

Samuel Adams School



Parent and Student Handbook

2018-2019

Message from the Principal

I am proud to be back at the Adams this year as we embark on an exciting year full of joy and learning!

We believe that every child at the Adams should receive the best education possible. School should be a place where they are pushed to achieve their best while coming to school happy and ready to learn. Our teachers and staff will collaboratively meet your child's needs and support you in this amazing journey of education.

Our Mission

We are ready for school.

We are respectful of ourselves and others.

We celebrate our differences.

We are responsible for our learning.

We keep our brains and bodies fit.

We work together.

We try our best.

We are ready for success

School Directory

Ms. Cruz	Principal
Ms. Sestito	Secretary
Ms. Jacobs	Nurse

Teacher	Grade/Room	Paraprofessional
Ms. Boone	K1/ 003	Ms. Alexia
Ms. Katzeva	K1/ 004	Ms. Vasquez

Ms. Hunt/ Ms. D'Earmo	K0-K2 ABA Strand/ 005	Ms. Franzese Ms. Rice
Ms. Jaramillo	K2/006	Ms. Rosado
Ms. Theodosiadou	K2/007	Ms. Rosado
Mr. Kaiser	K2-1 ABA Strand	Mr. Hochman Ms. Anderson
Ms. Brantley	1/ 010	
Ms. Mulhiern	1/ 011	Ms. Flores
Ms. Spring	2/014	
Ms. Vincino	2/015	
Ms. Vincent	2-5 ABA Strand/ 013	Mr. Gonzalez Mr. Felix Ms. Boynton Mr. Petersen
Ms. Perez	3/19	
Ms. Monaghan	3/23	Ms. Torres
Ms. Hussey	3/24	
Ms. Flores	4/20	
Ms. Centeio	4/21	Ms. Yu
Ms. MacGeorge	5/22	

Teacher	Subject/ Role
Ms. McKenzie	Science
Ms. Peters	Drama

Mr. Venizelos	Physical Education
Ms. Callaway	STEM/ Technology
Ms. Kindorf	ABA Strand Specialists
Ms. Murphy	Inclusion Specialist/ ESL Teacher
Ms. Stotts	ESL Teacher
Mr. Turo	ESL Teacher/ Teacher-In-Charge
Ms. Castro-Carbolla	COESS
Ms. Joyce	COESS Assistant
Ms. Benjamin	Speech Therapist
Ms. Martinez-Perez	School Psychologist
Ms. McNiff	Resource Room
Ms. Sheena Wooden	ABA Specialist
Ms. Sonya Black	ABA Specialist
Ms. Sherre Weza	ABA Specialist
Ms. Diana Ms. Maryann Ms. Denisse Ms. Tina	Lunch Teacher Leaders
Ms. Karen Ms. Sally Ms. Naiyma	Lunch Coordinator
Ms. Steele	Super Support

Welcome to the Samuel Adams School! We are looking forward to working with you and your child this school year. We are committed to making this a successful year for everyone in the Adams community. This Parent/ Student Handbook will provide you with specific information about our school. In addition to this booklet, your child will receive an email copy of the **Boston Public Schools Policy Handbook for Parents and Students**, that will provide you with important information about our district. The handbooks should be read carefully and kept readily handy for reference when you have questions. The School Parent Council (SPC) will meet on a regular basis. ALL parents of children at the Adams school are automatically enrolled in the SPC and are **encouraged** to attend meetings. This is a great opportunity for you to voice your opinions, concerns, and comments regarding your child's education.

Office hours: 7:00 am-2:30pm

School Hours: 7:30- 2:10

Breakfast: 7:15-7:30

Instructional Hours

The instructional day for the Adams School is from 7:30 am -2:10 pm. Students should arrive at school between 7:15 and 7:30 am. Students arriving after 7:30 are considered tardy. They must report to the office with the adult who transported them prior to reporting to class.

Dress Code

The Samuel Adams School has a **Mandatory** school uniform policy. Students are asked to wear navy blue shirts with khaki or navy pants or skirts. You can purchase Adams School Patches in the office for \$1. We will also have periodic uniform sales during the year.

Breakfast Procedures

Breakfast begins at 7:15 am and ends at 7:30. Walkers should arrive for breakfast at 7:15 am. Bus riders will always be provided with breakfast if their bus arrives after 7:15 am.

Student Drop Off at the School

All students are to come in the school through the front right side door. K1 and K2 parents may escort their children down to the classrooms until Friday, September 15th. K1 families may escort their children down until Friday, September 29th.

Student Pick Up After School

Walkers and car riders are to be picked up on the front right-hand door no earlier than 2:10. Please be prompt. Do not come too early. Parents are to wait for students by the front door. We often have parents who come early because they are in the area. We will not dismiss a student early unless there is a doctor's appointment or a family emergency. We ask that you bring a note from a physician. The safety and education of your child is a priority. **If you have a change in your dismissal it is essential that you write a note.** (For example, if you do not want your child to take the bus). Teachers cannot allow a child to get on or off of a bus unless there is a note from families.

