



HEMENWAY PTO TIPS & TRICKS GUIDE

For all Hemenway Families

Here is a user-friendly guide from us to you. In this guide you'll find information from pickup to drop off and everything in-between.

Welcome!

PLEASE NOTE NEW SCHOOL HOURS!

School Begins: 9:15 am
School Dismissal: 3:30 pm

Half Day Dismissal: 12:30 pm
Early Release Dismissal: 1:05 pm

2 Hour Delay Start Time: 11:15 am

Vehicles are prohibited from entering the school grounds between 3:15 PM and 3:45 PM to allow for the safe arrival and departure of buses and students.

A. GETTING TO AND FROM HEMENWAY

MORNING DROP OFF

9:00 – 9:15 AM: General drop-off period

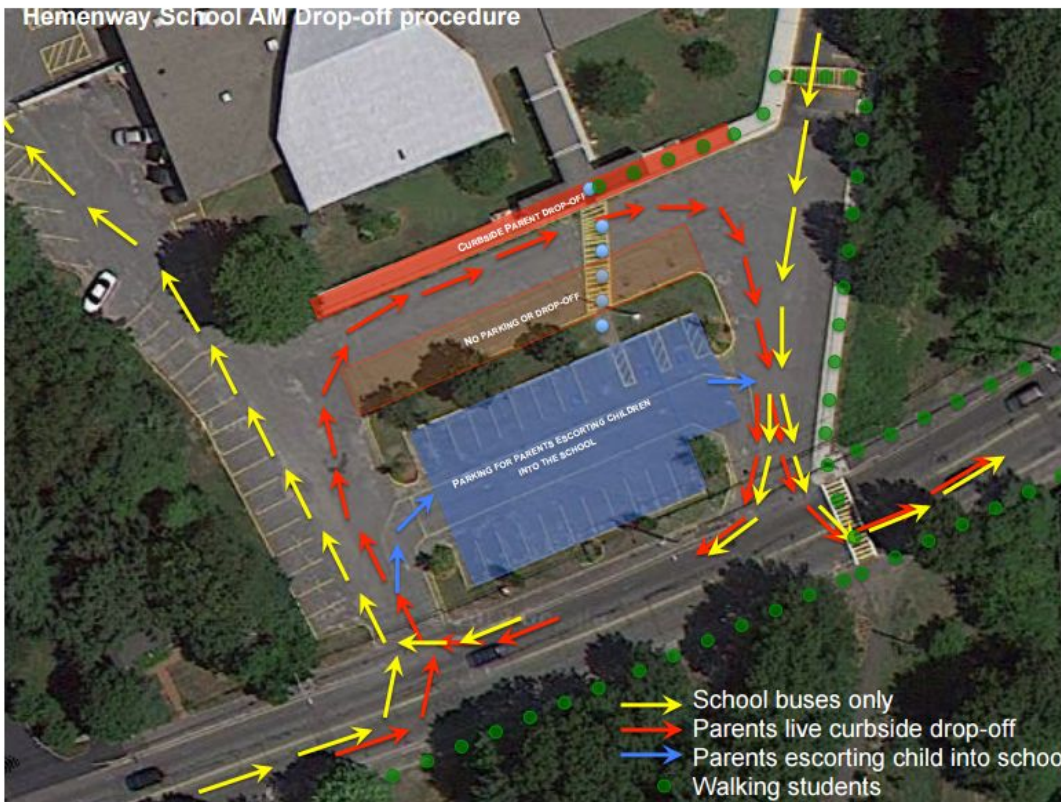
Students who enter the building after 9:15 must report to the office for a late pass.

DROP OFF INFORMATION & ETIQUETTE

Traffic pattern

There is ONE entrance and ONE exit. You should always enter on the WEST side of the school and exit on the East. Buses will drive around the school to unload. No private vehicles are permitted to drive around the school, only authorized school department vehicles are allowed.

When entering during drop off, bear right to allow buses and authorized vehicles to pass on the left.



“Live drop off” (9:00-9:15am ONLY, cars MUST PARK at all other times, even for YMCA drop off/pick up)

Parents must pull up to the designated drop off area in a **SINLGE** land only to drop off students. In order to expedite the drop off process – and keep the car line moving – **parents must remain in cars at all times**. Teachers are positioned outside at 9 am to greet students and keep the drop off area safe. Students must quickly exit cars on the curbside (i.e. driver’s side) ONLY. Be aware there is a crosswalk for walkers in the middle of the drop off line (see map above). Walkers have right-of-way.

