade Science Club ...	46	Safe Routes to School ...	14, 47
Gifts.....	29	School Cancellations.....	32
Give A Hoot.....	46	Science Fair.....	47
Guidance Counselor	16	Science Programming...45	
Grade 5 Activities.....	46	Site Council	38

Snack..... 18
Snow Days27, 32
Spaghetti Supper.....47
Spirit Wear.....47
Staff Only Areas38
Standardized Tests.....30
Student Conduct.....24, 48
Student Progress Report 30
Talent Show 48
Tardy Info 10
Teacher Staff Appreciation 48

Technology Team.....48
Thursdays 12
Vacations.....10
Visiting Fiske.....34
Volunteer.....33
Volunteer Appreciation 48
Walking.....15
Websites.....5, 32
Welcome Back Coffee...48
W.H.O.O. Cards..... 7