

Insider's Guide to Fiske
2025-2026
Fair, Inclusive, Safe, Kind, Encouraging



Blue Fiske Falcon

Joseph E. Fiske Elementary School
45 Hastings Street
Wellesley, MA 02481
Phone: 781-446-6265
<https://wellesleyps.org/fiske>
Rachel McGregor, Principal
Susan Drayton, Secretary

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Welcome to Fiske! This *Insider's Guide to Fiske* is designed to provide families with information specific to the Fiske School. The district [Elementary Student Handbook](#) provides information regarding the district calendar, elementary curriculum, and district policies. *The Elementary Student Handbook* can be found on the Wellesley Public School website under the "Students and Families" tab. Please take some time to look at both the *Insiders Guide to Fiske* and the K-5 Elementary Handbook.

Fiske School Staff 2025-2026

Note: To access the voicemail system, dial 781-446-6210 and enter the individual's extension.

Position		Name	Extension	E-mail
Principal		Rachel McGregor	2201	mcgregorr@wellesleyps.org
Secretary		Sue Drayton	2200	draytons@wellesleyps.org
Nurse		Kayla Lacerra	2202	lacerrak@wellesleyps.org
Kindergarten	KB	Jennifer Brophy	2297	brophyj@wellesleyps.org
Kindergarten	KF	Lucia Fellows	2268	fellowsl@wellesleyps.org
First Grade	1H	Lisa Humphrey	2294	humphreyl@wellesleyps.org
First Grade	1K	Alexandra Kritharas	2293	kritharasa@wellesleyps.org
First Grade	1M	Elizabeth McShane	2292	mcshanee@wellesleyps.org
Second Grade	2G	Anne Gayner	2291	gaynera@wellesleyps.org
Second Grade	2M	Michele Mendoza	2289	mendozam@wellesleyps.org
Second Grade	2Mc	Rebecca McLeod	2295	mcleodr@wellesleyps.org

Third Grade	3F	Lizzy Floyd	2288	floyde@wellesleyps.org
Third Grade	3H	Alyssa Holtzman	2290	holtzmana@wellesleyps.org
Third Grade	3O	Kelly O'Sullivan	2281	osullivank@wellesleyps.org
Fourth Grade	4G	Alison Giorlando	2284	giorlandoa@wellesleyps.org
Fourth Grade	4H	Karen Hanlon	2283	hanlonk@wellesleyps.org
Fifth Grade	5H	Ellie Hilscher	2282	hilschere@wellesleyps.org
Fifth Grade	5W	Lily Whalen	2280	whalenl@wellesleyps.org
Building Teaching Assistant		Hannah Atchue		atchueh@wellesleyps.org
Building Teaching Assistant		Kristen Self		selfk@wellesleyps.org
Building Teaching Assistant		Benjamin Shumway		shumwayb@wellesleyps.org
Building Substitute		Kerri Gallagher		gallagherk@wellesleyps.org
Teaching Assistant		Molly Barry		barrym@wellesleyps.org
Teaching Assistant		Julianne Mola		molaj@wellesleyps.org
Teaching Assistant		Michele Widomski		widomskim@wellesleyps.org
Art		Marie Cosgrove	2287	cosgrovem@wellesleyps.org
Health & Fitness		Christina Gerst	2238	gerstc@wellesleyps.org
Library		Pam Allen	2277	allenp@wellesleyps.org
Music/Band		Julie Verret	2272	verretj@wellesleyps.org

Spanish		Megi Cavo	2250	cavom@wellesleyps.org
Spanish		Jocelyn Habib	2637	habibj@wellesleyps.org
String Orchestra		Seth MacLeod		macleods@wellesleyps.org
BCBA		Allison Genovese		genovesea@wellesleyps.org
Occupational Therapist		Patty McCarthy	2285	mccarthyp@wellesleyps.org
Physical Therapist		Karen Walsh		walshk@wellesleyps.org
Psychologist		Jazmine Rodriquez	2211	rodriquezj@wellesleyps.org
Social Worker		Michelle DeSantis	2210	desantism@wellesleyps.org
Special Educator		Jessica Peck	2298	peckj@wellesleyps.org
Special Educator		Christina Staunton	2269	stauntonc@wellesleyps.org
Speech & Language		Elisa Beebe	2212	beebee@wellesleyps.org
Teacher of the Deaf & Hard of Hearing		Liz Wheeler		wheelerl@wellesleyps.org
ESL Teacher		Jenn Eramo	2274	eramoj@wellesleyps.org
ESL Teacher		Alexandra Vendetti	2279	vendettia@wellesleyps.org
Literacy Specialist		Kristin Stoetzel	2232	stoetzelk@wellesleyps.org
Reading Specialist/ Intervention		Dara Gaul	2562	gauld@wellesleyps.org
Math Specialist		Heather Forsythe	2275	forsytheh@wellesleyps.org

Math Specialist		Katrina Mills	2676	millsk@wellesleyps.org
METCO		Brandon Cox	4152	Coxb@wellesleyps.org
Technology Specialist		Amy Jankins	2233	jankinsa@wellesleyps.org
Technology Support		Leslie Hunter	2233	hunterl@wellesleyps.org
Head Custodian		Mark Foley	2227	mfoley@wellesleyma.gov
Custodian		Ian Grogh	2227	igrogh@wellesleyma.gov
Custodian			2227	

School Hours

- Monday, Tuesday, Thursday and Friday: 8:30 am - 3:05 p.m.
- Wednesday: 8:30 a.m. - 12:00 p.m.

Visitors

For the safety of our Fiske Community the Fiske doors are locked during the day. All visitors must be buzzed in through the front entrance of the school and sign in at the front office. Visitors will be given a visitor's pass to wear while in the building and return when signing out of the building. We ask that all visitors respect these procedures to assure safety for all.

Pet Policy

Dogs – School Committee Policy

In order to ensure the safety of students and staff, **dogs are not allowed on school grounds during school hours, including arrival and dismissal times, as well as at school-approved events and facility rentals.** Service animals are allowed under the provisions of the Animals in the Classroom policy. Dogs are allowed on school property outside of these times subject to the provisions of Article 47 of the Town Bylaws. Violations of the said bylaw are subject to a fine.

