

Nathan Hale Elementary School

Student and Family Handbook 2019-2020



There is no magic to achievement. It's really
about hard work, choices, and persistence.

Michelle Obama

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August 19, 2019



Greetings Nathan Hale Families,

We welcome all of you to a new and exciting school year! It is our hope that you have been able to spend great quality time with your families and have enjoyed the unpredictable summer weather.

We would also like to welcome all of our new K1 families and any other students in various grades to the Nathan Hale School.

We are a learning community that is filled with love, joy, patience and understanding. We believe in our students and are eager to pour into them amazing teaching and learning that will carry them throughout their educational journeys to college and career.

We are highly committed to advancing our student's while focusing on our new Superintendent Dr. Brenda Cassellius's initiatives. Dr. Cassellius has devoted her career to ensuring the educational success of all students.

She as well as everyone at the Hale believes that every student should receive an equitable and joyful education that is rooted and grounded in effective teaching and learning and collaborative partnerships.

We look forward to the mission and vision that Dr. Cassellius will bring to our outstanding school district.

It is our expectation that this school year will bring many wonderful and exciting opportunities for our students, and that we will work together for the common good for all who enter our doors.

Enclosed with this letter, you will find very important information that we are providing concerning the following items:

1. Our school's mandatory uniform policy
2. Our school hours and operation schedules
3. The policies and Procedures of the Hale and the school district.

We want you to know that, doors are always open, and we humbly invite you to visit us and our school at any time. We are looking forward to an exciting school year and are eager to see you all.

Warmly,
Romaine Mills-Teque, Principal. Karen Loughran, Director of Data & Culture.

Mission Statement

“We will work to achieve the academic excellence and social development of all of our children.”

Vision Statement

To make every student the heart and soul of the Nathan Hale School. To prepare them to become socially and ethically minded, collaborative lifelong learners.



Hale Student Success Pledge

I believe in myself!
I will work hard today.
I will get smarter in every way.
Helped by my teachers, my family, my friends and
my community,
If I make some mistakes,
I have what it takes,
To keep trying until I succeed.

Important Information

First Day of School

Grades 1-5 September 5, 2019

Grades K1 & K2 September 9, 2019

School Hours of Operation- 8:30am- 3:10pm Monday -Friday
Early Release Days- 8:30am - 1:30pm

Arrival

Students can begin to arrive at school beginning at 8:00am. They should report to the cafeteria and will remain there until 8:15am when teachers will arrive for duty. Students who are enrolled in the Bird Street program will transition into breakfast at 8:00am as well.

K1 & K2 Student Arrival

This school year, there will be a change made to the arrival for Kindergarten students. **If your child will be eating breakfast in the cafeteria, they should report there beginning at 8:00am and will be escorted to their classrooms.**

All other Kindergarten students should plan to arrive at school beginning at 8:15am. They will now enter the school using the main entrance which has been relocated to the left side of the building. Student's should be escorted by their parent up to the Kindergarten hallway to store their belongings and report to their classrooms. Please do not arrive before 8:15am as the teachers will not be on duty.

My Way Cafe' - 8:00am - 8:40am

The Hale School has a full- service cafeteria that provides our students with freshly prepared nutritional foods. Students are given various selections to choose from daily. The breakfast program will begin promptly at 8:00am for all students. **(Students are not allowed into the building prior to 8:00 am)**

They will report directly to the cafeteria on the basement level on the right-side of the building. Mrs. Teque and Mrs. Martinez, our cafeteria manager, will greet and supervise students until teachers arrive for duty at 8:15AM. **Please Do Not Linger.** It is important for the teachers to settle the students and to begin the days routines.

Students will begin filing directly to their classrooms at 8:15am to begin DEAR TIME. (Drop Everything and Read) We ask that you please arrive on time for school so that we can ensure that our teaching and learning begins promptly at the start of the bell at 8:30AM.

The cafeteria will close promptly at 8:45am so that they may begin preparing for the lunch service.



