

Mapleshade School

Handbook



175 Mapleshade Ave.

East Longmeadow, MA 01028

(413) 525-5485 – Main Office

(413) 525-5488 – School Nurse

<http://eastlongmeadowma.gov>

<http://eastlongmeadowma.gov/mapleshade>

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PRINCIPAL'S MESSAGE

Dear Mapleshade Students and Families,

Hello, and welcome to Mapleshade Elementary School! This handbook is filled with important information that will assist you in understanding the operations and expectations of the Mapleshade learning community. Please read both this handbook and district Code of Conduct with your child, discuss the information, and feel free to call us or ask a staff member if you need an explanation or clarification. What is inside this handbook and the Code of Conduct reflects the routines and expectations for our students. The foundation of a successful school is a safe learning environment built upon consistent and clear rules and routines. When children understand the expectations of the school and know that their parents support them, the school year will go smoothly, and this will result with our students feeling happy and safe.

Lastly, we invite you to be an active participant in the Mapleshade community! There will be opportunities through PTO, field trips, Field Day, parent-child events, etc. to volunteer and be part of your child's school. Let us work together to embark upon your child's educational journey in a school where parents are always welcome and where children love to learn.

Sincerely,

Conor Martin, Principal

PHILOSOPHY

The purpose of our statement of educational philosophy is to articulate clearly the overall beliefs of our school system and school to the community. The school system has two roles: 1) to reflect the values and to respond to the needs and desires of the community and 2) to challenge the students to greater accomplishments and aspirations.

A basic underlying theme of our educational system is that everyone (*students, staff and community*) can learn from one another. The understanding of and the respect for the diversity of ethnic, cultural, intellectual and physical differences permeate all aspects of the school system.

Professional staff recognizes and responds to the intellectual capacity and learning style of each individual student. Individuals grow intellectually at different rates and in different ways. A complete education exposes all students to a wide range of learning opportunities.

Learning is viewed as the primary focus of each student's experience. Students are provided opportunities to continually develop their intellectual, physical, social and emotional potential. It is recognized that the student's self-esteem is of paramount importance in this process. Opportunities for development are nurtured in all learning situations. In order to maximize the attainment of these goals, student-centered experiences are provided by all staff.

In keeping with the desire to place the student at the center of learning, the teacher will be viewed as facilitator and coach. All staff will establish an appropriate learning environment and provide feedback to allow each student the opportunity to master appropriate academic, social and emotional skills for which the student is ready.

Maplesshade is committed to educational excellence. Teachers are at the center of this process and are supported in their efforts to provide their students with a quality education.

VISION

We believe in creating a respectful and challenging learning environment that cultivates interpersonal communication skills, collaboration, encouragement, and engagement for the entire Maplesshade community.

All members of Maplesshade Elementary School are *Made in the S.H.A.D.E.* Students *Strive to be Hard working, Actively engaged, Determined to succeed and Empathetic in all that they do.* These qualities support the vision of the school and serve as a bedrock for behavioral and academic expectations for members of this organization.

In keeping with this mission, we provide our educators with the following guidelines to serve as the template for the learning environment.

- A. Learning occurs when a teacher's expectations are that all students can be successful and that all students can learn.
- B. Learning is best facilitated by instructors who have a command of content knowledge as well as awareness of the individual student's abilities and learning style.
- C. Learning is characterized by active, engaged, collaborative and integrated exploration with the student at the center of all activities.
- D. Learning optimally occurs through interactive and cooperative experiences among teachers, students, parents and the community.
- E. Learning reflects a focus on thinking, reasoning and higher order questioning as well as the understanding of the learner's own thinking processes.
- F. Learning is driven by a search for meaningful answers or alternative solutions to problems. Learning is maximized when the student's work is thought-provoking and when content is viewed as a means to a larger end.

PTO

The Mapleshade PTO is dedicated to enriching the educational experience of every child at Mapleshade School through a variety of activities. All parents are automatically members and are actively invited to join in. The more engagement from parents results with a richer school experience for the students and strengthens the connections between home-to-school. Yearly fundraisers allow the PTO to fund enrichment programs, field trips and to purchase school equipment. The PTO also runs annual book fairs, a Jog-A-Long, a Family Night, and a Teacher Appreciation Week. Our scheduled meetings keep parents informed of school and system related matters. We are all working together to provide the best elementary experience for our children. Your ideas are welcomed and your participation is appreciated.