Latex Balloon Policy:

Latex balloons are not allowed in the school per School Committee policy.

School Arrival/Dismissal

Fiske Arrival and Dismissal Information Arrival

Before School Care

[Fiske Before School Care](#) is available from 7:30-8:15 a.m. If you are interested in enrolling your child visit the Wellesley Public Schools website and click on the “students and families” tab.

Safe Arrival/Student Absentee Program

If you know that your child will not be in school, please fill out the attendance notification, [PickUp Patrol](#), which is located on the Fiske website. When reporting your child’s absence, indicate the reason for the absence. If an absence has not been reported, the secretary will call home to verify the child’s absence.

Late Arrival: Children must be entering the school building at 8:27 a.m.

Families are encouraged to have their children arrive at school from between 8:15-8:27. If you know that your child will be late for school please fill out the online attendance notification, [PickUp Patrol](#), which is located on the Fiske website. Children who arrive after 8:30 a.m. are considered tardy. Children must report to the front office for a tardy slip before going to their classroom. Arriving late to school disrupts the learning of the child and their peers.

Before School Recess

Students can be dropped off for a supervised before school recess beginning at 8:15 a.m. Students are in the classrooms at 8:30 a.m. Students in grades Kindergarten-2 will line up on the primary playground. Students in grades 3-5 will line up on the intermediate playground. At 8:27 a.m. a bell will ring for students to line up and proceed to their class.

Arrival in Inclement Weather

In the event of inclement weather during arrival, children should proceed inside the building to the gym where they will be supervised for indoor arrival.

Morning Car Line

For the safety of our students, the upper parking lot is closed to parking during arrival (8:00-8:30) and dismissal (3:00-3:30) times. During arrival, the front driveway is used for drop-off only from 8:00-8:30 a.m. Please remain in a single file car line in the indicated car line area. All drivers dropping off children in the front of the school will be

directed to move their vehicle to the front of the car line. Once all cars are stopped, children will be instructed by a staff member to exit their car on the curbside only. **Drivers, Please do not get out of the car when in the car line.** Once all children have exited their cars, drivers will be directed to move out of the parking lot. For safety reasons, **do not** pull out of the car line to leave the parking lot before the cars ahead of you in the car line.

Parking

If driving to school, families are encouraged to use the car line when arriving at school. There are limited parking spaces available in the lower parking lot for families walking their child to the playground for before school recess. This area is shared with the P.A.W.S. program so parking is extremely limited.

No Parking on Hastings Street in front of the school or lower parking lot.

Do not park on Hastings Street in front of Fiske or in front of the lower parking lot as this causes considerable difficulty for school buses and two-way traffic to flow.

Bicycling to and from School

With written permission from parents, third, fourth and fifth graders are allowed to ride bikes to school. Kindergarten - Second grade students can ride bicycles to school if accompanied by an adult. Bicycles are to be left locked in the bike racks located in the back of the school. All bike riders must wear helmets in compliance with the Massachusetts General Law c.85, s.11(b) *"Any person twelve years of age or younger operating or being carried as a passenger on a bicycle on a public way, bicycle path or on any other public right-of-way shall wear a helmet."*

Arrival by Bus

Students who use the bus will receive information indicating local pick-up and drop-off locations and times. All buses will arrive through the lower parking lot. Students will be supervised getting off the bus. For safety reasons, all students are required to wear a seatbelt when riding the bus.

Walkers

Children in grades K-2 must be walked to school by an adult. Children in grades 3-5 may walk to school on their own or with a sibling who is also in grades 3-5 with parent permission. Grade 3-5 students are not permitted to walk their siblings in grades K-2 to school. Parents should instruct children to follow the pedestrian safety rules. Children should only cross the street at designated crosswalks. Children should not walk through the parking lot when walking home.

Dismissal

Dismissal time Monday, Tuesday, Thursday and Friday is 3:05 p.m. Wednesday dismissal time is 12:00 p.m. When a child has a new dismissal plan for that day, parents/guardians must fill out the [PickUP Patrol](#) that can be found on the [Fiske School website](#). In the event that a family has an unplanned change of plans regarding dismissal after 2:00 p.m., or on Wednesday after 11:00 a.m., please call the office at 781-446-6265 so this information can be communicated to your child. When arriving to pick up your child early from school, please report to the office to sign your child out and the secretary will call her/him down from their class.

Dismissal in Inclement Weather

In the event of inclement weather during dismissal, walkers will leave through the front entrance of the school. Children who are being picked up through the car line will remain in the gym until they are called to enter their car.

Afternoon Car Line

For the safety of our students, the upper parking lot is closed to parking during arrival (8:00-8:30) and dismissal (3:00-3:30) times. The front driveway is a one-way street used for pick up only from 3:00-3:30 p.m.

When in carline, remain in a single file car line at all times. All cars picking up children in front of the school will be directed to move their vehicle to the front of the car line. Once all cars are stopped, children will be instructed by a staff member to get in their car on the curbside of the car. **Drivers do not get out of the car when in the car line.** Once all children have entered their cars, drivers will be directed to move out of the parking lot. For safety reasons, **do not** pull out of the car line to leave the parking lot.

Parking

If driving to school, families are encouraged to use the car line during dismissal. There is limited parking available in the lower parking lot for families who would like to walk up to the Fiske main entrance to pick their child up from school. For the safety of your child/children, children are not permitted to walk to the lower parking lot to meet a caretaker or car. All children must be supervised by an adult when walking to a car that is parked in the lower parking lot

Do not park on Hastings Street in front of Fiske or in front of the lower parking lot as this causes considerable difficulty for school buses and two-way traffic to flow.

Departure by Bus

Children who ride the bus will receive information indicating local pick-up and drop-off locations and times. Children can only be dropped off at their designated bus stop. All buses will exit through the lower parking lot. Students will be supervised getting on the bus. For safety reasons, all students are required to wear a seatbelt when riding the bus.

Students who are not registered as bus riders may NOT ride the bus to a friend's house after school.