Walkers: Front Path

Students who walk to school will cross Water Street at the crosswalk on the east side of the driveway where there is a crossing guard. Students will walk up the sidewalk, and cross in

the crosswalk in front of the bus lane [east side] and continue on the sidewalk in front of the school and enter through the front door.

Walkers: Back Path

Students will walk on the back path. We have staff monitoring the back path; students will be met by another staff member to cross the bus lane at the back of the school.

Bicycles

Older children, with parent permission, are allowed to ride bicycles to/from school. Bicycles need to be secured in the bike rack in the front of the school. At the end of the day, children riding a bike will be dismissed with "front path walkers" and they will walk their bike across the crosswalk escorted by a faculty member/parent for their safety. Students who ride bicycles must meet with the Principal or Assistant Principal and their parents to review Hemenway rules for riding bikes on school property. Parents should contact the Principal or Assistant Principal and request a meeting to review these rules before students ride their bikes to school.

Crossing Guard

Always use the crosswalks when walking to and from Hemenway. There is a crossing guard stationed at the Water St. crosswalk east of Hemenway (car exit). Visibility can be very limited at the crosswalk by Heritage during busy school times. The safest crosswalk is the one on the East side with the crossing guard.

Early Drop Off

We recognize that occasionally you might need to send your child to school a few minutes early. Starting at 8:50 there will be limited coverage for students who are dropped off directly in front of the school at the main entrance. Students will enter Hemenway through the front door and sit in the lobby until 9:00. No student should arrive at Hemenway School prior to 8:50 as there is no adult supervision.

PM PICKUP

The front building doors will be locked until the bell rings and students are brought to the cafeteria for parent pick up. The doors are unlocked shortly after dismissal.

PICK UP INFORMATION & ETIQUETTE

NO private vehicles are allowed to enter the parking lot between 3:15-3:45, with the exception of those vehicles that have a handicapped placard.

No private vehicles are allowed in the lane directly in front of the school during dismissal.

For the safety of our students, No cars are allowed to drive around the school or park in the areas reserved for school staff during the school day.

There is handicapped parking in the front of the school for those who have Handicap Plaques or plates.

Parent Pickup (front doors open at 3:32) – *Student pick up located in the school cafeteria*

All parents/guardians who designate their child to be parent pickup will meet their children in the cafeteria. Parents will enter the school, walk past the front office, and around the rear of the cafeteria. They will enter the cafeteria from the food service area and exit into the lobby. If your child is in kindergarten or first grade, you must go to the table where your child is sitting to pick him/her up. Try to be courteous and not block the doorway when picking up your child. Proceed quickly to the lobby exit.

Walkers: Front Path – *Student pick up located outside in the front of the building*

Students who are designated front path will be escorted by staff across the bus lane via the sidewalk on the east side of the building and walk on the sidewalk to the crossing guard.

Walkers: Back Path – *Student pick up at the end of the back path at the rear of the school*

Students who are designated back path will be escorted by staff across the bus lane at the rear of the building and down the path behind the school that leads to Donovan Drive.

Crossing Guard

See notes under AM Drop Off.

PARKING IN AND AROUND HEMENWAY

All cars **MUST** park in designated parking spaces only. No double parking, no standing. No parking along sidewalks, they are marked as fire lanes. (Exception: active drop off, 9:00-9:15am only). Before/After School care drop off/pick up: cars must park in designated spaces.

School Parking Lot

Parking is at a premium in the school parking lot, and it's best to avoid parking there during the morning and afternoon rush. The only parking spaces available for parents are in front of the school; for safety reasons, visitors may not park on the sides of the building.

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On-Street Parking

Parking on Water Street is prohibited. Parking is permitted on nearby side streets:

Bacon, Hemenway and Donovan, etc. following the Framingham's ODD/EVEN side parking law. Note, you will get ticketed for parking on the wrong side of the street. You will also get ticketed for parking facing the opposite direction of traffic.

CVS Parking Lot

This is your best bet for parking near the school. The school asks that you be respectful of the lot and not take spaces right in front of the stores. During school events, this lot can fill up. Make sure you arrive early to ensure a spot.

McAuliffe Library

There is NO parking for Hemenway families during McAuliffe library hours.

B. VOLUNTEERING AT THE SCHOOL

CORI FORMS

CORI forms are good for 3 years. They are required if you are going to be working or volunteering in the school or on a field trip. See the office staff or the PTO website for necessary forms. Please check in with the office to confirm your CORI hasn't expired before signing up for an event this year.