SCHOOL CANCELLATIONS

In the event that the weather is unusually stormy, and you question if school will be in session. Please begin listening to and/or watching any of the major radio and television stations beginning at 5:30 a.m.

The stations will indicate if the Boston Public School system will be closed.

Information can also be obtained by logging onto the Boston Public Schools website at [http:// www.bostonpublicschools.org](http://www.bostonpublicschools.org). You may also be receiving an automated message on your phones from the principal or director to inform you of any school cancellations.



BEFORE & AFTER-SCHOOL THE BIRD STREET COMMUNITY CENTER

We are currently enrolling children from ages 4-13 for the program. The Afterschool program will be housed in the Hale School. Students will file directly to the program at the close of the day.

Before School hours: 7:00am-8:15am with emphasis on homework

After School Program hours are: 3:10pm - 6:30pm with emphasis on homework and two or more of the Enrichments listed below:

* LITERACY * MATH * HEALTH * SCIENCE * DANCE * VISUAL ARTS * MUSIC * FITNESS & RECREATION * CHESS CLUB (Subject to change)

Site Director: Mr. Jonathan Ruff

Vacation week programs are available at designated sites. Hours are 7am - 6pm

FOR MORE INFORMATION, call Bridgette Vickers, SACC Director, @ 617-282-6110

School Uniform Policy



The Nathan Hale School is a mandatory uniform school. This policy was voted into effect by the School Site and Parent Council and will be strictly enforced by all school staff and administration.

This policy is designed to support our students in the efforts of learning to dress for success and to be part of a school community. K1- Fifth Grade students may wear any combination of the standard navy- blue bottoms and dark blue or white collared shirt with the Hale School Logo. Skirts or jumpers may be worn with a white or dark blue collared blouse as well.

Tee shirts and jeans are not considered a part of the school uniform. Tee shirts with any form of writing or advertisement will not be accepted.

Hats, coats, jackets, hoodies, backpacks and pocketbooks may not be worn during school hours and must be placed in student coat areas at the beginning of the school day.

Please DO NOT send students to school in leggings/ jeggings and light-up sneakers. These items are not a part of our school uniform and can caused unnecessary distractions.

Uniforms with the Nathan Hale logo can be purchased at L&M Bargain Store on American Legion Highway in Roslindale Mass.

If a student reports to school without his/her own personal uniform, a call will be placed to the home of the student immediately. You will be asked to bring the student's uniform to the school and/or the student will be asked to change into an office uniform. Please know that there will be consequences instituted when a student is out of uniform.

These may include but, are not limited to the following:

- Student and family will be asked to conference with the principal.
- Student may have a loss of recess for the day.
- Loss of special privileges such as not being able to be permitted to participate in end of the month uniform celebration
- Loss of special privileges.

We will make every effort to work with families in the event of an unforeseen need or occurrence, but we will expect and uphold everyone's participation in the mandatory policies. We thank you in advance for helping our school with our policies.



Students must be in school in order to succeed! Therefore, daily attendance is an important part of not only the Boston Public School's promotion policy but also your students' academic success.

Please refer to the Boston Public Schools Attendance Policy for Parents and Students for more details on attendance. **To report a student absence, please call the school at (617) 635-8205.** If you know that your student will be absent on the next school day, please send a note to the teacher in advance, or send a note with your student when he/she returns to school.

Students who are absent for three or more consecutive days must present a doctor's note upon their return to school. Students who have eight (8) or more unexcused absences within a marking period will not receive grades for that marking period and will be subject to being summoned to court for Truancy and will be placed on an Attendance Intervention Plan.

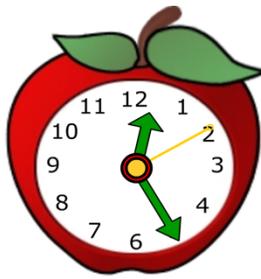
According to the BPS policies, the following events are considered to be excusable absences:

- **Medical (Sick student, a parent, sibling or relative being sick is not considered excusable)**
- **Funeral**
- **Court Dates**
- **Religious Holidays**

Dental and/or Medical Appointments

Please make every effort to schedule all appointments for the early morning hours or for afternoons. Students will receive credit for the day if they leave for an appointment and return to school.