Walkers

Children in grades K-2 must be dismissed by school staff to a parent, guardian or caretaker. Children in grades 3-5 may walk from school on their own or with a sibling who is also in grades 3-5 with parent permission. Grade 3-5 students are not permitted to walk their siblings in grades K-2 home. Parents should instruct children to follow the pedestrian safety rules. Children should only cross the street at designated crosswalks. Children should not walk through the parking lot when walking home.

Cedar Street Walkers Procedure

Children who will be using the Cedar Street crosswalk to leave school will be dismissed from their classrooms to the primary playground where there will be a teacher on duty. Parents, guardians and caregivers can meet their children on the primary playground and exit via the path to Cedar Street where there will be a crossing guard until 3:30.

Hasting Street Walkers Procedure

Children who will be using the Hastings Street/Madison Road crosswalk to leave school will be dismissed from the front entrance of the school. Parents, guardians and caregivers can meet their children by the flagpole and then exit via the Hastings Street/Madison Road Crosswalk where there will be a crossing guard until 3:10 p.m.

Pick up

If you are late picking up your child, he or she will be taken to the school office to wait for your arrival.

Please call the front office with any questions regarding arrival or dismissal procedures.
781-446-6265

A Day in the Life of a Fiske Student

Recess

All classes have two 15-20 minute recess periods a day. There is a third optional supervised recess from 8:15-8:30 a.m.

Snack

Students are responsible for bringing their own nutritious and easily opened snacks to school. Please do not send candy to school with your child. If you receive notice that your child's classroom is an **"allergy alert"** classroom, you will be asked to send only snack items that are peanut/nut-free and to avoid items made in a facility that processes nuts.

Lunch

Students have 40 minutes for recess and lunch. The recess lunch schedule for the 2024-2025 school year is:

Recess/Lunch
11:30-12:10- First Grade & Third Grade
11:55-12:35-Kindergarten & Fourth Grade
12:20-1:00- Second Grade & Fifth Grade

Lunches

Students may bring a lunch from home or purchase a school lunch. School lunches are free. School lunch menus are available online at: <https://wellesleyyps.org/students-families/food-services/>

Specialist Classes

Students have weekly classes in music, art, library, and fitness and health. All grade levels will have Spanish FLES three times a week for 30 minutes. Classroom teachers will share the specialist schedules with families at the start of the year.

WCCC After School Care

After School care is provided by the Wellesley Community Children's Center (WCCC) at the Fiske School. Please see WCCC website for information regarding their programming: [WCCC](#)

Attendance

Wellesley Public Schools PK-12 Attendance Procedure SY 25-26

Voted by School Committee June 18, 2024

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

Absence and Tardy Information

Excused vs. Unexcused Absences and Tardies

An **Excused Absence/Tardy** includes:

- Illness or injury (PAWS and elementary parents/guardians are expected to notify the school on the morning of the absence using PickUp Patrol)
- Bereavement/family funeral
- Major religious observances
- Extraordinary family circumstances (excused at the discretion of the principal)

An **Unexcused Absence/Tardy** is not covered by the aforementioned definition. Examples of an unexcused absence may include, but may not be limited to:

- Repetitive or chronic absence or tardiness due to illness or injury not documented by a doctor or other medical professional
 - Truancy
 - Family vacations
- Undocumented absences
- Non-emergency family situations

PLEASE NOTE:

- When a student has been absent for five (5) or more consecutive days, parents must obtain a medical note and submit it to school.
- Chronic absenteeism may also lead to an impact on student learning, grade retention, or credit attainment.

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. Absences due to family vacations will not be excused and teachers are not required to provide assignments in advance of a family vacation.

Students Arriving Late

PAWS and Elementary School

Students arriving late to school must report to the main office with a parent and be signed in. A student is considered late for elementary school if they are not in the classroom by 8:30 a.m. (8:45 a.m. for PAWS) ready to begin the school day.

Middle School

Students arriving late to school must report to the main office, check in with office staff, and be issued a pass to class. A student is considered late for middle school if they are not in the classroom by 7:40 a.m. ready to begin the school day.

High School

Students arriving late to school must report to the house office, check in with office staff, and be issued a pass to class. A student is considered late for high school if they are not in their first class of the day ready to begin the school day.

Early Dismissal

PAWS and Elementary School

Parents/Guardians will communicate dismissal through PickUp Patrol.

Middle School

Parents/Guardians must complete the absence reporting form online or telephone the main office.

High School

Parents/Guardians must provide notification through a telephone call, email, or written note to the house office.

Absence Reporting

At the commencement of each school year, parents/guardians will be sent a notice instructing them to call a designated telephone number or report their student's absence through an online platform at a designated time to inform the school of the student's absence and the reason for such absence. The notice will also require such parents or guardians 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(s) furnished to inquire about the student's absence.

Student Absence Notification Program

Parent(s) or Guardians will also be notified when a student who has at least five (5) days in which the student has missed two (2) or more classes/periods (unexcused) or who has five (5) or more unexcused absences in the school year. Due to the unexcused absences, a meeting may be scheduled with the building Principal (or designee), the Parent(s)/Guardian, and the student to develop a written action plan to improve the student's attendance. (Massachusetts General Laws Chapter 76, Section 1B)

Parent(s) or Guardians must ensure their child misses no more than 7 full days or 14 half-days in a six month period. Schools may excuse cases of necessary absences not exceeding seven day sessions or fourteen half day sessions in any period of six months. (Massachusetts General Laws Chapter 76, Section 1)

Dropout Prevention (For students age 16 or over)

Massachusetts law provides that "No student who has not graduated from high school shall be considered to have permanently left public school unless an administrator of the school which the student last attended has sent notice within a period of 5 days from the student's tenth consecutive absence to the student and the parent or guardian of that student in both the primary language of the parent or guardian, to the extent practicable, and English. The notice shall initially offer at least 2 dates and times for an exit interview between the

superintendent, or a designee, and the student and the parent or guardian of the student to occur prior to the student permanently leaving school and shall include contact information for scheduling the exit interview. The notice shall indicate that the parties shall agree upon a date and time for the exit interview, and that interview shall occur within 10 days after the sending of the notice.” (Massachusetts General Law Chapter 76, Section 18)

Wellesley School Committee Policy File: JH - STUDENT ATTENDANCE AND EXCUSED ABSENCES

Applicable Laws regarding Student Attendance

The following is a summary of some of the Massachusetts General Laws pertaining to attendance:

SCHOOL ATTENDANCE

Chapter 76, section 1 of the Massachusetts General Laws states that all children between the ages of six and sixteen must attend school. A school district may excuse up to seven (7) full day sessions or fourteen (14) half day sessions in any period of six months. In addition to this law, each school may have its own attendance policy with which parents/guardians should be familiar.