SCHOOL COUNCILS (Chapter 71, Section 59C:)

At each public elementary school in the Commonwealth there shall be a school council consisting of the school principal, who shall co-chair the council; parents of students attending the school, who shall be selected by the parents of students attending such school, who will be chosen in elections held by the local recognized Parent Teacher Organization under the direction of the principal. Said parents shall have parity with professional personnel on the school councils; teachers who shall be selected by the teachers in such school; other persons, not parents or teachers of students at the school, drawn from such groups or entities as municipal government, business and labor organizations, institutions of higher education, human services, agencies or other interested groups, however, that not more than fifty percent of the council shall be non-school members. The principal shall have the responsibility of defining the composition of and forming the group. School councils should be broadly representative of the racial and ethnic diversity of the school building and community.

The school council shall meet regularly with the principal of the school and shall assist in the identification of the educational needs of the students attending the school, in the review of the annual school budget and in the formation of a school improvement plan.

SCHOOL HOURS & CALENDAR

Opening Bell	8:05 A.M.
School in session	8:15 A.M.
First lunch	12:00 P.M.
Second lunch	12:30 P.M.
School day ends	2:30 P.M.

The [School Calendar](#), which is sent home with your child at the beginning of the school year, contains information such as dates of marking periods, distribution of report cards, parent conferences, curriculum days, vacation periods, school hours, etc. By making reference to the calendar, many answers to school related questions may be quickly obtained. We will also send home a monthly Mapleshade Calendar to keep you informed and updated on school-based events.

STUDENT RECORDS

Federal Regulations and the Commonwealth of Massachusetts Board of Education Regulations require that all records pertaining to an individual student be made available for inspection by the parents. If you wish to review your child's records, please contact the school for information regarding the procedure to be followed.

PARENT-TEACHER CONFERENCES

Parent-Teacher conferences are regularly scheduled during the year as noted on the school calendar. Parents will receive notification of their specific conference dates and times. Parents are encouraged to call the school at any time and ask about their child's progress. A partnership between parents and teachers results in benefits for the child.

SCHOOL PICTURES

School pictures are taken annually in the Fall. Although every child is photographed, this does not obligate the parents or guardian in any way to make a purchase.

LOST AND FOUND

Articles which have been found in the building or on school grounds are turned in to the office, where they may be claimed by their owners. It is suggested that articles of clothing, lunch boxes and other personal items be labeled with your child's name. This enables us to return lost items to the rightful owner. Losses should be reported and the "Lost and Found" box should be

checked periodically whenever losses occur. Throughout the course of the year, when the lost and found collection has grown too large, unclaimed clothing is donated to a local shelter.

STUDENT DROP-OFF AND PICK-UP

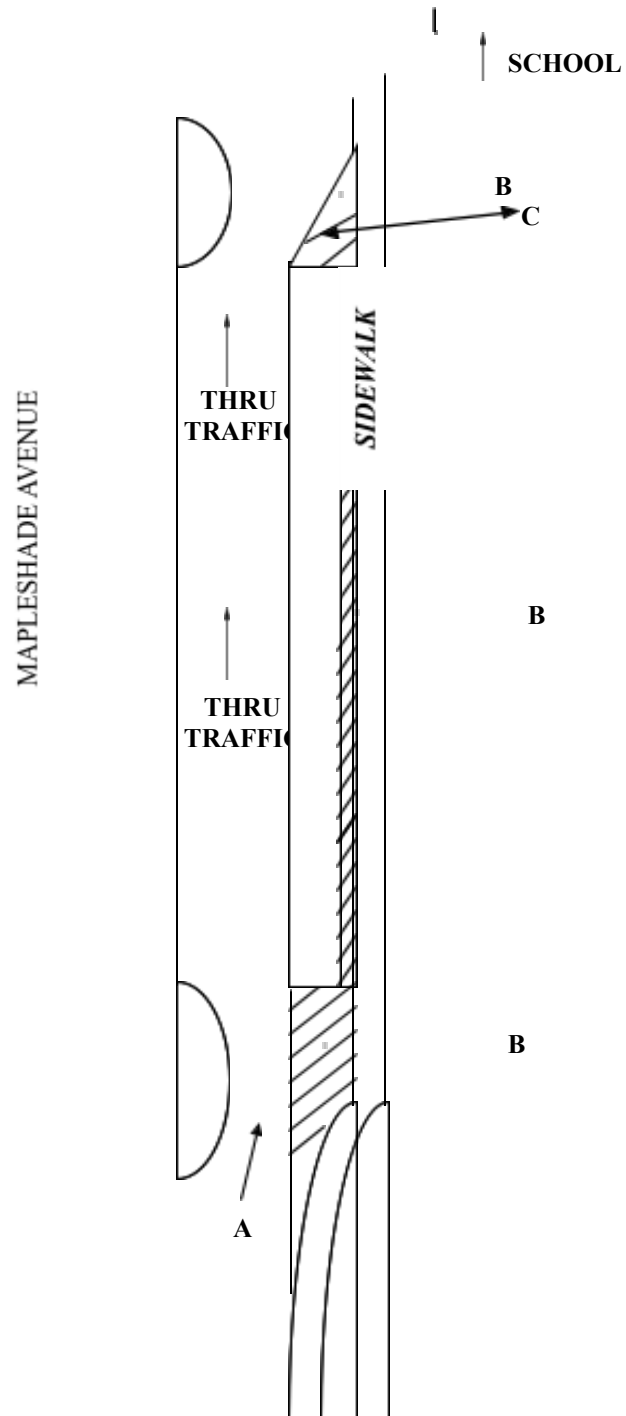
IMPORTANT NOTE: The main parking lot and fire lane (yellow curbing area) are reserved for busses from 8:00 a.m. to 8:30 a.m. and from 2:00 p.m. to 2:30 p.m. Cars should not enter this area during these times. If a parent needs to drop off or pick up a child between the hours of 8:15 a.m. and 2:30 p.m., they should park their car in the parking lot and sign their child in or out of school.