Students who have excessive absences and/or tardiness we will be referred to the Attendance Office for review. All BPS attendance policies will be monitored and enforced.



TARDINESS/LATE ARRIVAL

Promptness is very important! Our learning time is valuable and begins at the opening of every school day.

Students are to be present and in their classrooms by 8:30 A.M. Our attention to time reflects a positive attitude toward our school and is the first step to school achievement.

If a student arrives after the morning filing period 8:15 A.M. to 8:30 A.M., he/she must report to the office with a parent or guardian to be signed in. Tardy students will receive a late pass to their classrooms that will be received and documented by their teacher towards their individual attendance and the BPS promotion policy. (*See Attendance Policy in BPS Handbook*)

ALTERNATE DISMISSAL/EARLY DISMISSAL



We do not encourage late arrivals or early dismissals but, realize that there are times when they become necessary. It is in the best interest of your student(s) to schedule any and all appointments after the school day to maximize the teaching and learning experience.

- **If your student has an appointment and will need to arrive late or leave early, please send a note or call the school in advance of the appointment.**
- **We will not be able to honor or accept any word of mouth requests from students. If there are any changes to their arrival or dismissal, you must submit a note to the classroom teacher or place a call to the main office.**
- **If communication is not received via either of these methods, your student will follow his/her regular dismissal procedures. If you need to call the school to inform us of any changes, please do so prior to 3:00 P.M. as the end of the school day can be very hectic.**

Students that may need to be picked up early must be dismissed no later than 3:00 PM. Students will not be dismissed from their classrooms after this time. Students will be in transition from the last period of the day and multiple calls for student dismissals after this time can cause tremendous disruption and confusion to not only your student's classroom but to the school environment as well.

Please do not take it upon yourselves to go directly to your student's classroom to dismiss them. **Any and all dismissals must be made from the office and students must be signed out in the Early Dismissal Book.**

It is imperative that we have correct dismissal information and that we are allotted the appropriate time to ensure that all communication and messaging has been completed and given to the appropriate parties.

Dismissal changes will be conveyed to the necessary teachers and students beginning at 2:45P.M. via the classroom intercom system.

We thank you in advance for your understanding and patience.

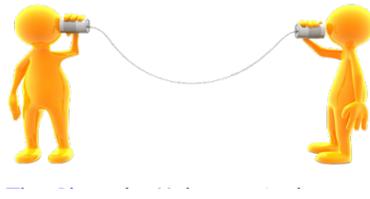


VISITING SCHOOL

We welcome our families and others to visit with us at any time! It is also important that we maintain the safety and well-being of all of our students and staff.

- All visitors should enter the school through the main door to the left of the building
- **Visitors are required to report to the main office to sign in and out.**
- You will receive a **Visitor's Identification Badge**. We ask that you wear the badge throughout your visit to identify yourself to our staff and students.

We also ask that you please remember that teachers will not be available to conference with you during classroom time. You are welcome to schedule an appointment to meet with your student's teacher(s) at a more convenient time.



COMMUNICATION

Effective communication between home and school is critical to student success. We encourage all of our students and families to share their thoughts and concerns with any and all school staff. We also encourage all of our staff to communicate with all our families on a regular basis via phone calls, notes, emails, apps or person-to-person conversations.

We ask that you please check-in with your student(s) daily about any additional information that may be sent home via his/her classroom teacher or the main office via flyer, newsletter or application.

Families may request to meet with their student's classroom teacher at any time. We ask that you contact the teacher or the main office to schedule a time that is not only convenient for you but the classroom teacher as well. There will also be scheduled opportunities for you to meet with your student's teacher(s) for an individual conference.