STUDENT ABSENCE NOTIFICATION PROGRAM

Chapter 76, section 1B of the Massachusetts General Laws requires that all school districts have a student absence notification program, whereby notice is sent to the parent/guardian of a student who has at least five (5) days in which he/she has missed two (2) periods or more unexcused in a school year or who has missed five (5) or more school days unexcused in a school year. After issuing this notice, the school principal, or his/her designee, will make reasonable efforts to meet with the parent/guardian and develop action steps to encourage student attendance.

SUPERVISOR OF ATTENDANCE

Chapter 76, section 19 of the Massachusetts General Laws states that each school committee must employ a supervisor of attendance. A supervisor of attendance has the power to apprehend and take to school any child who is truant and is required to investigate all cases where a child in the district fails to attend school.

PARENTAL RESPONSIBILITY

Chapter 76, section 2 of the Massachusetts General Laws provides that parents or guardians are legally responsible for ensuring that a child under their control attends school daily. It is a crime for a responsible parent or guardian not to cause such a child to attend school. If a child fails to attend school for seven (7) full-day sessions or fourteen (14) half-day sessions within any six (6) month period, the supervisor of attendance may file a criminal complaint in court against the responsible parent/guardian.

51A

A 51A is a report of suspected child abuse or neglect that is filed with the Department of Social Services. Under Chapter 119, section 51A of the Massachusetts General Laws, a report can be filed on behalf of a child under the age of eighteen for educational neglect if a child is not attending school on a regular basis.

CRA (CHILD REQUIRING ASSISTANCE) APPLICATION

Under Chapter 119, section 21 of the Massachusetts General Laws, a “CRA” (Child Requiring Assistance) application may be filed in court by a school district if a school-aged child who is “habitually truant,” that is, who willfully fails to attend school for more than eight (8) school days in a quarter, or who repeatedly fails to obey the lawful and reasonable regulations of his or her school. The Court’s authority pursuant to a CRA petition includes the power to place the child in the custody of the state agency known as the Department of Children and Families.

INDUCING ABSENCES

It is a crime to induce or attempt to induce a minor to miss school, or unlawfully to employ or to harbor a minor who should be in school.

Communications

Friday Fiske News

The principal will email a weekly online communication; *The Friday Fiske News*. This weekly email highlights activities in the school and important upcoming dates. School and PTO notices will be sent via email. It is important that families update their contact information each year and as needed through the Parent Portal in order to receive email

communications. Please let your child's teacher know if you do not have an email and paper copies will be sent home in their backpack.

Fiske Website

The Fiske website is a valuable resource for families to find copies of all the *Friday Fiske News*, important school and district announcements and the PTO website.

Monday Memo

The Fiske PTO sends the weekly Monday Memo. This memo informs families of important PTO and town wide dates and happenings. To receive the Monday Memo visit the [Fiske PTO Website](#) to be added to the weekly distribution list.

General School Information

Celebrations

With the exception of individual snacks brought from home, food is not allowed in the classrooms. If a parent/guardian or class wants to share something to mark a celebration it should not be a food item. Contact the teacher for ideas and suggestions.

Contacting Teachers or Staff

In the event that a parent or guardian needs to contact their child's teacher, please email or call the teacher. Teachers will respond to emails and calls within 48 hours. For a list of teachers and contact information visit the [Fiske Website](#). If the message is time sensitive then please call the office (781-446-6265) before 2:00 p.m. on Monday, Tuesday, Thursday and Friday or 11:00 a.m. on Wednesday. Your message will be communicated to the teacher.

Emergency Closings

At times during the year, it may be necessary to close school before regular dismissal time due to power failure, sudden storms, etc. Parents/guardians will be alerted through the automated School Messenger calling system. If you cannot be reached, the school will refer to the alternate numbers listed in your child's emergency contacts in the Parent Portal. Please keep this information up to date during the year.

Emergency Contact Information

The Wellesley Public Schools utilizes a database called the Powerschool Parent Portal to maintain an updated record of family contact information. The parent portal is open from August 13th -September 3rd. Parents/guardians are required to update the contact information for each child. This contact information is critical for the school to contact families in case of an emergency. Parents can access the portal with this link: <https://wellesley.powerschool.com/public/>.

Field Trips

Field trips provide educational opportunities for students outside of their classroom learning experience. At times parents may be asked for assistance in funding some admission costs. Scholarships are available. Please contact the classroom teacher or Social Worker Michelle DeSantis if field trip costs are a concern.

Emergency Drills

Fire Drills

Practice fire drills will occur periodically throughout the school year. All staff and students must exit the building as quickly as possible whenever an alarm sounds, whether before, during or after school hours. All teachers will lead students from classrooms and corridors to the appropriate exit and outdoor area. Students will remain with their teacher at all times and attendance will be taken. Fire exits are clearly marked throughout the building.

Bus Evacuation Drills

All students ride the school buses to get to and from school, or to go on field trips. To ensure safety, bus evacuation drills are conducted twice a year for all students. Students are taught to exit the bus in an orderly manner in the event of an emergency.

Emergency Evacuation Drill

During the school year, students will participate in two emergency evacuation drills. Teachers will discuss with their students what to do in the event of an emergency. At times we will stay in our classrooms, or leave the building as quickly as possible through the nearest exit. At other times we will need to enter the building quickly. These drills are intended to help students to know what to do and where to go if there is a “dangerous/unsafe situation” that requires us to leave, or enter, our school immediately.

