

**Col. John Robinson Elementary School**

***Shaping the future one child at a time***

Kevin LaCoste, Principal | Scott Middlemiss, Assistant Principal

60 Concord Road Westford, MA 01886 \* Telephone 978-692-5586 \* Fax 978-589-0968

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August 9, 2017

Welcome to the 2017-2018 school year! We hope that you have had a wonderful summer with family and friends and were able to find some time for both relaxation and adventure! Though there are still several weeks left of summer vacation, preparation for the upcoming school year has been happening since July. For example, our custodial team has spent many hours cleaning our school, teachers have been busy setting up their classrooms, and our administrative team recently registered 24 new students! Over the next four weeks we will continue to provide Robinson families with updates and reminders as you prepare for the back-to-school transition.

The start of a new school year is a great opportunity to reflect on what we have learned in order to establish goals for continued growth in all areas of learning. Perhaps an incoming kindergartener is eager to learn to read, a second grader excited for a part in the musical, or a teacher looking to try out a new instructional strategy. No matter what the goal is we are committed to helping you reach it. In the words of Dr. Seuss, "you're off to great places. Today is your day! Your mountain is waiting, so get on your way." We thank you in advance for your support in educating your child and thank you for entrusting us with them each and every day.

Our year together will be exciting and we look forward to working with you.

Enthusiastically,

Kevin LaCoste and Scott Middlemiss

### **Summer Letters**

Be on the lookout! Your child will receive a welcome letter from their teacher in the mail during the week of August 14th.

### **Open House**

Families are invited to attend an Open House at Robinson School on Thursday, August 24<sup>th</sup> from 9:00-10:30. This is a great time to tour the building and to see the classroom space your child will be in for the 2017-2018 school year. Classroom teachers will not be in attendance at this event but are excited for you to see all of the work they have done in preparing for the upcoming school year.

### **Staffing**

The beginning of the school year is a wonderful time to welcome new staff to the Robinson School. We are pleased to introduce to you the newest additions to the Robinson community. Please join me in welcoming the following:

- Mr. Middlemiss: Assistant Principal
- Mrs. Brahim: Literacy Specialist
- Ms. Dean: First Grade Teacher
- Mrs. Rivet: Adjustment Counselor
- Mrs. Carvahlo: Long Term Substitute for Mrs. Conway
- Mrs. Lanno: A.M./P.M. Kindergarten Music Teacher
- Mr. Read: Night Custodian

### **Many Thanks**

MANY THANKS TO MR. RICARD, MR. LANNON, MR. READ, AND MR. JOHNPICER FOR THEIR HARD WORK THIS SUMMER. THE CUSTODIAL TEAM HAS WORKED DILIGENTLY TO GET OUR SCHOOL READY FOR THE NEW SCHOOL YEAR DURING SOME OF THE HOTTEST DAYS OF THE YEAR. BELIEVE IT OR NOT, MANY OF OUR TEACHERS BEGIN PREPARING FOR THE UPCOMING SCHOOL-YEAR IN JULY!

**Student Biographical Information – Verification Report** (replaces the Office Emergency Card) will be sent home on September 5<sup>th</sup>. Please return the updated form by Friday, September 15<sup>th</sup>.

### **Important Notices**

**THE FOLLOWING** will be sent home on the first day of school:

- Nurse Emergency Card
- Parent Transport Form with Vehicle Identification Cards
- Early Arrival Option Form
- School Calendar
- Email Registration
- Who Ya Gonna Call Information Sheet
- WPS Elementary Electronic Handbook Information

### **School Advisory Council**

**TWO PARENT VOLUNTEERS ARE NEEDED!** The council, made up of parents, staff, and community members, acts as an advisory board to the Principal. Currently, the meetings take place on the third Wednesday of each month at 4:00. The first meeting will take place on Wednesday, September 20, 2017. If you are interested in filling one of these positions please complete the School Advisory Council Candidate Form included in this mailing. If more than two volunteers come forward a vote is required in order to appoint council members.

The committee provided feedback and suggestions throughout the year and while many of the members will continue into the next school year we say goodbye to the following:

Janine Jones: Parent Representative  
 Yang Guo: Parent Representative  
 Sheila Grimm: Teacher Representative  
 Jennifer Bonenfant: Teacher Representative

We thank these members for their commitment to the continuous growth and improvement of Robinson School. As a result of their departure we have two-parent representative seats available.

### **School Lunch Program**

For school lunch prices and ticket information please refer to the Westford Public Schools web site.  
<http://www.schoolnutritionandfitness.com/index.php?page=menus&sid=0802121850414637>

### **Early Arrival Program**

**STUDENTS IN THIS PROGRAM** may be dropped off at school any time between 7:00 AM and 8:30 AM. This program is not available on delayed opening days. For more information please visit our website at  
<http://westfordk12.us/pages/transportation/earlyarrival>

Please note that a separate Child Care program is available for delayed openings for Parent Conference Days.

### **Student Absences**

**IT IS IMPORTANT** for us to know if your child is going to be absent from school. Please call 978-692-5587 (ext. 1) by 10:00 A.M. to report absences and late arrivals. If we have not received a call regarding your child's absence by 10:00 A.M. we will attempt to contact you by phone. If we are unsuccessful in reaching you we will attempt to reach those listed as emergency contacts.

If your child is sick please *also* leave a message with Mrs. Kennedy our school nurse. She can be reached at 978-692-5586 ext. 4 or email at [ckennedy@westfordk12.us](mailto:ckennedy@westfordk12.us).

### **Arrival/Dismissal**

**YOUR CHILD'S SAFETY** is our primary concern. Your cooperation and support with the following procedures are greatly appreciated.