Please inform the school immediately of any changes to your contact information. We realize that phone numbers and addresses may change, but it is important that you inform the school when they do so. We would like to be able to reach you or a designated person at all times in the event of an emergency or when there is a need to share good news and/or concerns.

WE WANT TO HEAR FROM YOU REGULARLY!





RESTORATIVE JUSTICE

“All students have the potential for moving toward positive behavior choices.” We seek to develop the character and self-esteem of each and every one of our students. The development of self-control depends on the ability to possess and draw upon good social and emotional skills and strategies.

Therefore, student discipline cannot and should not be viewed as a punishment for negative behavior. It is our goal through our School Climate Initiative and our Restorative Justice practices to help students change behavior and make better choices.

The overarching goal is to place value on building relationships and for building a sense of community. In doing so, students must take responsibility for their actions, but, in a less punitive way.

By taking full responsibility for their behavior, students will be able to not only understand how their behavior effects or harms others but, it will allow them to take the necessary steps to correct their behaviors and or actions in the future.

Before a student re-enters a classroom after a major disruption, there must be a conference between the student, principal and teacher prior to his or her return. Students may be asked to take a time out in a “Buddy-Room” for a short period of no more than ten minutes and then be returned to their classroom.

All teachers are asked to develop and implement behavior management systems within their classrooms to address behaviors of concern in addition to building a sense of community and a positive culture. Teachers will inform families of all behavioral expectations for their classrooms.

If there is an incident that occurs that is in direct violation of the BPS Code of Conduct, families will be informed and asked to attend a Disciplinary Hearing with the Principal or program Director.

Any and all disciplinary hearings and/or actions will be addressed on a case-by-case basis. This may include suspension and/or referral to the Counseling and Intervention Center if necessary.

The continued safety of all of our students is extremely important! Please take the time to remind your student(s) of safety behaviors and rules. Students are not allowed to bring drugs weapons, or toys which resemble weapons, to school at any time. (Please refer to the BPS Parents Policy Handbook)



VANDALISM

A clean, safe and welcoming environment is critical to helping our entire community take pride and ownership for our school. Vandalism to our school building and equipment costs money to repair and/or replace. It is our goal to spend any and all monies on helping our students achieve academic excellence. Therefore, if a student willfully destroys school property and/or equipment, they may be required to do one or more of the following:

- **Pay for any and/or all losses or damages.**
- **Participate in community service to restore and give back to our community.**
- **Be held to the BPS Code of Conduct and have disciplinary actions instituted.**

This may include suspension if necessary and/or referral to the Boston Public Schools Counseling and Intervention Center.



CELL PHONES AND ELECTRONIC DEVICES

We recognize that it is important for many of our students to be in communication with their families beyond the regular school day with their personal cell phones.

We also recognize the level of disruption and confusion that the use of cell phones and other electronic devices can cause to the classroom and the school environment.

Under the current BPS Policy Handbook guidelines, students are permitted to bring cell phones to school. They are however not permitted to use cell phones and/or any other electronic devices (I-Pods, game-boys, PSP's etc.,) during the school day.

They may not bring any other electronic devices or toys to share with others as well. (Please refer to the BPS Parent Policy Handbook) **They may not use cell phones or electronic devices to make and/or receive calls at any time during the school day.**

Therefore, please do not call or text your student during the school day. Cell phones can and will be collected and stored at the principal or teacher's discretion.

Personal and or school devices may not be used for gaming or social media purposes during the school day. **If a student is observed using his/her cell phone, or an electronic device or making it visible to others during the school day it will be confiscated and returned at the end of the day or to a parent or adult family member.**

If a student violates this policy two or more times, they will no longer be permitted to bring a cell phone to school. **There will be no exceptions to this policy.** (Please refer to the BPS Parent Policy Handbook if you have any other questions and/or are in need of more information.) Students who violate the BPS Acceptable Use of Technology Policy may be subject to disciplinary action.