Fiske School Directory

The PTO publishes an online directory. The [Powerschool Parent Portal](#) allows for parents to provide information to be shared with the student directory. Families can also opt out of the directory. This information must be updated each year through the Parent Portal.

Gift-giving Policy

Massachusetts General Law Chapter 268A and the State Ethics Commission rules prohibit all public employees from receiving personal gifts of “substantial value,” which according to the regulations is \$50 or more. This includes meals, tickets, services rendered, holiday gifts, etc. If multiple parents of students in the same class chip in to purchase a group gift for the teacher, the teacher can accept a gift worth up to \$150 as long as the gift is given from the group generically and specific donations are not identified.

The law and regulation apply to any single, personal gift to a public employee from an individual or group. An employee may accept multiple gifts from different parties, as long as each individual gift complies with the regulations.

Contributions for educational supplies, the purchasing of books or curriculum materials for the classroom, or a donation to a PTO or organization such as the Wellesley Education Foundation in the educator’s name are not subject to the limit.

Lost and Found

Please label all children’s belongings with their name. The lost and found is located in the front hall as you enter the building. Please check when you are in the building. Unlabeled and unclaimed items are donated to charity during February and April break and at the end of the school year.

Progress Reports and Conferences

Progress reports are released via PowerSchool at the end of January and on the last day of school in June. Individual parent conferences with classroom teachers are scheduled twice a year, in the fall and early spring. Conferences are 20 minutes long. Online sign up links will be emailed to all families. If needed, teachers are also available during the school year for more informal meetings.

School Cancellation Notices

At times school will be canceled due to weather. The Superintendent's Office will notify families via School Messenger voicemail/email to home phones, cell phones and email addresses.

Student Deliveries

If a parent or guardian must drop something off for a child, all deliveries for the child should be left in the office. Please clearly label items with your child's name and class. These items will be delivered to classrooms by school staff to minimize disruption to instruction. In the rare instance you child/children forgot their lunch/es then home lunches can be delivered to the front office. We ask that you do not make lunch deliveries from area restaurants to your child during the school day.

Technology Guidelines

Student Cell Phone and Smartwatch Guidelines:

For reasons of distraction, safety, and security, smartphones, smartwatches and other electronic devices must be put in the students locker during the school day with no exceptions. These items are not considered "put away" if they are in the pockets of jackets, coats, or pants. Parents wishing to reach students during school hours are asked to call the main office. Text messaging during the school day is prohibited and is not allowed even between the student and a parent/guardian. Taking pictures, recording videos or recording conversations without consent at any time during the school day is strictly prohibited. In the event that a student's cell phone or any other electronic device is visible during the school day, the following procedure will be followed:

If a cell phone or smartwatch is used in school:

First time- The principal will hold the cell phone or smartwatch for the rest of the day and the student will pick it up in the office. Parents will be notified.

Second time- The principal will hold the cell phone or smartwatch for the rest of the day and the parent will be asked to pick it up at their convenience.

Third time- The principal will hold the cell phone or smartwatch for the rest of the day and meet with the parents to develop a plan.

For the WPS District Acceptable Use Policy - Technology, please refer to SECTION 4 in the [Wellesley Public Schools Elementary Student Handbook](#), "District Policies, Legal Rights and Responsibilities."

Educational Technology

Educational Technology In K-5 classrooms, technology-based tools, desktop and laptop computers, and tablets are integrated to enhance students' understanding of key curriculum concepts in all academic subject areas. Students learn to use technology as a tool for communication, research, problem solving and decision-making. Technology increases information access and the use of digital resources creates alternative educational experiences. The responsible use of technology provides students with skills in basic operations and computer concepts, as well as skills in social, ethical and human issues. By using technology, students learn new skills, enhance learning, increase productivity and develop creativity. As a result, students develop lifelong positive attitudes toward technology.

For the WPS District Acceptable Use Policy - Technology, please refer to SECTION 4 in the [Wellesley Public Schools Elementary Student Handbook](#), "District Policies, Legal Rights and Responsibilities."

ACCEPTABLE USE POLICY - TECHNOLOGY

Purpose: The Wellesley Public Schools shall provide access for employees and students to the system/network, including access to external networks, for limited educational purposes. Educational purposes shall be defined as classroom activities, communication, career and professional development, and high quality self-discovery activities of an educational nature. The purpose of the system/network is to assist in preparing students for success in life and work by providing access to a wide range of information and the ability to communicate with others. The system/network will be used to increase communication (staff, parent, and student), enhance productivity, and assist staff in upgrading existing skills and acquiring new skills through a broader exchange of information. The system/network will also be utilized to provide information to the community, including parents, governmental agencies, and businesses.

Availability: The Superintendent or designee shall implement, monitor, and evaluate the District's system/network for instructional and administrative purposes.

Access to the system/network, including external networks, shall be made available to employees and students for instructional and administrative purposes and in accordance with administrative regulations and procedures.

Access to the system/network is a privilege, not a right. All users shall be required to acknowledge receipt and understanding of all administrative regulations and procedures governing use of the system and shall agree to comply with such regulations and procedures. Noncompliance with applicable regulations and procedures may result in

suspension or termination of user privileges and other disciplinary actions consistent with the policies of the Wellesley Public Schools. Violations of law may result in criminal prosecution as well as disciplinary action by the Wellesley Public Schools.

Acceptable Use: The Superintendent or designee shall develop and implement administrative regulations, procedures, and user agreements, consistent with the purposes and mission of the Wellesley Public Schools as well as with law and policy governing copyright.

Monitored Use: Electronic mail transmissions and other use of electronic resources by students and employees shall not be considered confidential and may be monitored at any time by designated staff to ensure appropriate use for instructional and administrative purposes.

Liability: The Wellesley Public Schools shall not be liable for users' inappropriate use of electronic resources or violations of copyright restrictions, users' mistakes or negligence, or costs incurred by users. The Wellesley Public Schools shall not be responsible for ensuring the accuracy or usability of any information found on external networks.

