



# Welcome to Fales Elementary School 2023- 2024

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## Principal's Message

Welcome to the 2023-2024 school year at Fales Elementary! We are very excited for the year ahead! We look forward to an excellent year filled with learning, friendships, and fun!

The information shared in this handout is specific to Fales school, and serves as a supplement to the Westborough Elementary Schools Parent-Student Handbook. Our district and school website ([www.westboroughk12.org](http://www.westboroughk12.org)) also provides a wealth of information.

Fales School is a community of learners where academic, social, and personal growth are valued and nurtured. We are dedicated to ensuring every child learns, grows, and achieves. We believe in developing a partnership between home and school, and are excited for our work together as a team this year. We will continue to instill our **Fales CARES Code of Character** in our students as we learn, model, and practice values of *Cooperation, Acting with Kindness, Respect, Responsibility, Empathy, and Self-Regulation & Control.*

On Thursdays you will receive an email through our ParentSquare communication system sharing our "**Weekly News and Notes**". This email will include a link to the News and Notes for Fales and the Westborough community. **If you do not have access to a computer and are not able to receive information electronically please contact the school office at 508-836-7770 as soon as possible.**

The Fales staff looks forward to making this year a positive and successful one for every child and family!

Take good care,

**Mrs. Maryann Stannard**

**Email:** [stannardm@westboroughk12.org](mailto:stannardm@westboroughk12.org)

**Twitter:** @FalesPrincipal

**Instagram:** fales\_school

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## Important Information About Fales School

### **Visitor Sign-In / School Security**

All school doors will remain locked during the school day. Visitors should ring the buzzer adjacent to the main entrance doors. Office staff will then greet and invite visitors into the building. All visitors entering the building must report to the school office to obtain a visitor badge before going to other parts of the building. Fales staff members have been asked to stop any adult they see without a name tag and send them back to the office for proper sign-in. Parents and visitors must sign-out in the office prior to leaving the building.

### **School Hours**

8:50 a.m. - 3:05 p.m. (Arrival Begins at 8:30 a.m.)

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## Attendance

Regular school attendance and on-time arrival at school are essential for your child's education. One of the most important things parents can do is get their children to school every day, and make sure they arrive on time. All students should plan to arrive **no later than 8:40**. The time between 8:40 and 8:50 provides time for students to connect with their classmates. It is also used for morning routines such as before school work, attendance, lunch count, etc. This time is important because it enables students to get organized and settle in for the start of school at **8:50**. Students often feel uncomfortable and like they missed out when they arrive just before 8:50.

As you plan family trips and vacations we urge you to schedule those trips during times when school is not in session. Extended absences from school are discouraged because they are disruptive to your child's education. According to school policy, we do not provide homework in advance for students who miss school due to family trips or vacations.

All family vacations and family trips that occur when school is in session will be recorded in your child's attendance record as an "unexcused absence." If an extended time away from school is unavoidable, please send in a note or email your child's teacher and include Mrs. Klein at [kleinm@westboroughk12.org](mailto:kleinm@westboroughk12.org), Mrs. Servello at [servellos@westboroughk12.org](mailto:servellos@westboroughk12.org), and Mrs. Stannard at [stannardm@westboroughk12.org](mailto:stannardm@westboroughk12.org).

**In the First Day Packet we provided you with a pad of blue change in dismissal sheets. Please send all change of dismissal plans to school with your child on the blue sheets. We hope you find these sheets as helpful to you as they are to our office staff. We have provided translated copies of the sheets to the families we are aware need translations. Please let the office know if you did not receive a translated version of the sheets and need one.**

If your child is absent for 3 or more days due to illness or injury, you may receive homework for them by calling school in the morning. Homework may be picked up that afternoon in the office.

## Tardiness

It is important for students to arrive at school on time. Students arriving after 8:50 are considered tardy and **MUST be signed in by a guardian before going to class**. We appreciate your support in ensuring your child arrives on time daily.

## Early Dismissal from School

If a child will be dismissed early from school **before the end of the school day**, the parent/guardian must send a note or an email to the teacher in the morning stating that the child will leave school early. The student's parent/guardian should ring the buzzer at the main office door when they arrive and you will be invited into the school to sign out your child.

## Parent Pick Up of Students at Regular Dismissal Time

If you plan to pick up your child from school please send in a blue change in dismissal note provided in the first day packet or send an email to your child's teacher. If you send an email please also email the main office at [kleinm@westboroughk12.org](mailto:kleinm@westboroughk12.org) and [servellos@westboroughk12.org](mailto:servellos@westboroughk12.org) informing them that your child will not ride the bus home. **It is important to include the office in this email as teachers may not see your email in time due to teaching responsibilities.**

## **Attendance Call-In System**

A call-in system for absent students has been established. **If your child is going to be absent from school, you must call or send in a note to notify the school of the absence.** You may call and leave a message on the attendance answering machine. The number for the call-in system is (508) 836-7772. The machine is on between the hours of 4:00 p.m. and 8:00 a.m. You should leave your name, your child's name, the teacher's name and a brief reason for the absence. Parents/guardians can still call school after 8:00 and report their child as absent. If you know in advance that your child will be absent or late, you may send in a note prior to the absence/tardy. In the morning, the office staff will compare the names on the absentee list with the names on the answering machine. Calls will be made to parents/guardians of absent students who have not notified the office of their child's absence. Timely notification is greatly appreciated by the office staff.