LOST AND FOUND

Articles found in, around and outside of the building will be placed in the Lost and Found located beyond the cafeteria doors. Please feel free to search for and claim your student's lost property.

- Please be aware that students may often have items that are similar or exactly alike. It is very helpful to your student and to the school if you would **label your student's belongings** with their names and or initials.

- **Any and all unclaimed articles will be donated to a shelter at the end of every marking period.** Please check with your student daily to make sure he/she has returned home with all of their personal belongings.



TRANSPORTATION

If your student receives bus transportation to and from school, you will receive official information from the transportation department prior to the opening day of school. Please double check the information to make sure it is correct.

Please be aware that the school does not prepare or assign transportation routes. The BPS Transportation Department is responsible for student assignments. We are not able to make any changes to your student's bus assignment at the school. If you are in need of updated information about the location of your bus, please contact the transportation department at (617) 635-9520 or use the mobile device app: **Where's My School Bus?** You can log on at, <http://schoolbus.bostonpublicschools.org/schoolbus>.

Students and families are not allowed to make any changes to their transportation information. The school will work to assist you with any transportation concerns you may have, but we are unable to assign and/or make changes to assignments.

Changes to a student's dismissal transportation will not be made unless your student's classroom teacher has received a written note and/or a call has been placed and recorded by the main office.

Do not give your student an alternate location to board or disembark without clearance from the transportation department and/or the school.

Please remember to be patient when calling the transportation department. **If there is an emergency situation and the transportation department or school cannot be reached, please contact School Police at (617) 635-8000.**

If in the event a student is suspended or expelled from transportation services, it is the responsibility of the parent and/or guardian to transport

the student to school. Students will not be given an excused absence for a bus suspension.

If you are in need of an Alternative Transportation stop through BPS, you must apply online directly to the transportation department and wait to receive a conformation of approval. **DO NOT ASSUME THAT YOUR REQUEST HAS BEEN APPROVED!**

Applications must be complete and meet the following criteria: The requested stop must be on one of the school's regular bus routes. There must be a seat available on the bus.

Parents should be aware that BPS does not guarantee that the request for an alternative stop will be granted. The Transportation Department will process all alternative transportation requests in the order in which they are received.

If your student will be using a **Private Transportation Service**, you must **complete a form in the main office with Mrs. Gerald**. You must also remind the driver that he/she will need to come into the office to present their **Driver's License to be copied for the school's records**.



BUS REGULATIONS

Bus Behavior

The BPS considers the school bus to be “an extension of the classroom.” That means, that, we have the same standards for behavior on the school bus as we do for when a student is in school. For example, students should remain in their seats and not hang out of windows, push or fight with other students, or engage in behaviors that are distracting to the driver.

Students who violate School-Based Rules or the Code of Conduct while on the bus may be disciplined, referred to the Bus Safety Program at the BPS Counseling & Intervention Center, and/or denied transportation.

Only students who have received bus assignments from the BPS Transportation department will be permitted to ride on any bus. (Please refer to the BPS Handbook for Parents and Students)

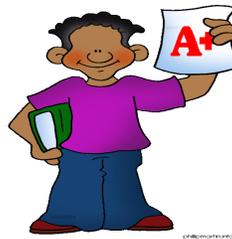
Occasionally, parents may need to request permission to accompany their student on the bus in order to attend a scheduled meeting or to volunteer at the school. We ask that you notify the school in advance of your need so that we may provide a letter granting permission for you to board and ride the bus with your student.

Special Transportation Services

The Boston Public Schools does provide transportation service for students with disabilities in accordance with their Individualized Education Plan (IEP) or Section 504 Plan. Because of these circumstances, some students may receive door-to-door service.

Students may have medical or physical conditions that prevent them from walking to school or to the corner bus stop. These may be rare cases, and the district will sometimes provide door-to-door medical transportation.