ACCEPTABLE USE POLICY - TECHNOLOGY

1. Commercial use of the system/network is prohibited.
2. The District will provide training to users in the proper use of the system/network.
3. The District will provide each user with copies of the Acceptable Use Policy and Procedures.
4. Copyrighted software or data shall not be placed on the district system/network without permission from the holder of the copyright and the system administrator.
5. Access will be granted to employees with a signed access agreement and permission of their supervisor.
6. Access will be granted to students with a signed access agreement and permission of the building administrator or designee(s).
7. Initial passwords provided by the network administrator should be set to expire on login.
8. Passwords are confidential. All passwords shall be protected by the user and not shared or displayed.
9. Students completing required coursework will have first priority for after hours use of equipment.
10. Principals or their designee will be responsible for disseminating and enforcing policies and procedures in the building(s) under their control.
11. Principals or their designee will ensure that all users complete and sign an agreement to abide by policies and procedures regarding use of District technology. All such agreements are to be maintained at the building level.

12. Principals or their designee will ensure that training is provided to users on appropriate use of electronic resources.
13. Superintendent or designee shall be authorized to monitor or examine all system activities, including electronic mail transmissions, as deemed appropriate to ensure proper use of electronic resources.
14. Individual users shall, at all times, be responsible for the proper use of accounts issued in their name.
15. The system/network may not be used for illegal purposes, in support of illegal activities, or for any activity prohibited by District policy.
16. System users shall not use another user's account.
17. System users should purge electronic information according to District retention guidelines.
18. System users may re-distribute copyrighted material only with the written permission of the copyright holder or designee. Such permission must be specified in the document or in accordance with applicable copyright laws, District policy, and administrative procedures.
19. System administrators may upload/download public domain programs to the system/network. System administrators are responsible for determining if a program is in the public domain.
20. Any malicious attempt to harm or destroy equipment, materials, data, or programs is prohibited.
21. Deliberate attempts to degrade or disrupt system performance may be viewed as violations of District policy and/or as criminal activity under applicable state and federal laws. This includes, but is not limited to, the uploading or creation of computer viruses.
22. Vandalism will result in the cancellation of system privileges and will require restitution for costs associated with hardware, software, and system restoration.
23. Forgery or attempted forgery is prohibited.
24. Attempts to read, delete, copy, or modify the electronic mail of other users or to interfere with the ability of other users to send/receive electronic mail is prohibited.
25. Use appropriate language; swearing, vulgarity, ethnic or racial slurs, and other inflammatory language is prohibited.
26. Pretending to be someone else when sending/receiving a message is prohibited.
27. Transmitting or viewing obscene material is prohibited.
28. Revealing personal information (addresses, phone numbers, etc.) is prohibited.
29. The District will cooperate fully with local, state, or federal officials in any investigation concerning or relating to misuse of the District's system/network. A user who violates District policy or administrative procedures will be subject to suspension or termination of system/network privileges and will be subject to appropriate disciplinary action and/or prosecution.

GUIDELINES FOR EMAIL & OTHER ELECTRONIC COMMUNICATION

Overarching Expectation Email and other electronic communication tools can be an effective and efficient means for communication. The guidance below is intended for all members of the WPS community: students, parents and staff.

Our overarching expectation is that emails and electronic communication should:

- ❖ promote productive, honest, and respectful communication
- ❖ reflect the spirit of our district value of caring and cooperative relationships
- ❖ align with the WPS school improvement goal to foster a safe and welcoming community
- ❖ mirror the civility and professionalism of a face-to-face conversation

Detailed Guidance for Students, Parents, & Staff

- ❖ Emails are not confidential and are subject to Public Records Law. They can be requested by anyone.

- ❖ When writing/sending emails:

- observe rules of formal English grammar, punctuation, spelling, etc.
- avoid the use of all capitals, which many interpret as the equivalent of yelling
- be aware: emails can be forwarded without the original sender's permission
- limit the use of "reply all"
- avoid unnecessary or aggressive use of cc (carbon copy)
- use Bcc when emailing groups to keep email addresses confidential (blind carbon copy)

- ❖ To avoid misunderstandings and/or misinterpretations, keep emails simple, direct, and businesslike (e.g. limit emails to ~100 words).

- ❖ Emails should not be used to communicate any information that is highly emotional, sensitive or contentious. In such a case, emails may be used to arrange a time to meet or to have a phone conversation.

- ❖ On occasion, an email correspondence that begins cordially may start to feel contentious; when emotions start to run high, it is best to arrange a time to talk face-to-face or by phone.

- ❖ In urgent matters and time-sensitive communications such as dismissals, please call the office and speak to someone to have the message relayed to the faculty member. Faculty members are teaching students and are not always checking email during the school day.

- ❖ For nonurgent emails, it is reasonable to expect a response within 2-3 school days (excluding weekends).

- ❖ Students in Grades 7-12 should use their WPSraiders.org account when emailing teachers and should address email to the staff wellesleys.org account.

- ❖ School email accounts should not be used for business unrelated to the work of the school (e.g. fundraising, political campaigns, advertising non-school events, etc.).

- ❖ Educators are not given a school cell phone and therefore, except in predetermined circumstances approved by a supervisor, texting should not be used as a means for parents

and students to communicate with staff.

Health Guidelines

Illness

Although regular attendance is expected, a sick child should never be sent to school. A child should be **fever free** for 24 hours, without fever reducing medicine, before returning to school. Students receiving antibiotics for a contagious condition such as strep throat must stay out of school until 24 hours of antibiotic therapy has been completed. Please call the nurse for questions or concerns.

For specific COVID guidelines please visit our [WPS Nursing Website](#).

Injury

Please notify the nurse, if your child has sustained an injury. Any student who has sustained an injury that has been treated by a physician or in an emergency room and will have restricted activity for a period of time (*cast, stitches, sprains, fractures, concussions, etc.*), must bring a note from the physician stating the nature of the restrictions and when the student can resume participation in Fitness and Health and recess. The student will not be allowed to return to Fitness and Health or recess until this note is received. Any student with a cast, boot, sling or splint will be precluded from Fitness and Health and recess and offered a safe alternate activity.