- Students will begin to exit buses and cars at 8:55 AM when supervision is available.
- All students who ride the bus must have a bus pass. Students may only ride the bus to which they are assigned. Exceptions will only be made in an emergency.
- Students must be able to enter and exit the vehicle independently. If students require more assistance to independently enter and exit the vehicle it is requested that families park their vehicles and walk students to the front entrance.
- Students must exit the vehicle on the side closest to the curb. Students **may not** cross in front of or behind any vehicle.
- It is essential that you remain in the car at all times to ensure that the flow of traffic moves smoothly.
- To ensure the safety of the students, it is critical that cars not pass during drop off and pick-up, unless directed to do so by Robinson School staff.
- Please remember that the speed limit is **15 mph**.
- For more information regarding the drop off process, please see the map located on the front of our webpage at: <http://rs.westfordk12.us/pages/index>
- If your child is late to school, an adult must walk them in to school and follow the proper sign-in procedures.

### **Communication**

Newsletters, updates, and announcements will be sent via email throughout the school year. These announcements can also be located under the "School News" heading on the front page of our website @ <https://rs.westfordk12.us>

Did you also know that Robinson School is on Twitter and Facebook? Please consider following us on Twitter and Facebook @WPSRobinsonElem.

### **Friendly Reminders**

- When visiting during school hours, remember to sign in at the office and put on a visitor's badge.
- **Volunteer CORI Form/Fingerprinting:** For your convenience the office will be open during Curriculum Night so that you can fill out a CORI form. A state/government issued ID (government photo ID) is required. As a result of the national criminal background check regulation that was signed into law on January 10, 2013, Westford Public **Schools will require all field trip chaperones and volunteer athletic coaches to complete the fingerprint obligation.** Application deadline: December 22, 2017.

### **Important Dates**

**Thursday, August 24<sup>th</sup>**

*Open House, 9:00-10:30*

This is a wonderful opportunity for our students to tour the building to see their classroom before the opening of school. Teachers may not be present as their first official day back is not until Monday, August 28<sup>th</sup>

**Monday, August 28<sup>th</sup>**

*Teachers Return*

**Tuesday, August 29<sup>th</sup>**

*Opening Day-Full Day of School (Pre-First through Fifth Grade)*

The 2017-2018 school year commences for students in pre-first, first, and second grade starting at 9:05 a.m. and ending at 3:10 p.m.

**Tuesday, August 29<sup>th</sup>-Thursday, August 31<sup>st</sup>**

*Kindergarten Orientation (Abbreviated Hours)*

Your child will attend an abbreviated day on a specific day and time that has been designated. Families will receive notification via mailing during the week of August 14<sup>th</sup>

**Friday, September 1<sup>st</sup>-September 4<sup>th</sup>**

*No School-Labor Day*

**Tuesday, September 5<sup>th</sup>**

*Kindergarten classes begin, along with Kindergarten Extended Day Program*

**Tuesday, September 19<sup>th</sup>**

*Curriculum Night: Grades 1 and 2*

**Thursday, September 28<sup>th</sup>:**

*Curriculum Night: Kindergarten and Pre-First*

\*\*\*\*\* 2017-2018 SCHOOL ADVISORY COUNCIL INFO\* \*\*\*\*\*

Dear Robinson School Families,

The Educational Reform Bill signed into law in July 1993 requires that ALL schools create School Advisory Councils. These councils consist of four parents, three teachers, the school principal, and a community member. Meetings are held at Robinson School and will be in the afternoon (4 PM) unless changed by consensus decision of the council. The PTO is required to oversee election of the parent representatives to the councils.

School Advisory Council (SAC) parents are required to attend and participate in all SAC meetings as representatives of all parents of the school. As such, you will be responsible for keeping parents informed and soliciting their input in matters of the educational needs of the students. The parent representatives are also asked to update the PTO of School Advisory Council progress at the meetings and through the Newsletter (members are not required to attend all PTO meetings).

The time requirement needed is approximately 2 hours per month with the first meeting scheduled for Wednesday, September 20, 2017 at 4:00 PM. This fall, the Robinson School Advisory Council has two two-year parent seats available. The term for these positions will run from 2017-2019 school years. Any parent/guardian interested in running for a seat on the School Advisory Council should fill in and return the attached candidate form by September 8, 2017. You must have a child in the school for the full length of your term of office. Should voting be required to determine the seats, this will occur via online survey between September 11<sup>th</sup> and September 15<sup>th</sup>.

**Timeline**

9/8: Candidates submit the SAC Candidate Form

9/11: Voting commences (if necessary)

9/15: Voting concludes (if necessary)

9/18: Results announced

(Candidates will be notified of results via email or phone)

If you would like more information, feel free to contact:

Kevin LaCoste  
Principal

**RETURN BY  
September 8, 2017**

SCHOOL ADVISORY COUNCIL CANDIDATE FORM

Col. John Robinson School

NAME: \_\_\_\_\_ CHILD'S GRADE(S): \_\_\_\_\_

ADDRESS: \_\_\_\_\_ PHONE#: \_\_\_\_\_

Remember: You must have a child in the school for the full length of your term of office.  
Candidate for (check only one):

\_\_\_\_\_ Parent Representative: two-year position (two seats open)

Please print or type your answers to the following questions in the space provided. This form will be available to all voters at the school (without your phone number or address).

To assist voters in making an informed choice, please answer the following questions.

**1. Why do you wish to serve on the Robinson School Advisory Council?**

**2. What experience will you bring to the Robinson School Advisory Council?  
(Include any school, PTO, work-related background or interests, which would help the council.)**

**Return to teacher or office on or before September 8, 2017**

*Community • Acceptance • Responsibility • Excellence*