In order to be considered for this special service, your student's doctor must complete an Individualized Collaborative Health Plan. You can obtain this form from the school nurse. Please return the form to the nurse, who will determine if your student's medical condition meets eligibility guidelines established by the BPS Medical Director.



CURRICULUM

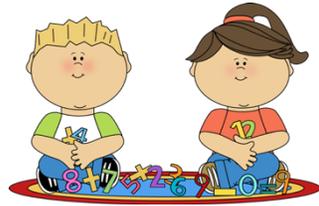
Throughout the school year, students in all grade levels will be using the states Common Core Standards as a guide for learning. Included in this practice will be their use of evidence to support claims and a basis for formulating questions during classroom discussions. This Academic Discourse will also be used across the curriculum and content areas including writing. Students will be provided with the necessary instruction, modeling and practice they need to master all of the grade-level curriculums.



SOCIAL STUDIES

The Hale School seeks to provide our students with opportunities to immerse themselves in thematic-based and standards-based units that will promote student

engagement and build critical background knowledge. **These units of study will be known as Expeditions.** Our students will participate in fieldwork; listen to expert presentations, and research important topics that are aligned to our Common Core Standards.



MATHEMATICS

We seek to continuously provide our students with curriculum and instruction that will meet the standards of the Massachusetts Curriculum Frameworks and provide approaches and lessons that are aligned to the standards.

Therefore, we will continue using the Investigations curriculum along with teacher-designed materials. Teachers will measure student learning throughout the year and monitor their progress. The workshop model is used throughout the grades and content areas and is included in teaching math. Students should be encouraged to recognize and look for mathematical concepts in everything they do and see.



READING

We are asking that all of our students engage in the process of reading and/or being read too for twenty minutes per night. (Kindergarten) We ask that this be done nightly with or without a family member. We will be using Fountas & Pinnell's Guided Reading to instruct all of our students in addition to having them participate in Literature Circles and Book Clubs.

Grades 1-5 should complete a minimum of twenty to thirty minutes of independent reading nightly.

Books will be selected by your student with support from the classroom teacher and sent home for student use. Students are asked to read nightly and to complete a Home Reading Log weekly. **All reading logs must be signed by a parent or guardian and returned to the school**

You can help with this process by:

- Checking with your student to **make sure** that he/she has the nightly homework.
- Informing the teacher and/or school if your student does not have a book to read and/or does not have his/her homework.

- Providing your student(s) with a quiet and comfortable place to read and complete their homework. (Television and all other electronic devices should be turned off)
- Checking with your student for understanding and completion of the work.

WRITING

Students will use the Writer's workshop Model and conferencing to engage in writing using a variety of genres. They will engage in topics such as Biographical, Narrative, Persuasive and Poetry.

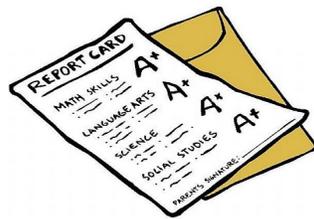


HOMework

Homework should be relevant and an extended practice of a student's daily learning. It should build upon and reflect the work and learning that your student has engaged in the classroom on any given day. It should also have clear and explicit instructions and explanation of the work to be done so that families can support their students in its completion

WEEKLY READING LOG

Every Hale student in grades K-5 will be expected to complete and return a weekly Home Reading Log. This form is to be completed and signed by a parent or guardian nightly.



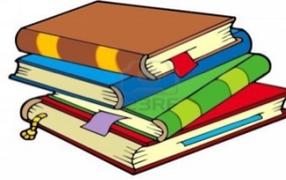
GRADING AND REPORT CARDS

Careful monitoring and assessment of student progress is critical to ensuring your student's academic success.

- Families of students in K1 and K2 will receive a progress report two times per year
- Families of students in grades 1-5 will receive a report card at the end of each of the three semesters.

It is also the BPS Elementary School Policy that all parents and/or guardians of elementary students attend a parent teacher conference each school year. (Please

refer to BPS Policy Handbook) The June report cards will contain your student's final grades for the academic year. They will be distributed at the end of the school year to your student(s).