If your child sustains an injury and you feel (s)he should limit her/his activity for 1 - 2 days, please provide an explanatory note to the nurse. If the injury is not healed within that time frame and the child is still requiring limited activity, a note from the physician is required.

Dismissal due to injury or illness

Students who become ill or injured at school will be dismissed to the custodial parent/guardian or their designee from the office. The student will not be allowed to walk home alone. It is the expectation that a sick or injured student will be picked up as soon as possible.

Important Information to Communicate to the Nurse

Parents/guardians are encouraged to call the school nurse any time they have questions/concerns and specifically for the following reasons:

- a new medical diagnosis or a change in your child's health status
- a newly prescribed medication
- a change in current medication

- a serious injury, illness or hospitalization
- a fracture, sprain, stitches or cast
- a contagious disease such as chicken pox, flu, strep throat, whooping cough, conjunctivitis
- a diagnosed or suspected case of head lice
- a student's absence for an extended period of time
- any recent changes in your family that may affect your child (a birth in the family, recent loss or sudden illness)
- any food or medication allergies

MEDICATION

At the start of every school year, all medication orders must be renewed by the health care provider and the parent/guardian must sign a new Consent form.

A written "Order" from the student's licensed health care provider and a written "Consent" form signed by the student's parent or guardian must be submitted to the school nurse.

This applies to daily medications, both prescription and over the counter medication (OTC).

Prescription medication must come with a prescription pharmacy label. Over-the counter medication must be supplied in the original pharmacy container.

For their own safety, students should never transport medication to and from school or keep medicine in their possession during the school day.

At the end of the school year, all medications must be picked up by a parent/guardian. Any medications not picked up will be discarded.

PHYSICAL EXAMINATIONS

Examinations by a licensed health care provider are required for kindergartners, new entrants at any grade and all students in grades 4. Immunizations must be submitted and up to date for all new students prior to starting school.

MANDATORY HEALTH SCREENINGS

1. Vision – done annually in the fall in grades K-5.
2. Hearing – done annually in the fall in grades K-3.
3. Body Mass Index (BMI) - Schools in Massachusetts are now mandated by law to obtain height and weight information on all students in grades 1 and 4. After obtaining your child's height and weight, your child's BMI will be calculated. Parents/Guardians must contact the school nurse to obtain a copy of your child's BMI.
4. Postural screening - conducted annually in collaboration with the Fitness and Health Department for students in Grades 5.

HEAD LICE MANAGEMENT

Head lice is a prevalent problem in school-aged children. Head lice are not dangerous; they

do not transmit disease and are not a public health issue. Head lice is mainly transmitted through head to head contact.

Prevention:

- Be aware of the signs and symptoms such as:
 - a) tickling feeling on the scalp or in the hair
 - b) itching caused by the bites of the louse
 - c) irritability and difficulty sleeping – lice are more active in the dark
 - d) sores on the head – caused by scratching
- Check your child's head at least once a week.
- Avoid sharing personal items that are in close contact with the head such as combs, brushes, helmets, hair accessories, pillows.
- Avoid head to head contact.

If you suspect or discover your child has head lice or nits, please report this to your school nurse as soon as possible. The school nurse will review management procedures with the parent/guardian. The school nurse is a knowledgeable resource and can provide accurate information. Parents will be notified if their child is found to have head lice while at school and may choose to pick up their child from school to begin treatment. The school nurse will reassess the student after treatment AND before returning to the classroom.

The school nurse has the discretion to inform parents should clustering of cases occur.

[The Nursing Services website](#) has additional information.

Behavioral Guidelines

The Fiske School faculty encourages students to reach their greatest potential by creating a safe and welcoming environment for both social and academic learning. The **FISKE Fundamentals; Fair, Inclusive, Safe, Kind, Encouraging** are the core values of our Fiske community. Fiske students are expected to demonstrate the Fiske Fundamentals in their daily work together and with staff. These fundamentals are reinforced through Open Circle, school assemblies and throughout the school day in all classrooms, recesses and lunches.

The social competency program, Second Steps, is a curriculum Wellesley teachers utilize in the classroom to create a cooperative classroom environment, teach students to manage themselves, strengthen relationships, and problem-solve. Responsive Classroom is the model used to create a strong learning community in each classroom.

Fiske School Peer-to-Peer Program

The goals of the Fiske School Peer-to-Peer Program are to support students' learning when engaged in peer relationships so that they are able to follow the FISKE Fundamentals (Fair, Inclusive, Safe, Kind, Encouraging), enhance the positive school climate at Fiske, and ensure that students feel that Fiske is a safe school where each child belongs. The program is based on work completed with a nationally known consultant in bully prevention and positive school climate/culture, Stan Davis.

The Peer-to-Peer program focuses on student behavior and actions toward one another. When a staff member notices a student demonstrating a behavior that may cause physical or emotional harm to another child, a reflection form is completed in which the student identifies what the behavior was, which FISKE Fundamental was broken, what the intent was and in what way the child will behave differently in the future. The purpose of this process is to help each student reflect on and learn about the effect the social mistake they have made affects others, and to contribute to preventing the action from occurring again. There are a series of escalating responses that occur if students continue the same behaviors/actions.

Suspension

Suspensions are rare in an elementary school, yet a Principal may make the decision to suspend a student as a consequence for behavior that endangers other students or which interferes with the learning of others. When a child is being considered for a suspension, parents are invited to attend a hearing to discuss the matter. Suspension may be the consequence for any of the following behaviors: theft, destruction of property, use of tobacco, pulling the fire alarm, profanity, threats or intimidation of others, harassment of another student, hitting an adult or endangering the safety of others (such as hitting, biting, fighting, brandishing a weapon including pocket knives, arson.)

Bullying Policy, Prevention And Intervention Plan

The Wellesley Public Schools expect that all members of the school community will treat each other in a civil manner and with respect for differences. "Bullying" is the repeated use by one or more students or school staff members of a written, verbal, or electronic expression, or a physical act or gesture, or any combination thereof, directed at a target that:

- causes physical or emotional harm to the target or damage to the target's property;
- places the target in reasonable fear of harm to him/herself, or of damage to his/her property;
- creates a hostile environment at school for the target;
- infringes on the rights of the target at school; or
- materially and substantially disrupts the education process or the orderly operation

of a school.