VOLUNTEER OPPORTUNITIES

Helping with events

The PTO is excited to have many fun activities and events this year. We encourage parents to volunteer for any activities listed on our calendar. Please do not hesitate to attend any/all monthly PTO meetings and bring your ideas. There is always a need for volunteers and chaperones for numerous events and field trips – we cannot do it without your help! Please be sure that all CORI paperwork is updated prior to volunteering. We look forward to many fun filled events, and we hope to see you soon! More info on events can be found here: <http://hemenwaypto.com/events> as well as on [Membership Toolkit](#).

Room Parents & Liaisons

Room Parents: Grades Kindergarten – 1

Room Liaisons: Grades 2 - 5

One parent volunteer per classroom. Duties may include volunteering in the classroom or on field trip(s) and/or assisting with specific teacher requests. Responsibilities are based on specific teacher needs. It will prove beneficial for volunteers to attend monthly PTO meetings for information regarding school-wide activities and news. More information about volunteering to be a room parent or liaison will be forthcoming.

Library/Media Helpers

Volunteer in the library at a time that is convenient for you! Stock books, help the librarian/media specialist. You can also coordinate and volunteer during your child(ren)'s library/media class time. More information about volunteering in the library will be forthcoming.

PBIS Helper(s)

Volunteer to help the Hemenway PBIS Team with PBIS activities and celebrations. This new opportunity is being developed and more information will be forthcoming.

Mystery reader

Kindergarten Only

Teachers may ask for "mystery readers" during the course of the year. The mystery reader is an adult who volunteers to come in and read a book to the class. The "mystery" is that the students don't know who is coming to read, and your arrival will surprise and delight all! Please note that you must have a completed CORI form to participate.

BEFORE SCHOOL PROGRAMS

1. Boks

BOKS is a before school fitness activity program. Students do a variety of fitness related workouts in the gym and outside. This is a great way for your child to start their day with healthy movement to wake up the body and mind. Coordinators/Trainers are needed in order for this parent run club to continue. Contact Hemenway PTO if interested.

<http://hemenwaypto.com/clubs>

2. Robotics

Looking to create a new club. Stay tuned for more details

<http://hemenwaypto.com/clubs>

3. Language classes

The school offers language classes before school; studies have shown that human aptitude for learning a second language is highest at a younger age. This program will allow your child to begin to learn a second language that will greatly benefit them in our increasingly globally diverse world. Additional information on dates and times will be provided through take home flyers, newsletters, and updates on the website.

WHAT ARE THE STUDENTS DOING?

1. *Parent Teacher conferences*

Teachers hold parent teacher conferences twice a year. These are usually held during school hours on early release days. Each teacher will communicate directly with parents for date/time slots. The fall conference is a progress report. The spring conference is a summary of the year and an assessment of your child's progress.

2. *Report cards*

The town has moved to a standards based report card system. For more information please follow the link: <http://www.framingham.k12.ma.us/Page/2527>. Report cards are shared twice a year.

3. *Curriculum Nights*

In the early fall, Hemenway hosts Curriculum Nights. This is done over two evenings. The first evening is K-2 and the second evening is grades 3-5. The teachers and administration will run through the general curriculum for the year and expectations in every grade. Parents will also see the children's classrooms and have some time to ask questions of the staff and teachers. It is **recommended that children do not attend** as this is a night for parents to learn about the curriculum.

4. *Pride Night*

In the spring, Hemenway hosts Pride Night. This is an opportunity for the students to show off their projects and classrooms to parents and friends. The teachers may be present, but typically this is a showcase for the students. Children are not only invited, but they are your tour guides and it's a night for them to shine.

COMMUNICATING

1. *Hemenway Student Directory*

We are excited to announce that we have partnered with Membership Toolkit to provide a new service that will improve communication. Please use this [link to enter your information](#). Download the mobile app: [App Store](#), [Google Play](#) TODAY! Your information is safe and secure on Membership Toolkit.

2. *Reporting an absence or tardy*

Absence line: 508-626-9149

Call between 4:00 P. M. and 8:30 A.M. if your child is to be absent OR tardy.

Late students must report directly to the office upon arrival with a written note explaining the reason for tardiness.

3. *Dismissing a student early*

A written request from a parent is necessary for ANY dismissal changes. Requests should be in the school office at the start of the school day. No requests will be taken after 2:30pm unless it is due to an emergency. No student will be dismissed based on a telephone request. You must sign your child out in the office when picking them up early.

4. **Hemenway Email Addresses**

Principal, Liz Simon: lsimon@framingham.k12.ma.us

HEM Staff Members: Listed on the Hemenway website

PTO Members: hem@hemenwaypto.com

5. **Hemenway School web site**

<https://www.framingham.k12.ma.us/Hemenway>

6. **Hemenway PTO**

- **Newsletter:** Hemenway PTO sends weekly newsletters via email with timely reminders of PTO events and activities. Be sure you have signed up here: <http://hemenwaypto.com/newsletter> and don't miss out.
- **Website:** <http://www.hemenwaypto.com/>
- **Membership Toolkit:** <https://hemenwaypto.membershiptoolkit.com/>
- **Facebook Page:** <https://www.facebook.com/HemenwayPTO>
- **Facebook Groups:** There are parent run groups for each grade level at Hemenway. Search Facebook for 'Hemenway Class of 20XX' (HS graduation year) to join.

