

**Concord**  
PUBLIC SCHOOLS

**Concord-Carlisle**  
REGIONAL SCHOOL DISTRICT

Thoreau Elementary School  
Concord Public Schools  
2023-2024  
Opening Information



*Justin M Sparks - Principal*  
*Julie Basler - Assistant Principal*

Dear Thoreau Elementary School Families,

I hope that you and your children are enjoying these final weeks of summer and have found time to relax with friends and family. As the end of August draws near, I can feel the excitement growing as staff set up classrooms and prepare to receive your students! I'm looking forward to welcoming you and your children back to Thoreau!

What follows is information about our arrival and dismissal routines, how to change your child's dismissal plan as well as information about school lunches. Please do not hesitate to reach out if you have any questions!

Please note the following important upcoming dates:

- **Open House:** Tuesday, August 29th from 2:00-3:00. Kindergarten meetings will be scheduled on August 29th by the kindergarten teachers and you can expect additional correspondence from the teachers.
- **First Day of School:** The first day of school for students is Wednesday, August 30th and it is a half day. There is no school on Friday, September 1st and Monday, September 4th.
- **Back to School Night:** This in-person event will take place on Thursday, September 13th. More details, including specific times for each grade level, to come. This is an opportunity to learn more about the year ahead.
- **Halfdays** will remain on Wednesdays for this upcoming year. This information and more can be found by following the link below, which will take you to the district calendar.

<https://www.concordps.org/wp-content/uploads/2023/06/Combined-Calendar-R.O.-6.12.23.pdf>

With Gratitude,  
*Justin M Sparks*  
Principal

## OPERATIONS

### Visitors

When visiting Thoreau, please ring the bell to the right of the front door and identify yourself and the reason for your visit. When buzzed in, please enter the Main Office to sign in and receive a visitor's ID badge. Visitors are only allowed to enter the building through the main entrance for safety reasons. Additionally, we work closely with staff and students to make sure doors are always secured and locked. As safety is our number one priority, we continue to build and strengthen our culture of security by reviewing and refining processes.

### Arrival and Dismissal Parking

During arrival, please reserve the van accessible spaces for vehicles with handicapped placards. During dismissal, please be sure not to block the crosswalk or fire lanes. Because the back parking lot is reserved for faculty, parents are encouraged to park along both sides of West Street and on the right side of Pleasant Street or Chase Road. *We request that parents who bring their pets to school during arrival or dismissal time keep them a safe distance from other students and clear of our entrance.*

### Arrival

The academic day runs from 9:00 AM to 3:30 PM every day with the exception of Wednesdays, when we dismiss at 12:25 PM, with the process starting at 12:20 PM. We open our front door to receive students at 8:50 AM. All students should enter the building through the front door and report directly to their homerooms. Because we do not begin supervising students before 8:50 AM we ask a parent or guardian to stay with any students who arrive prior to this time.

### Dismissal Protocol

Dismissal is at 3:30 PM, with the procedure beginning at 3:20 PM. Bus students will wait in their classrooms until their buses are called and they will be escorted to the lobby and walked to their bus by a staff member. If it's not raining or snowing,

parents picking their students up should meet them on the basketball court near the lower playground. In the case of inclement weather, pick up is in the cafeteria.

### Food Service

We are happy to share that the state of Massachusetts has again funded universal free public school lunch this year. Other parameters of the food service program have changed. The waiver that permitted school districts to service "grab and go" lunches has expired. State guidelines require that all lunches offered to students must be consumed onsite in each school building; as a result, "grab and go" lunches cannot be offered this school year.

This means that on early release Wednesdays at the elementary schools we are only able to offer lunch to students who will be staying at school beyond the early release hours. In general, these would be students participating in the afterschool program at our elementary schools who are not heading home for the day until later in the afternoon.

The Wednesday Early Release Onsite Lunch tab in NutriSlice is designed for those families with students staying at school later than the early release hours on Wednesday, participating in the afterschool program, and needing a lunch.

Lunch orders can be placed on the Nutrislice [website](#). If you do not already have an account from last year, you will need to create one. You will need your child's lunch ID. If you do not know it, please email Food Services Director Jess Brown ([jebrown@concordps.org](mailto:jebrown@concordps.org)). Lunch orders need to be placed by 8am the day of attendance. Lunch orders can be placed up to five days in advance.