“Cyber-bullying” means bullying through the use of technology or any electronic communication, which shall include, but shall not be limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a:

- Wire
- Radio
- Electromagnetic
- photo-electronic or photo-optical

The Wellesley Public Schools will not tolerate any unlawful or disruptive behavior, including any form of bullying, cyber-bullying, or retaliation, in our school buildings, on school grounds, or in school-related activities. We will promptly investigate all reports and complaints of bullying, cyber-bullying, and retaliation, and take prompt action to end that behavior and restore a target’s sense of safety. We will support this commitment in all aspects of our school community, including curricula, instructional programs, staff development, extracurricular activities, and parent or guardian involvement.

The WPS Bullying Prevention and Incident Reporting Plan is a comprehensive approach to addressing bullying and cyber-bullying. The Wellesley Public Schools are committed to working with students, staff, families, law 53 enforcement agencies, and the community to prevent issues of bullying and violence. In consultation with these constituencies, we have established this Plan for preventing, intervening, and responding to incidents of bullying, cyber-bullying, and retaliation. The Wellesley Public Schools Principals are responsible for the implementation and oversight of the Plan at their respective buildings except when a reported bullying incident involves the Principal or the Assistant Principal as the alleged aggressor. In such cases, the Superintendent or designee shall be responsible for investigating the report, and other steps necessary to implement the Plan, including addressing the safe system, including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications.

Cyber-bullying shall also include the creation of a web page or blog in which the creator assumes the identity of another person or knowingly impersonates another person as author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in the definition of bullying.

Cyber-bullying shall also include the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in the definition of bullying.

The Wellesley Public Schools are committed to providing all students with a safe learning environment that is free from bullying and cyber-bullying. This commitment is an integral part of our comprehensive efforts to promote learning, and to prevent and eliminate all forms of bullying and other harmful and disruptive behavior that can impede the learning process.

The Wellesley Public Schools community understands that members of certain student groups, such as students with disabilities, students who are gay, lesbian, bisexual, or transgender, and homeless students may be more vulnerable to becoming targets of bullying, harassment, or teasing. The WPS will take specific steps to create a safe, supportive environment for vulnerable populations in the school community, and provide all students with the skills, knowledge, and strategies to prevent or respond to bullying, harassment, or teasing.

The Wellesley Public Schools will not tolerate any unlawful or disruptive behavior, including any form of bullying, cyber-bullying, or retaliation, in our school buildings, on school grounds, or in school-related activities. We will promptly investigate all reports and complaints of bullying, cyber-bullying, and retaliation, and take prompt action to end that behavior and restore a target's sense of safety. We will support this commitment in all aspects of our school community, including curricula, instructional programs, staff development, extracurricular activities, and parent or guardian involvement.

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Prohibition Against Bullying And Retaliation

Acts of bullying, which include cyber-bullying, are prohibited:

1. On school grounds and property immediately adjacent to school grounds; at a school sponsored or school-related activity, function, or program whether on or off school grounds; at a school bus stop, on a school bus or other vehicle owned, leased, or used by a school district or school; or through the use of technology or an electronic device owned, leased, or used by the school district; and
2. At a location, activity, function, or program that is not school-related through the use of technology or an electronic device that is not owned, leased, or used by the Wellesley Public Schools, if the acts create a hostile environment at school for the victim or witnesses, infringe on their rights at school, or materially and substantially disrupt the education process or the orderly operation of a school.
3. As stated in M.G.L. c. 71, § 370, nothing in this Plan requires the Wellesley Public Schools to staff any non-school related activities, functions, or programs.

Retaliation against a person who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying is also prohibited.

For more information regarding WPS bullying policies, please see [WPS Bullying Policy, Prevention, and Intervention Plan](#).

Fiske PTO Executive Board

President- Erin Bryan

Co-Vice Presidents -Julie Krathen and Marie Gipson

Co-Secretaries - Olga Hencke and Mitalli Bixby

Co-Treasurer- Erin Hontvent and Jackie Taslim

Communications - Jill Hegsted

The Fiske PTO Board encourages parents to participate in the Fiske PTO. Often the PTO sponsors school programs, activities and fundraisers. Each school has a PTO Board with many volunteer opportunities. The PTO works to enrich the experience of students, parents/guardians and school staff. Contact your school for more information. Throughout the year there will be specific requests for volunteers. If you are interested in helping with any of the PTO sponsored events, Please visit the Fiske [PTO Website](#).

School Council

Site-Based Councils were mandated by the Education Reform Act of 1993 as part of the act's decentralization of decision-making. The Fiske School Council is composed of equal members of elected teachers and parents, together with the Principal and a community

member. Members serve for two-year terms. New members are solicited in the fall to represent for the two years. The role of the Fiske School Council is to advise the Principal, especially in creating and evaluating the School Improvement Plan. The School Council meets several times during the school year. Minutes of all meetings are published on the Fiske Website.

Central Office Administration

Main Phone Number: 781-446-6210

Superintendent of Schools	Dr. David Lussier	x4505
Asst. Superintendent of Finance	Ms. Cindy Mahr	x4511
Director of Student Services	Ms. Kathleen Bernklow	x4529
Asst. Superintendent of Teaching and Learning	Ms. Sandra Trach	x4502
Director of Human Resources	Mr. David Turcotte	x5603
Transportation Coordinator	Mr. Deane McGoldrick	x4514
Director of Dining Services		x4108

School Committee

Craig Mack, Chair

Linda Chow, Vice Chair

Christina I. Horner

Leda Eizenberg, Member

Sharon Clarke, Member

Niki Ofenlock, Member

METCO School Committee Representatives

Nicole Daley

Joanne DeSilva Moreira

Important Websites:

Wellesley Public Schools: <https://wellesleyps.org/>

Fiske School: <https://wellesleyps.org/fiske>

Wellesley Public Schools Student Handbook: [WPS Student Handbook](#)

PTO Website: [Fiske PTO](#)