Parents dropping off students before school and picking up students at the end of the school day should use the drive-thru road. The purpose of the drive-thru is to provide safer conditions for students traveling to and from school by car. However, the safety of each child still depends upon the patience and caution of adults using the drive-thru. Town officials have given considerable time and thought in planning the traffic flow of the drive-thru and as a result, there are ample signs and pavement markings clearly indicating how vehicles should proceed through the drive-thru area. There will be staff on duty to assist parents and students in learning the proper procedures, and by working together, we will continue to improve student safety at Mapleshade.

The following are important guidelines for the use of the drive-thru (*refer to the accompanying diagram*):

- The drive-thru is designed for ONE-WAY TRAFFIC ONLY. Traffic should flow only from WEST to EAST. All traffic will enter at the point designated “A” on the diagram. This is the end furthest from the school.
- Cars must proceed slowly at all times.
- Cars are not to park on the yellow hashmarks (marked as “B” on the diagram). These hashmarks are found at the beginning and the end of the drive-thru. There is also a 2-foot wide hashmark zone along the adjoining sidewalk. The purpose of this safety zone is to prevent car doors from opening into the side walk area.
- Cars coming into the drive-thru should pull up as far as possible and to the right of the white line indicating the drop-off/pick-up zone. Once the student passengers have been dropped off or picked up, the driver should pull out to the left into the thru-traffic lane. Drivers must be alerted to other drivers pulling out and to those already in the thru-traffic lane. It is critical that no one parks beyond the point designated “C” on the diagram. The drive-thru narrows near the exit and cars parked beyond “C” will block other cars from exiting.
- Note: The drive-thru area is NOT A PARKING LOT. Drivers must not leave their cars.

**Please be aware that teacher supervision before school does not begin until 8:00 a.m.
Therefore, no student should be dropped off before 8:00 a.m.**



SAFETY AND TRANSPORTATION

Alerting children to the need for being “safety conscious” at all times is a never-ending responsibility. Children should learn the need for rules and recognize the importance of obeying them. The following guidelines should be shared with your child in order to maximize their safety at all times.

A. Walking

1. Walk on sidewalks (no more than two abreast), when they are available.
2. Walk on the left side of the road if there are no sidewalks.
3. Walk in an orderly manner, keeping alert to any dangers. **Do not stop for strangers.**
4. Come directly to school and go directly home.
5. Look in all directions before crossing any street.
6. Cross streets at proper corners.
7. Respect all public and private property.
8. When possible, children should walk home in groups of at least 2 children.

B. Bicycling

1. Use a bicycle helmet and hand signals. This is the law.
2. Never ride two on a bicycle.
3. Keep the bicycle under control and in good repair at all times.
4. Look in all directions before crossing a street.
5. Ride your bicycle on the right-hand side of the street.
6. Be careful of walkers and especially automobiles.