Early Release of Students

Students may not be released early from school unless the parent or other authorized adult has come to the office to sign them out. Students may not leave early other than for a doctor's appointment or a family emergency. We ask that you make such appointments after school. The teacher may not release any child to someone who is not listed on the emergency care form filed in the office. The nurse will contact parents of students who become ill at school. **PLEASE MAKE SURE THAT YOU ALWAYS HAVE AN UPDATED PHONE NUMBER. PLEASE CALL THE SCHOOL BY 1:00 PM OR SEND A NOTE TO LET US KNOW YOU WILL BE PICKING YOUR CHILD UP EARLY!**

Communication

Communication among administration, teachers, and parents is very important. Parents are encouraged to contact the teacher if they have a question or a comment. The teacher will return the call or set up a conference as soon as possible. For any classroom-based concern, the parent is expected to contact the teacher. Parents should be informed on a regular basis for upcoming projects and activities in school, and the teacher should be informed of any situation at home that may affect a child's school performance.

Procedure for Addressing Concerns

The first step in dealing with classroom, including programs, assignment, homework, student discipline, student disagreements, and concerns specifically related to the classroom, is to make an appointment to meet with the teacher by sending a written note or email.

Should the problem not be resolved, please contact the office, 617-635-8383 or come to the office.

Attendance/ Tardiness

It is the responsibility of the parent to ensure that students arrive at school by 7:30 am. This is the time when the teacher outlines the activities for the day, collects homework and other information needed to adequately prepare for the date. Those students who arrive late to school have missed an important part of the day. Students who are marked absent automatically triggers a call from Boston Public Schools attendance offices. If your child is tardy, please make sure that your child checks into the office to avoid such calls.

Absence Procedures

In order to ensure the safety of students, you are requested to call the school by 7:30 AM every day your child will be absent from school. Any absence from school requires a written note from you or your doctor upon your child's return to school. Please remember that the student must be in school for four instructional hours to be considered in attendance. It is a great concern that each student is accounted for each day. Parental cooperation is greatly appreciated

Emergency Cards

Emergency forms must be filled out and returned at the beginning of the school year. Parents are asked to provide work numbers and at least two local telephone numbers of people who will be responsible for the child when the parent is not available. Remember, this information is for your child safety. **The information will not be released to anyone except your child's teacher.** Please notify the school immediately of any changes on the emergency card.

Field Trips

Prior to any field trip, a note will be sent home describing the trip and explaining any fees involved. This notice includes a permission slip that must be signed by the parent/guardian and returned to the child's teacher. Students will not be allowed to go on a field trip unless a permission slip is signed and returned. Field trips are an extension of the curriculum and all students are expected to participate on the trips. Often there are follow-up lessons that directly relate to the field experience.

Volunteers

Volunteers parents, grandparents, and other family members, and friends are encouraged and welcome to volunteer in the classroom and on field trips. You must complete a CORI and be approved by the BBS in order to chaperone on a field trip. This year the CORI form is online. You can complete the eCORI form online at Bit.ly/bpscori. Ms. Sestito will approve the submission in the ECORI

3. Within 1-3 days your submission will appear in the Volunteer CORI database for your school

All volunteers and visitors must register in the office upon arrival and must where visitors pass well on the school grounds.

No School, Snow Days and Delayed Openings

In case of severe weather conditions, classes will be held unless an announcement has been made on the radio and/or television stating that all Boston Public Schools are closed. Check your local TV or radio for BPS cancellations.

Healthy Snacks

If your child will bring snacks to school, snacks should be healthy in nature. Fruit, vegetables, cheese, yogurt, crackers or water are good choices. We are fortunate to have received a fresh fruit and vegetable grant that will provide a healthy snack to students three times a week.

Home and School Communication

Parent/ Teacher Conferences are held once a year, in the fall. Ongoing communication between home and school is critical to your child's success. Please keep your child's teacher informed of changes that might affect your child's performance.

School Visitation/ Security

We encourage parents to visit their child's classroom and become acquainted with their child's teachers. Contact the office/teacher in advance and upon arrival, you must check into the main office. ALL visiting students and adults are to register in the office upon arrival and must wear a visitor's pass while on school grounds.

Smoking

Smoking is prohibited on school property at all times. (Please see Superintendent's Circular #SHS-18). The Board of Education follows very clear rules about students processing cigarettes or other substances.

Vacations

It is our expectation that families adhere to the district school calendar. Everyday Extended absences may result in discharge from our school; if this happens, parents will need to re-register their students and may not be readmitted to our school.

Medication Policy

In accordance to state law, only the school nurse, another registered nurse employed by the district, or student's parent or legal guardian may administer medication to students in the school. Medication must be delivered to the school nurse by the student's parent or legal guardian.

When medication needs to be given on a trip, arrangements will have to be made to accommodate that child's needs. Please contact the school nurse before the trip.

Immunization

Immunizations are reviewed annually to be sure all student records are up-to-date. The nurse would appreciate your forwarding verification from the physician when any booster is given.

Cell Phones

The use of cell phones for any purpose- including telephone calls, text messaging, listening to music is not permitted during school hours. Cell phones must not be visible during the day. If cell phones are used during the school day we have the following protocols in place:

- First time: Student cell phone will be given to the teacher and returned at the end of the school day.
- Second time: Student cell phone will be given to the principal and will be returned to the parent/ guardian.

★ We are so excited to partner with you during the 2017-2018 school year. We look forward to meeting you! Please do not hesitate to reach out if you have any questions or concerns!

■ Thank you!
■ The Adams Staff