HAVING FUN AT SCHOOL

1. **Physical education days**

On days when the students have gym class, they will need to bring sneakers and wear appropriate clothing. If they do not have the proper attire they will be asked to sit out for the session. Teachers will provide schedules at the beginning of the year indicating which day your child will have physical education

2. **Winter clothes**

When there is snow on the ground, the students can have outdoor recess provided they have snow pants and boots and the temperature is not deemed too cold. Your child must have a winter jacket and gloves/mittens and these items can be left at the school. Without these items the child will have indoor recess.

3. **Spirit wear**

Who's got the spirit? Every FRIDAY is Hemenway PRIDE Day! Order ornaments, stickers, & magnets from Hemenway PTO using [Membership Toolkit](#). Also, we have partnered with [SQUAD Locker](#) for Spirit Clothing. The clothing store is always OPEN.

4. **Move Up Day**

At the end of the school year, students participate in Move Up Day. On this day, students will "move up" to the next grade level and meet the teachers they will have for the following school year. This is also an opportunity for students to see their future classrooms and meet future classmates.

BREAKFAST, LUNCH AND SNACK

1. *Buying breakfast & lunch*

IDs are required to purchase breakfast and lunch. Grade K thru 2 are issued meal cards but all students learn their id pretty quickly. Staff can look up IDs if necessary.

Allergy Alerts will pop up on the checkout screen when students check out for breakfast/lunch. ONLY allergy alerts for medically documented allergies will be displayed. Please provide this documentation to the school nurse. Additional details in the [student handbook](#). Breakfast & lunch menus are available online at <https://www.framingham.k12.ma.us/menu>. Lunch menus are also sent home in the backpacks monthly. Parents can register for online payments at <https://www.framingham.k12.ma.us/Page/2534>. There is also an app available to track balances and add more funds.

2. *Bringing in food*

Due to allergy concerns, the school does not allow home baked goods in the classrooms. The school has nut free classrooms, but the lunchroom and the school itself is NOT nut free. If you have allergy concerns you MUST discuss it with the school nurse. Do not assume that the school is a nut free environment.

3. *Snacks*

Children can bring in snacks for themselves in addition to lunch. This is part of the K-3 school day and optional for 4th and 5th grade. Since snacks are consumed in the classroom they must be nut free. Children with allergies can sit at a nut free table during lunch and be joined by a friend. The friend must purchase school lunch to prevent any possible contamination.

SCHOOL EVENTS

Hemenway School Events – Various in school events occur during the school year. This can include assemblies, performances, grade/class presentations. Information regarding school events will be announced via Hemenway and/or teachers when those events occur.

Hemenway PTO Events – See list and detailed descriptions in our volunteer packet. This packet will be sent home at the beginning of the school year and can also be found online at [Membership Toolkit](#). Hemenway PTO events will also be posted on our website: <http://hemenwaypto.com/events> as well as [Membership Toolkit](#).

SCHOOL OFFICE

Late passes

If your student misses the bell at 9:15, they MUST stop at the office and get a late pass before proceeding to the classroom. Tardiness is tracked by the teachers.

Lost and Found

The lost and found is located in the lobby to the left of the main door (outside the cafeteria). Please check this regularly.

FUNDRAISING

All of the below programs provide free money to the Hemenway PTO for doing things you normally would in your home.

1. ***Box tops***
2. ***Savers***
3. ***Stop and Shop***
4. ***Amazon***
5. ***Mabel's labels***

For more information see our website: <http://hemenwaypto.com/donate-%26-free-money>

Direct tax deductible donations are always welcome to the Hemenway PTO. Details for the above listed programs and more can be found at: <http://hemenwaypto.com/donate-%26-free-money>

GIFTS

The state has set a limit on the total value of gifts a teacher may accept. At this time the limit is \$150 total combined value for the entire year. Please be aware this is a cumulative total of all gifts received. This includes gift cards, presents and anything else that would be considered a personal gift. If a teacher receives more than the \$150, the excess funds are turned over to the PTO for use as general school funds. Parents may contribute freely to classroom gifts without limit. This would include school supplies or items for the entire class. Additional information on the gift policy can be found in the Hemenway Parent and Student Handbook.