C. Busing

1. Stay out of the street while waiting for the bus.
2. Refrain from pushing or otherwise endangering yourself and friends while waiting at the bus stop.
3. Wait until the bus comes to a full stop before going near it.
4. Take a seat in the bus and remain orderly while the bus is in motion.
5. Keep head, arms and hands inside the bus window.

The school authorities, the bus operators and the police work closely to ensure safe operations of all buses. Parental cooperation plays a large part in the success of this phase of the school program. **If a student’s actions are dangerous to himself or the safety of others, the privilege of riding a bus will be withdrawn.**

At present, a system of bus warning slips is in operation. When a ticket is issued by a bus driver, it is to be signed by the parent or guardian and then returned to the school office for disposition.

Bus students are assigned to a specific bus. Children may not ride a bus other than the one to which they are assigned.

Crossing in front of buses is permitted by State Law. Extreme care must be exercised in crossing. Look both ways and then cross when no vehicles are moving. The East Longmeadow Public Schools specific "Rules of Conduct" on buses will be handed out to each student rider at the beginning of the school year.

SCHOOL CANCELLATIONS OR DELAYED OPENING

It is the policy of the East Longmeadow Public Schools to remain open whenever the buildings are in operating order and the buses can run. In doubtful cases, the final decision whether or not school will be in session is not made until 6:30 a.m. If the decision is to cancel school or delay the starting time, then the local radio stations will carry a "No School" or "Delayed Starting Time" announcement. An automated phone message will also notify families on the primary contact number you have provided the school.

SCHOOL VISITATIONS

In the interest of maintaining good building security, all visitors are requested to stop at the school office upon entering the building. Visitors are also urged to use the designated parking areas and to be conscious of keeping bus loading areas and fire lanes clear of automobiles.

STUDENT ABSENCES

It is the desire of our schools to encourage good school attendance. We also realize that from time to time students are absent for various reasons, and parents are encouraged to call in to report such absences. It is always helpful to your child's teacher if a note accompanies your child on their return to school following any absence. An automated phone message is sent to confirm absence. The principal will directly contact families, either in writing or request a meeting, for absences or tardiness that is considered "excessive" (5 or more per quarter).

EARLY DISMISSAL

Students who are to be dismissed before the end of the school day should bring a written request signed by a parent/guardian. The written request is given to the homeroom teacher and sent to

the office. Only in case of illness or emergency will dismissals be granted during the day without a note from home. Students will be dismissed from the school office to the parent, guardian or a responsible adult designated by the parent.

SCHOOL LUNCHES and BREAKFAST

A well-balanced lunch and breakfast is available at nominal cost. The menus for each month are distributed by the schools and also published on [ELPS website](#). Milk may be purchased by those who bring their own lunches. Lunch and milk are paid for on a daily basis.

We understand that students occasionally forget to bring their cold lunch or hot lunch money to school. We have set up a system where our students may borrow funds for lunch. (Loans are not made for the purchase of ice cream or snacks).

Students are not told that they can't eat breakfast unless we are informed that they are not to take breakfast. Students that are not identified as free lunch/breakfast students will be billed for breakfast. Please be clear with your child if they are not to have breakfast in school.

As our petty cash box has a limited amount of money, we would appreciate repayment of the lunch loan the following school day. Should any student forget to pay back the loan within **two days**, a reminder will be issued. Should that notice go unanswered, a phone call may be made to inform the parents or guardians of the outstanding debt.

Students are issued a photo identified swipe card to be used as a debit for lunch purchases. These cards are not to leave the cafeteria and are organized by class on a board in the cafeteria. Should you find this card at home please return it to the school ASAP.

If you wish to place money on the card in advance, you may do one of the following:

1. Mail a check payable to the East Longmeadow School Department along with an enclosed self-addressed stamped envelope to: School Lunch Department, 180 Maple Street, East Longmeadow, MA 01028
2. Put a cash amount on the card at Mapleshade Elementary School in the cafeteria daily from 10:30 to 11:35 a.m. or
3. Put a cash amount on the card at the High School lunch office daily from 8:30 a.m. to 2:30 p.m.

SNACKS

Students are allowed to bring a snack to school. We encourage healthy snacks and snacks that don't require multiple containers, packages, utensils, sauces, etc. Children may be required to continue learning and working during snack. Having many different snacks and/or snacks that

are inconvenient to eat may be a distraction during this time. Some easy healthy snacks to consider are fruits and vegetables, granola bars, cheese sticks, crackers, and yogurt.