TEXTBOOKS/ LIBRARY BOOKS.

Many of our textbooks and library books are loaned to students for their use during the school year. They are to be kept clean and free of graffiti or unauthorized markings. We asked that students handle their textbooks carefully and respectfully.

Although we do not have a librarian assigned to our school, our students will borrow books from our library weekly, thanks to our Hale volunteers.

Additionally, due to our economic constraints, it will be difficult for the school to consistently replace damaged or lost books. **Please note that you will be required to pay for any and all lost or damaged books that have been assigned to your student during the school year.**



FIELD TRIPS

Hands-on experiences and personal interactions are essential to helping our students build knowledge in the content areas. In keeping with our state standards, students will be engaged in thematic units of study for extended periods throughout the school year. Therefore, field trips are and will be an essential part of their learning.

Field trips are and should be an extension of student learning and will provide your student with an opportunity to comprehend, explore and build background knowledge.

This year, we will be providing all of our families with a **Year Long Permission Slip** to cover all of the field trips for the year. Families will be notified of any and all trips prior to students travel by their classroom teacher.

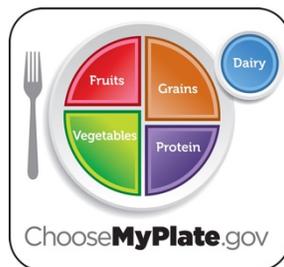
If a student fails to return his/her form, we will make an attempt to contact you by phone to obtain permission. If we are unable to do so, the student will be placed in another classroom for the duration of the field trip. Once his/her class returns, they will be returned to their homeroom.

Students will not be excluded from participation in a field trip as a disciplinary measure unless it is approved by the principal. If a student presents a safety risk for him/herself and/or others, we will require a family member to escort the student as a chaperone for the trip.

If a decision is made to restrict a student's participation on a field trip for safety or behavioral concerns, families will be informed by the classroom teacher and/or the principal.

Families will be given prior notice of the field trip and the circumstances for which there may be a need to restrict a student, and or for a family member to attend as a chaperone.

If a chaperone is unable to be secured, the student will be placed in another classroom for the duration of the field trip. When the class returns, the student will be returned to his or her classroom for the remainder of the day.



HEALTH AND WELLNESS

The health and well-being of all of our students is a constant concern for our school community.

Please keep in mind that we may have students with peanut allergies. Please make every effort to inform the school immediately if your student has an allergy. We also ask that you refrain as much as possible sending in snacks or foods that contain any form of peanuts.

We encourage healthy eating and exercise practices throughout the year for all of our students. We ask that you refrain from sending your student(s) to school with unhealthy foods and/or snacks.

We are fortunate to have a healthy snack program through grant funding to supply our students with healthy fruits and vegetables throughout the school week. In addition to this, students are provided a balanced breakfast and lunch by the My Way Café` .

Students who are in possession of an abundance of unhealthy snacks may be asked to limit their consumption and or have them be confiscated and returned at the end of the school day. Please do not send items to school that require the use of a microwave. Students and lunch monitors will not be permitted to heat food items during the lunch periods. We also ask that no glass items and/or containers be sent in student lunch boxes.

Students are free to bring their own lunches if they are not in favor of the items listed on the school menu and or if they have dietary restrictions or concerns. The Café is able to provide students with any necessary dietary options that they may be in need of. Please remember to inform the school nurse of any allergies and or dietary restrictions your student(s) may have.



Counseling Services

The Social and Emotional care of our students is very important at the Hale. Counseling services will be provided for students and families as recommended or needed.



SAFETY FIRST

Our school crossing guard is assigned to the crosswalk beyond our school adjacent to Lambert Street. Therefore, she cannot monitor our students who may be crossing before or beyond this point. Please remind your student to walk up to the crosswalk and to come directly into the schoolyard.

Parking

Please DO NOT PARK in the bus lanes when dropping off your student(s). The drop lane is located on Lambert Street.