### Reporting an Absence

Please report all absences/illnesses to the school office before the start of the school day via our new attendance form posted on our school website: <http://thoreau.concordps.org/report-attendance-form/>. It is helpful for our office staff to know why your child is absent so we can properly input the information into our data system.

### Changes to Dismissal Plans

Please send in a note to your child's teacher if you need to change his/her dismissal plans for that day and alert the office. Play dates should be arranged prior to your child's arrival at school. If you need to change your child's dismissal plan unexpectedly, please notify the office by 2:00 PM.

### Lost and Found

The lost and found is located outside of the school cafeteria. Parents/guardians are welcome to come into the school to check the lost and found before 11am and after 1:45pm. Our PTG currently manages the lost and found area.

### Communication

The Principal will send out a monthly newsletter to families, the first of which is linked here: <https://www.smore.com/45thd>. Beyond this, regular correspondence will be sent via email using the Aspen system. Please refer to our district and school websites for updated information, which are linked below.

<https://www.concordps.org/>

<https://thoreau.concordps.org/>

### Bussing

The Transportation Department has been owned and operated by Concord Public Schools and Concord-Carlisle Regional School Districts for over 50 years, and is responsible for the operation of District owned school buses. Our Transportation Department provides regular day-to-day transportation services for approximately 3,000 students. In addition, we schedule field trips, athletic, and extracurricular buses. Our district transportation department website is linked here:


<https://www.concordps.org/transportation-2/>. Bus routes will be available to

families on August 25th.

### CPS/CCPS School Committee Policies Elementary Handbook

<http://z2policy.ctspublish.com/masc/browse/concordcarlisle/welcome/root>


### Elementary Handbook

 Edited 2023-2024 Parent and Student HandbookK5

### Thoreau Elementary School Improvement Plan

 Thoreau SIP 23-24

### CPS/CCPS District Strategic Plan

 Concord Carlisle Strategic Plan 2023-2028

## Thoreau Elementary Parent Teacher Group (PTG)

# 2023/24 Website and Family Directory Access

PTG's secure Website, Digital Directory, and App are free to all Thoreau Families and Staff

**Please review and update your information for 2023/24 - including this year's new teacher assignment!**

OPT IN to receive the weekly newsletter for school, PTG, district, and community updates. This will be our primary source of communication this year (to reduce clogging up everyone's inboxes and streamline our processes!)

### **Existing users: Here's what you need to do ASAP!**

- Go to [ThoreauPTG.com](https://ThoreauPTG.com)
- Click on the Register/Login button and Login using the same email and password previously created.
- If you have forgotten your password you can click on "I forgot my password" to reset it.
- Click on the [Parent/Family and Student Information form](#) and update as needed.
- Complete the Directory/Publish Preferences - including new student grade/teacher!

### **New Users: If you have not yet registered your account, please join us online!**

\*\*Please note: there could be a 1-3 day delay in directory access as each new account needs to be verified for the security of our community of users!

- Go to [ThoreauPTG.com](https://ThoreauPTG.com)
- Click on the Register/Login button (use the email that received this announcement)
- Select "Create Account" and fill in the name, email, and password information.
- Click "verify my email" and then check your email for a link to complete the process. The link expires in 2 hours. If you do not receive the email, check your spam or junk folders.
- Once you have verified your email address, log back in and finish the registration process:
  1. Complete the Parent/Family and Student Information (including student grade and teacher assignment for 2023/24)
  2. Complete the Directory/Publish Preferences.

\*\*\*Once the Primary Account is set up, the Primary User can "invite" other email addresses to access his/her account. This step allows the Secondary User to have their own login information, but still have access to the family account.

### **Don't forget to download the app on your phone!!!**

Once an account is set-up, you can then download the app to view calendar, directory, website quick links, etc all in one spot ([click here to get more scoop on the app - using filters to easily locate people/class lists and more](#)).

Download the App: [\(apple app store\)](#) [\(google play\)](#)

### **Printed Directories - \$30 (order online before September 30th)**

For those who enjoy the paper directories - we heard you! We are offering printed directories at the same price as prior years. You may, of course, still enjoy the free digital directory access if you opt to purchase! [Submit a form online](#) through the website and complete your payment. Directories are

typically available at the end of October.

**Digital Directory:** Once logged in to the website, here's the [direct link](#) to the directory page. Or use the top menu to navigate to Communications & Community/Directory.

**Questions?** - Please don't hesitate to contact us at [thoreauannouncements@gmail.com](mailto:thoreauannouncements@gmail.com)