STUDENT CONDUCT

Establishing and maintaining standards of good conduct for young people are responsibilities mutually shared by the home and school system. Conduct that reflects self-respect and a concern for others is a desirable lifetime goal.

The East Longmeadow Public School's Character Committee has determined that the following character traits should be promoted in all of the activities of the East Longmeadow Public Schools: Kindness, Perseverance, Respect, Responsibility, Caring, Courage, Empathy, Honesty, and Inclusivity.

A. Behavior on school grounds

1. Proper playground behavior is defined by SAFE and FAIR PLAY: no pushing, shoving, kicking, tackling or fighting is allowed.
2. Any acts of bullying or bullying allegations will follow the ELPS Bullying Prevention and Intervention Plan in the Code of Conduct
3. Equipment is to be shared fairly among students.
4. All snacks will be eaten on the blacktop area.
5. There should be no sharing of snacks because of allergy concerns.
6. Weather conditions will determine the types of activities available.

B. Behavior during indoor recess

1. Games will be appropriate for indoors.
2. Indoor voices should be used.
3. Students will remain in their homeroom.

C. Building and Classroom behavior

1. Disrespect and/or willful disobedience to a teacher, administrator, or other persons in authority are prohibited.
2. Students will be held responsible for the willful destruction of school property and the personal property of others.
3. The use of offensive language and gestures is prohibited.
4. Fighting and behavior that is threatening to oneself or to the safety of others is prohibited.
5. Smoking/vaping is prohibited on school grounds or in the school building.
6. Students will respect everyone's RIGHT TO LEARN and not distract others students in any way.
7. Students will not bring unsafe items to school.
8. Students will walk while inside the school building.
9. Possession of alcoholic beverages, vaping materials, drugs or weapons is prohibited.

D. Dress Code

As per the district Code of Conduct, the following dress code:

1. No exposed undergarments
2. No low-cut shirts
3. No backless, strapless, or one-shoulder shirts/blouses
4. No tops with less than one inch straps
5. No skirts, dresses, and shorts worn shorter than the finger tips when extended at your side.
6. No clothing or accessories containing messages or pictures that disrupt the educational process including those containing vulgarity, or alluding to alcohol, illegal substances, tobacco, etc.
7. Hats or head coverings may be worn for religious purposes. They may not be worn in the building for recreational purposes unless stated otherwise by the Principal.
8. See the *East Longmeadow Code of Conduct* for the complete dress policy.

E. Behavior in the lunchroom - students will:

1. Observe good table manners
2. Stay seated while eating.
3. Use indoor voices.
4. Not throw food or trash on the floor.
5. Wait to be excused to empty trash and trays.
6. Follow the instructions of the lunchroom supervisors at all times.
7. Not go back to the classroom or to the bathroom without adult permission.
8. When dismissed, walk to the playground for recess.

F. Care of textbooks and other school property

1. Damaged and/or lost books are to be paid for by the students or parent.
2. Damages to the building, equipment, and other school property becomes the responsibility of the offending student or parent.

Suspended students have the opportunity to make academic progress while serving the suspension. Academic progress includes allowing the student to engage in alternative educational services while suspended.

HOMEWORK POLICY

Regular homework may be assigned at the teacher's discretion. At times, in addition to regular homework, projects, book reports and study time will also be assigned. Assignments are recorded in any of the following places: Google Classroom, students' assignment books, on teacher websites, or on educational communication resources and should be acknowledged by a parent each night.

We suggest that the student have a quiet study place away from family activity. It is encouraging when the parents become involved in school and check over assignments to see that it is completed and ready on time. Refer to Code of Conduct for details.

PROGRESS REPORTING

Report cards are issued on a regularly scheduled basis as indicated on the School Calendar. The report card should be signed by a parent or guardian and returned to the student's teacher.

INSURANCE

A student accident policy is available to all children. Application forms must be signed and returned to the teacher whether they are taking the insurance or not.

STUDENT INFORMATION

The school is not allowed to release for publication any information concerning your child without first obtaining your consent. Examples of the type of information released would be the student's name, class participation in officially recognized activities, and honors and awards. A form requiring your signature related to media, websites, and photographs will be sent home at the beginning of each school year.

