

Minot Forest Elementary School, Grades 3 and 4
4 Viking Drive 508-291-3555
September, 2019 Newsletter

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District website: <http://www.warehamps.org>

Mrs. Joan Seamans, Principal

jseamans@wareham.k12.ma.us

Mrs. Robin Murphy, Assistant Principal

rmurphy@wareham.k12.ma.us

Ms. Teri DeFilippo, Dean of Discipline

tdefilippo@wareham.k12.ma.us

Dear Families,

Welcome to a new school year! We are excited to begin. The Minot Forest School operates on an elementary schedule, not a middle school schedule. There have been several changes in our staff that I would like to share.

Welcome the following staff: Ms. Mikayla Smith-grade 4 teacher; Permanent Intermittent Substitutes: Ms. Dana Vermilyea, Ms. Claudia King, and Miss Angela Tillson.

All students will have a Chromebook assigned to them in grades three and four to use daily in their classrooms. Students will have Unified Arts with a combination of Minot Forest specialists and Middle School specialists. For scheduling purposes, they will have their Unified Arts by selected terms.

Sparkling Buildings: We thank the custodians for their hard work during the hot summer. They made sure rooms and furniture were cleaned and waxed to prepare for the start of school.

Newsletters: Each month, a newsletter will be published from the office with important information and a calendar of events. Please look for this at the beginning of each month. Please post the calendar of events on your refrigerator so you know what is coming up. You can also access the newsletters on the school website by typing in the link at the top of this newsletter, going to the *schools* link, and clicking on Minot Forest School.

Bus Times: For those of you who signed up for transportation, during the first few days of school, the buses may run late as the drivers become accustomed to bus stops. The buses leave Minot and goes to Decas in the morning and afternoon. Please be patient. On 9/9/19, preschool and kindergarten students begin school, so the buses may be late for a few days during this week. Please help by having your child outside ten minutes prior to the bus arriving as drivers can't wait at bus stops or houses for children who are not ready. Prompt arrival of our buses to school is important. Students will need to have their Bus ID in order to board the bus each time.



Forms to Complete: During the first few days, your child will come home with many forms for you to complete and return. We need one of each form filled out completely for **each** of your children and returned on or before September 6. This includes the registration form, medical form, signed declaration of handbook form, etc. When completing the emergency contact form for each child, list cell phones and any relative or neighbor who can pick up your child at school or from the school bus in the event you are not available to do so. If someone arrives to dismiss your child who isn't on your list, we will not release your child without your permission. It is better to list people "just in case." If a child does not reside with both parents, the school must have a copy of all legal/custody paperwork. If you move during the year or change any phone numbers (home,

work, cell), or any of your emergency contacts have phone number changes, please be sure to notify your child's school. Another form we must collect from everyone, as required by the Department of Early and Secondary Education, is the Home Language, Race/Ethnicity form. We appreciate the time required to fill out these forms for each child.



Lunch and Breakfast: Beginning on day one, both school breakfast and school lunch will be available to our students every weekday at no charge. We are very fortunate for this wonderful opportunity. If your child brings a lunch from home, he/she can purchase milk. All students can purchase snacks when getting their lunch.

Student Insurance: Parents/guardians can access the information online for the Student Accident Medical Insurance Protection. This form can be accessed by going to the following: www.warehams.org and under District/Documents and Forms scroll down and you will find it there.

District Staff/Student Handbook & Elementary Student/Family Handbook: The district handbook contains district and legal policies and laws. In addition, each school level also will have a supplemental student handbook that addresses additional issues particular to those grade levels. These are available online at the district and school website. If you do not have internet access, send in a note and we can send home a paper copy of each. It is important to read **both** of these books, sign, and return the form that will be sent home stating that you have done so. Please keep these reference books or website information in a safe place so you can refer to them at any time during the school year.



Summer Reading Project: Teachers will be starting to have their Book Talk from the summer reading books. We hope students enjoyed their summer reading.

Parent Volunteers: We welcome parents to volunteer in our classrooms/schools. If you are interested or think you would like to chaperone on a field trip later in the year, you will need to complete a C.O.R.I. form now if you haven't done so within the past three years before you can be approved. All volunteers, even to volunteer once for field trips, must have a C.O.R.I. on file. Please stop in at any school office to complete one and bring a license or other government identification with you so we can complete the process for you.



Drop-off Times: At Minot Forest, children in grades three and four should arrive between 8:15-8:29. Students can go to their classrooms at 8:20. If you arrive early, please park in the designated spots until it is time for students to enter the school. This will alleviate traffic from backing up on Marion Road. If you are dropping your child off, you will enter the Town Hall parking lot, enter the oval by the auditorium door #9, your child will exit the car on the right side if possible (for safety reasons) and you will drive away. The morning is a drop and go. Due to several cars expected, please be sure your child is ready to exit the car as soon as you stop. **It is extremely important that you wait for the car in front of you to leave before you do. Please do not pull around and pass the car in front. Some children have to exit out of the left side of the car and we do not want any accidents. Please be patient.** Please do not come down Viking Drive to join the drop off line. Any child who is walking to school should walk down Viking Drive and enter through the front door. Our instruction time begins at 8:30. Any arrivals by car from 8:30 on will need to go to the front office and your child will be marked tardy. If you are dropping off your child late, please have a note explaining why he/she is tardy. You can bring him/her to the main office location by the front of the building. Attendance will be closely monitored throughout the year.