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## **Bus Route Information**

The District will send communication updates regarding bus routes as well as the bus-tracking app "Where's My Kid?". You may also refer to the Westborough Schools website ([www.westboroughk12.org](http://www.westboroughk12.org)) for information regarding your child's bus route.

## **Arrival/Dismissal Information**

**Bus arrival will begin at 8:30 a.m.** Buses will pull up to the curb and drop students off at the larger driveway loop in the front of the building. Staff members will greet students off the buses and direct them to their classrooms or the playground. Grade levels will take turns enjoying the hardtop playground in the morning. Please refer to the Westborough Schools website ([www.westboroughk12.org](http://www.westboroughk12.org)) for information regarding your child's bus route.

**Student drop off will also begin at 8:30 a.m.** Parents/guardians dropping off their children should drive into the upper driveway loop at the back of the building and pull up to the curb. We ask that all parents/guardians stay in their vehicles. This will help with safety and the traffic flow. Staff members will open vehicle doors, greet students and direct them to their classroom or the playground. Parents may also park in the lower parking lot and walk their child up to the front walkway.

**Dismissal of Bus Students** - At the end of the day bus students will line up by grade level and board buses as they arrive. **Please note, changing the bus your child will ride home for playdates is not allowed.**

**Dismissal of Parent Pick Up Students (Drivers)** - At the end of the day parents/guardians should drive into the upper driveway loop at the back of the building and pull up to the curb. We ask that all parents/guardians stay in their vehicles to help with safety and the traffic flow. Staff will open the door of your vehicle and help students buckle if needed. **Please be prepared to present identification to the staff member on duty.**

**Dismissal of Parent Pick Up Students (Walkers)** - At the end of the day parents/guardians that are walkers should walk to the back of the building and connect with the staff dismissing students. **Please be prepared to present identification to the staff member on duty.** For the safety and comfort of everyone we also ask that pets not enter the parent pick up area.

**Parking:** We are thrilled to have more parking spaces for families to utilize! The lower lot has plenty of spots for families to use when visiting the school. Please note there are short-term visitor parking spots near the front of the building if you are coming to pick your child up for an appointment or dropping something off.

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### **Lunch/Snack Information**

You may find the lunch menu on the Fales website. All students have a morning snack period. Please send your child to school with a healthy snack and water every day. We have water bottle filling stations in the building. We have several Fales students with LIFE-THREATENING food allergies; therefore, some classes may have special snack precautions that must be taken. Mrs. Stannard and Mrs. Keyes have notified classroom families regarding allergies in letters sent out with the August mailing. Please call Mrs. Keyes if you have any questions regarding safe snacks. We will follow all recommended safety guidelines during lunch and snack.

### **Lunch Periods**

Students eat lunch at the following times:

<b>Kindergarten</b>	<b>11:35-12:00</b>
<b>Grade 1</b>	<b>1:05 - 1:30</b>
<b>Grade 2</b>	<b>12:35 - 1:00</b>
<b>Grade 3</b>	<b>12:05 - 12:30</b>

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### **Safety Protocols**

At the beginning of the school year, staff members are trained in the Fales safety protocols. These include our evacuation, missing student, bus evacuations, and safety drill protocols. The procedures are practiced throughout the school year with all students. The Fales Safety Team is composed of the principal, administrative assistants, school counselor, school nurse, student services coordinator, staff representatives, our School Resource Officer, and a representative from the WFD. This team meets regularly to assess and update our procedures as necessary.

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### **Clothing**

**We recommend all students carry a change of clothes in their backpack every day.** Please remember to label all clothing and belongings with your child's name to help us return it to you in the event it is lost. Students must wear sneakers for Physical Education. Be sure to help your child dress appropriately for the weather. If snow should come our way and students want to play in the snow they need to wear snow pants and boots. **Students should remove hats while indoors unless we are celebrating a special "Hat Day".** Thank you!

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## **Parent/Guardian Participation**

### **School Volunteers**

We are excited to have such amazing support from our Fales families! We will share information regarding volunteer opportunities in our "First Day Packet." Thank you in advance for any help you are able to provide!

### **Room Parents**

Room Parents work closely with the classroom teacher to coordinate and organize special activities that may relate to class themes, seasons, holidays, plays, or field trips. Each class has a Head Room Parent as well as 2 or 3 other room parents who assist with special assignments. A Room Parent form will be distributed in the first day packet for parents who are interested in becoming a Room Parent. The classroom teacher makes the final selection of the Room Parent.

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