SPECIAL SERVICES

Special programs are available for elementary school children who have specific learning and emotional problems standing in the way of learning. Careful evaluations are made by members of the Guidance and Special Services' team to better serve the special needs of the children. Specialists in counseling, speech, reading and special education are involved in the program.

Conduct and Discipline for Students with Disabilities:

All students are expected to meet the requirements for behavior as set forth in this handbook. Chapter 71B of the Massachusetts General Laws, known as Chapter 766, requires that additional provisions be made for students who have been found by an evaluation TEAM to have special needs and whose program is described in an Individual Educational Plan (IEP).

The following requirements apply to the discipline of special needs students:

1. The IEP will indicate whether the student can be expected to meet the regular discipline code. Any modification of the rules set forth in this handbook will be described in the IEP.

In the Event of a Proposed Suspension:

2. The Principal or Head Teacher will notify the Special Education Department Chairman of the suspendable offense of a special needs student and a record will be kept of such notices.
3. When it is known that the suspension of a special needs student will accumulate to ten days in a school year, a review of the IEP as provided in Section 333 of the Chapter 766 Regulations will be held to determine the appropriateness of the student's placement or program. The TEAM will make a finding as to the relationship between the student's misconduct and his/her handicapping condition and either; (a) design a modified program for the student or (b) write an amendment to provide for the delivery of special education services during the suspension and any needed modification of the IEP relative to discipline code expectations.

HEALTH POLICIES

Every effort is made to care for your child's physical, mental and emotional well-being. Sick and injured children are given emergency care but the responsibility for treatment rests with the family.

An "Emergency Information Form" will be sent home to the parents. This form requests information as to the address and place of employment of the parents, the address and telephone number of at least two relatives or close friends who would be willing to care for your child if you are unavailable. It also requests your permission to secure medical attention for your child in case we can't reach you.

Illness and First Aid

Students should not come to school when they have a fever and/or vomiting and/or diarrhea. Injuries, skin irritations, etc., which arise outside of school, should be cared for at home or through the family doctor. School related accidents and injuries must be reported to the teacher in charge who will then report them to the school office or nurse.

Administration of Prescribed Medication

The policy for prescribed medication and the forms which must be filled out by parents or guardians and the physician are available from the school nurse.

Every attempt should be made so that medication is given when the child is not in school. We will cooperate in the administration of medication when a chronic or emergency condition exists and medication must be administered in school. To administer medication, the following conditions must be met:

1. There must be on file in the school a written order from the student's physician.

2. The student's parents and/or guardians must submit a completed pertinent data sheet asking that the pupil receive the medication during school hours.
3. The required medication must be kept in a locked cabinet in the school health room and be given by the school nurse or a person designated by the school nurse.
4. The medication shall be issued by a pharmacist whose label on the container shall indicate:
 - a) the name of the child and the prescribing physician.
 - b) the name and strength of the medication.
 - c) the amount of each dose and schedule for administration of the medication.

SCHOOL WEBSITE

<http://eastlongmeadowma.gov/mapleshade>

We strive to update and maintain our school website regularly. Some important components to the website are morning video announcements, monthly calendars, school year calendars, newsletters, lunch menus, parent resources and information, etc. We are always seeking feedback for information that is not on the website that you would like to see added.

PARENT/GUARDIAN INFORMATION SHARING

The Mapleshade community is sensitive to the needs of separated and divorced parents and will work to keep all guardians informed about their child's school progress when a separation, divorce, or custody agreement allows for this. All information remains confidential. The school makes efforts to send written, electronic, and telephone communication to both parents and to invite both parents to meetings and events. If for some reason you are not receiving the needed information please don't hesitate to contact the school.

COMMUNICATION

We encourage parents to communicate with the staff about problems and work together to come to a resolution. When a concern arises we ask the parents to keep the following procedure in mind:

- 1. Whenever possible, concerns should be dealt with through the classroom teacher.**
2. If a satisfactory resolution is not obtained, parents should bring the issue up with the principal.
3. If further work on the issue is necessary, the next step would be to see the superintendent of schools.
4. Finally, the school committee would be contacted if a resolution still hasn't been accomplished.