Dismissal Procedures: Student dismissal is at 2:40 PM. If you are picking up your child, please make sure you have written a note to your child's teacher. One note will do if you are

picking your child up every day. We need this note on the first day of school. Please list any adult name on the note that may pick up your child. Upon arrival, you will park in the Town Hall parking lot and walk to the glass doors by the auditorium door # 9. Please bring your photo identification in with you every day (license or MA ID card). Grade 3 students will be in the ISS room #128 and grade 4 students will be in the band room #A130 near the auditorium. You will sign your child out with duty staff. We have to have a written note to change your child's normal end of the day routine. We cannot take your child's word that he/she will be picked up. Without a note, we will follow the normal dismissal procedure.

Sick Child: Please call the school in the morning if your child is going to be out sick. If your child has a medical appointment, please bring in a note from the doctor/medical provider's office so the absence can be marked excused. If your child did not see a doctor, please write a note explaining his/her absence. Absences without a medical note will be marked unexcused.

Open House: Open House will be scheduled for parents/guardians of students in grades 3 and 4. Please see the Calendar of Events for more details. This year, Open House will consist of a 30 minute meeting with the principal, assistant principal and dean then a one hour meeting for adult family members with the classroom teacher. Please enter at the Door #8, near the auditorium. We will begin promptly at 5:00 PM. Once arriving at the classroom, you will be able to meet the teacher and hear important classroom/curriculum/discipline information. We ask that you try to make childcare arrangements so your children can remain at home while you attend. We certainly do not want to exclude anyone so if that is not possible and they accompany you, please have a quiet activity for them to do so all participants can listen to the teacher.

Swimming Lessons: Keep those bathing suits handy! We are pleased to announce that the third grade students will continue swimming lessons at the Gleason YMCA. This is a six week program during the school day. Permission slips will be coming home and your child's teacher will let you know which weeks they will be attending and if they will attend on a Wednesday or Friday.



Principal's Coffee: Periodically, there will be a Principal's Coffee for adult family members to attend. This will be an open forum for the principal to share information and for families to ask questions or clarify information. The first meeting will be on Monday, September 23 at 9:00 AM in the library and repeated

at 6:00 PM in the front office conference room.



Picture Day: Picture Day for students will be October 1. More information will be sent home soon.

Early Release Day: September 17 is an Early Release Day. Grades 3 and 4 will dismiss at 12:45 PM.

Appropriate Dress: Please be sure to read the section in the handbooks on appropriate dress. Shoes with wheels, flip-flops, and clogs are not allowed in school as they are a safety concern with our stairs. Shirts must cover the stomach area and straps on shirts must be at least an inch wide. Undergarments for girls and boys should not be showing.

Classroom Directory: Parents will be given the opportunity to submit personal contact information to be included in a classroom directory. The information will be compiled and distributed to families only in your child's classroom. This will allow parents to communicate with other families for social engagements outside of school, inform classmates of birthday celebrations, etc. This is a completely voluntary process.

Earbuds/Headphones Needed: Students in grades 3 and 4 will need earbuds/headphones to use with their Chromebooks. Please put them in a Ziploc bag labeled with first and last name.

Cell Phones: Cell phones are to be kept off and kept in backpacks. Students are not allowed to use them on the bus or take pictures/videos of other students.

School Council Parents Needed: All schools are required to have a School Council with parent, teacher, and community representation, with equal representation between school personnel and non-school personnel. School Councils assist the principal in reviewing the School Improvement Plan for the school and assist with budget preparation. The council meets monthly and historically has had meetings at 3:45 PM. The meeting schedule will be developed at the first meeting. We have an opening for one grade 3 and one grade 4 parent/guardian. If you are interested in being on the School Council, please send in a letter to Mrs. Seamans with your name and your reason for being considered by September 6. If more than one parent/guardian is interested in each grade, the PTA will hold an election at their meeting.



Calendar of Events:

- 8/28 School opens for students in grades 1-12. (**Buses may run late for a few days). This is a half day with dismissal beginning at 10:45 AM.
- 8/29 Full day of school
- 8/30 No School
- 9/2 No School-Labor Day
- 9/5 Minot Forest Open House. (See schedule below)
- 9/6 All registration paperwork/forms are due today
- 9/8 Happy Grandparent's Day
- 9/9 First day of school for preschool and kindergarten students. (**Buses may run late)
- 9/10 Wareham Elementary PTA meeting, 6:30 PM in the Decas School Cafeteria
- 9/11 Patriot Day
- 9/17 Constitution Day
- 9/17 Early Release. Dismissal begins at 12:45 PM.
- 9/23 First day of Autumn
- 9/23 Principal's Coffee, 9:00 AM in the library and 6:00 PM in the front office conference room
- 9/29 Rosh Hashanah begins
- 10/1 Picture day for all students. Please return picture form envelopes if paying by check.

Open House at **Minot Forest**
Adult Family Members if possible please.

September 5, 2019 **Grades 3 and 4:**
5:00PM-Overview/information by Mrs. Seamans, Principal
Park at Town Hall lot and enter through Auditorium door #8 please
5:30-6:30 PM Teachers conduct overview in classrooms for parents/guardians

Sincerely,
Joan M. Seamans
Principal

Robin Murphy
Assistant Principal

Teri DeFilippo
Dean of Discipline