Walkers

- Remind your student to cross only at the crosswalks and to look both ways before crossing.
- Student should enter the building immediately.
- Students should be shown the safest route to school and be reminded of what to do if a stranger ever confronts them.

Bus Students

Once your student arrives on school grounds, he/she will not be allowed to leave for any reason. The continued safety of all of our students is extremely important! Please take the time to remind your student(s) of bus safety behaviors and rules.



Volunteering at Your Student's School

- A CORI check is mandatory. Any person/s who may be interested in volunteering in the school must pass a mandatory CORI Check. You must apply online at www.bostonpublicschools.org

- **Become a classroom parent.** We are looking for volunteers to become Room Parents for all of our grade levels
- **Read to your student's class.** Come in and share your favorite story or activity with your student's classroom.
- **Work on special committees for school-wide events.** (Health and Wellness, Field Day, Family Game Nights, Holiday Celebrations, Graduations).
- **Help with fundraising projects.**
- **Help monitor the school- yard during arrival and recess time.**
- **Chaperone a field trip.**
- **Attend Parent Council meetings and Parent Workshops.**
- **Run for an elected position on the Parent Council.**

Staff Directory

NAME	POSITION	ROOM #	EMAIL ADDRESS
Juana Alfaro	ESL Teacher	207 B	jalfaro@bostonpublicschools.org
Luis Arroyo	Science Teacher	101	larroyo@bostonpublicschools.org
Christine Avila	Kdg 1 Teacher	106	cavila@bostonpublicschools.org
Carla Bolden	Art Teacher	108	cbolden@bostonpublicschools.org

Jamal Bond	P.E. Teacher	Library	jbond@bostonpublicschools.org
Marjorie Bradford	2 nd Grade	102	mbradford@bostonpublicschools.org
Kristina Chery	1 st Grade Teacher	103	kchery@bostonpublicschools.org
Ida Cooper	Lunch Monitor	Cafeteria	lcooper@bostonpublicschools.org
Felicia Dillahunt-Gay	Lunch Monitor	Cafeteria	fdillahutgay@bostonpublicschools.org
Dominique Gilmer	Resource Room	207 A	dgilmer@bostonpublicschools.org
Jonathan Holden	4 th Grade	203	jholden@bostonpublicschools.org
Jennifer Orsini	3 rd Grade	201	jhotchkiss@bostonpublicschools.org
Denise Sonnie	5 th Grade	202	dsonnie@bostonpublicschools.org
Renee Robinson-Gerald	Secretary	Main Office 617 635-8205	Rrobinson-gerald@bostonpublicschools.org
Romaine Mills-Teque	Principal	Main Office 617 635-8206 Cell 617 821-3155	rmillsteque@bostonpublicschools.org
Karen Loughran	Director	Main Office 617 635-8205	Kloughran@bostonpublicschools.org



City of Boston Martin J. Walsh, Mayor

Boston School Committee

Michael Loconto, Chair

Alexandra Oliver-Dávila, Vice-Chair

Dr. Hardin Coleman

Michael O'Neill

Dr. Lorna Rivera

Jeri Robinson

Quoc Tran Boston Public Schools

Dr. Brenda Cassellius, Superintendent September 2019

Non-Discrimination Policy The Boston Public Schools, in accordance with its nondiscrimination policies, does not discriminate in its programs, facilities, or employment or educational opportunities on the basis of race, color, age, criminal record (inquiries only), disability, homelessness, sex/gender, gender identity, religion, national origin, ancestry, sexual orientation, genetics, or military status, and does not tolerate any form of retaliation, or bias-based intimidation, threat, or harassment that demeans individuals' dignity or interferes with their ability to learn or work.

Guide to the Boston Public Schools for Students & Families Our Mission As the birthplace of public education in this nation, the Boston Public Schools is committed to transforming the lives of all children through exemplary teaching in a world-class system of innovative, welcoming schools

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