CURRICULUM AND ACADEMICS

ENGLISH LANGUAGE ARTS

Mapleshade Elementary School utilizes the *Wit and Wisdom* curriculum for ELA. Great Minds® created Wit & Wisdom with the belief that every child is capable of greatness. Your child will be challenged, positively and productively. They will build knowledge of the world and develop English language arts skills. Wit & Wisdom students read and study award-winning fiction and nonfiction texts, famous works of art, videos, photographs, and more. These texts awaken and expand students' curiosity. Wit & Wisdom students also learn about compelling topics such as the five senses, outer space, the Great Depression, and more. Through their work with these topics and texts, students hone their abilities to read challenging texts and to write and speak clearly, logically, and effectively. Wit & Wisdom students build strong knowledge and skills. We provide [downloadable Family Tip Sheets](#) for families and caregivers. These tips correspond with each module, or unit of study. Each tip sheet gives an overview of what your student is studying and offers ideas for learning outside of school. Wit & Wisdom prepares students to succeed in English language arts and beyond. If you would like to learn more, please talk to your student's teacher, and go to greatminds.org.

MATHEMATICS

Mapleshade Elementary School utilizes the *Illustrative Math* curriculum for math. This problem-based curriculum makes rigorous elementary school mathematics accessible to all learners. In a problem-based curriculum, students spend most of their time in class working on carefully crafted and sequenced problems. Teachers help students understand the problems, ask questions to push their thinking, and orchestrate discussions to be sure that the mathematical takeaways are clear. Learners gain a rich and lasting understanding of mathematical concepts and procedures and experience applying this knowledge to new situations. Students frequently collaborate with their classmates—they talk about math, listen to each other's ideas, justify their thinking, and critique the reasoning of others. They gain experience communicating their ideas both verbally and in writing, developing skills that will serve them well throughout their lives.

This kind of instruction may look different from what you experienced in your own math education. Current research says that students need to be able to think flexibly in order to use mathematical skills in their lives (and also on the types of tests they will encounter throughout their schooling). Flexible thinking relies on understanding concepts and making connections between them. Over time, students gain the skills and the confidence to independently solve problems that they've never seen before.

SCIENCE

The science curriculum encourages investigations, observations and experiments in life, earth, space and physical sciences. Skills of inquiry, observation, collaboration and the scientific and engineering practices are used in each grade, similar to what professional scientists and engineers do in the field. Our goal is for students to develop scientific thinking by making observations, planning, investigating, experimenting, engineering, problem solving, and use of technology.

HISTORY/ SOCIAL STUDIES

Our social studies curriculum is embedded in our literacy instruction and explores concepts and questions in civics, government, Massachusetts, US and World history, North American and world geography, Egypt, Africa and economics.

ACADEMIC INTERVENTION

Mapleshade Elementary School provides intervention to students requiring additional support in both math and reading. Students are identified through the iReady diagnostic, additional screeners and recommendation from classroom teachers. Reading Intervention takes place 3 times a week for grades 3, 4, and 5. Math Intervention takes place once a week for grades 4 and 5. All teachers will be also be able to utilize an intervention block to address the needs of students and monitor growth regularly.

STUDENT ASSESSMENTS

In addition to state mandated MCAS, the students are assessed two to three times per year in the following areas utilizing the following evidence-based assessments:

Reading Ability – iReady Assessments

Math Ability – iReady Assessments

Ability to write in response to reading – School Based Assessment

Ability to express mathematical thinking – School Based Assessment

We encourage all parents to ask their child's teachers about these assessments and their importance for instructional and educational decisions.

ASSISTING CHILDREN AND TEACHER TEAM (ACT)

Mapleshade School has a process in place to document student learning and meet as professionals when a child's academic progress, social development, emotional safety, and/or behaviors pose challenges. This process is in place for a few reasons: Primarily, we care about all of our students and strive to accommodate their needs and adapt to their learning styles. To do this well we seek the advice of our colleagues from a range of skillsets and backgrounds. Secondly, we establish intervention plans and measure their progress over a period of time specific to the agreed upon changes that took place during the meeting. Lastly, we are mandated to exhaust all our possible resources, strategies, and interventions before referring a child for special education evaluations. We communicate our decisions with parents and work together to be the best we can be for our students.

**PLEASE SEE THE ENTIRE CODE OF CONDUCT
Rules of Conduct AND ACCEPTABLE INTERNET USE POLICY
contained in the E.L.P.S. CODE OF CONDUCT
in addition to this handbook.**

You must sign that you have read the E.L.P.S. Code of Conduct and discussed it with your child.

Thank you for your cooperation in keeping the children of East Longmeadow safe. Working together we will provide a safe, high-quality learning environment for all of our children.