



# Bradley Elementary School

110 Beachview Road  
Boston, MA 02128

## **Family Handbook** School Year 2019-2020

Claire Carney, Principal  
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<http://www.bradleyelementary.com/>

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# BOSTON PUBLIC SCHOOLS



## MANASSAH E. BRADLEY SCHOOL

Claire Carney  
Principal

Dear Families,

Welcome to the 2019-2020 School Year at the Bradley Elementary School. We are honored that you have chosen to work with us as we embark on this journey to support your child as he/she achieves excellence by working in an inclusive and joyful learning community.

At the Bradley we have an incredible staff committed to supporting every child and family in our school. We pride ourselves on rigorous and high-quality learning where students develop critical thinking skills and a sense of what it means to be an active contributor to a larger community. Our goal is to create conditions where Bradley scholars will become courageous and confident decision-makers who are able to bring about change in our school and eventually, in the larger society.

We are preparing our students to become our future leaders, and we are grateful for your partnership as we begin this year's work together. Enclosed you will find resources to help you better understand the community and culture we are building at the Bradley School, as well as ways to reach out to staff members for support or questions. We truly see our families as a critical partner in our work to prepare our students for life, college, and career-readiness.

Thank you in advance for your continued collaboration and support.

With gratitude,

Claire Carney, Principal

## **Staff Information**

| <b>Name</b>   | <b>Title</b>                                  | <b>Email Address</b>                |
|---|---|-------------------------------------|
| <b>SCHOOL LEADERSHIP &amp; OUT OF CLASSROOM SUPPORT</b> |   |                                     |
| Claire Carney   | Principal                                     | ccarney2@bostonpublicschools.org    |
| Michele Markley   | Language Acquisition Team Facilitator (LAT-F) | mdesilva@bostonpublicschools.org    |
| Kathy Venuti  | Secretary                                     | kvenuti@bostonpublicschools.org     |
| Ben Russell   | Instructional Coach                           | brussell@bostonpublicschools.org    |
| <b>SUPPORT STAFF</b>                                    |   |                                     |
| Alexandra Cammarata                                     | School Psychologist                           | acammarata2@bostonpublicschools.org |
| Sue Corvi   | ESL Teacher                                   | scorvi@bostonpublicschools.org      |
| Aimee Galego  | ESL Teacher                                   | agalego@bostonpublicschools.org     |
| Mark Harris   | ESL Teacher                                   | mharris2@bostonpublicschools.org    |
| DariAnn Holland   | Resource Room Teacher                         | dholland@bostonpublicschools.org    |
| Kristen Keane   | Coordinator of Special Education              | kkeane2@bostonpublicschools.org     |
|   | Counselor, Walker Community Counseling        |                                     |
| Kelly McDermott   | Physical Therapist                            | kmcdermott@bostonpublicschools.org  |
| Valerie Barges  | Speech Therapist                              | vbarges@bostonpublicschools.org     |
| Andrea Wasowski   | Bilingual Speech Therapist                    | awasowski@bostonpublicschools.org   |
| Nadine Pellicio   | Occupational Therapist                        | nsouza@bostonpublicschools.org      |
| Danielle Russo  | Nurse   | drusso@bostonpublicschools.org      |
|   |   |                                     |
| Maureen Norton  | K1 Teacher                                    | mnorton2@bostonpublicschools.org    |
| Erin Paronich   | K0/K1 Instructional Aide                      | eparonich@bostonpublicschools.org   |
| Elaine Ventresca  | K1 Instructional Aide                         | eventresca@bostonpublicschools.org  |
| Lauren Wilson   | K0/K1 Teacher                                 | lnorton@bostonpublicschools.org     |
| <b>K2-GRADE 1 TEAM</b>                                  |   |                                     |
| Antionietta Campanaro                                   | Grade 1 Instructional Aide                    | acampanaro@bostonpublicschools.org  |
| Dawn DeModena   | Grade 1 Teacher                               | ddemodena@bostonpublicschools.org   |
| Marlene Forbes  | K2 Instructional Aide                         | mforbes@bostonpublicschools.org     |
| Erin Moran  | K2 Teacher                                    | econnolly2@bostonpublicschools.org  |
| Deicy Sturm   | K2 Teacher                                    | daudon@bostonpublicschools.org      |
| Lynne Woods   | Grade 1 Teacher                               | lwoods@bostonpublicschools.org      |
| Kathi Wyatt   | K2 Instructional Aide                         | kwyatt@bostonpublicschools.org      |
| <b>GRADES 2-3 TEAM</b>                                  |   |                                     |
| Martin Barry  | Grade 3 Teacher                               | mbarry2@bostonpublicschools.org     |
| Stacey Bruno  | Grade 3 Teacher                               | sbruno@bostonpublicschools.org      |
| Renee Elliott   | Grade 2 Instructional Aide                    | relliott3@bostonpublicschools.org   |
| Jennifer Flynn  | Grade 2 Teacher                               | jgillingham@bostonpublicschools.org |
| Ryan Flynn  | Grade 2 Teacher                               | rflynn@bostonpublicschools.org      |
| MaryBeth Williams                                       | Grade 3 Instructional Aide                    | mwilliams3@bostonpublicschools.org  |

| GRADES 4-5 TEAM           |                            |                                      |
|---------------------------|----------------------------|--------------------------------------|
| Carrie Brangiforte        | Grade 5 Instructional Aide | cbrangiforte@bostonpublicschools.org |
| Carrie Fieger             | Grade 4 Teacher            | cfieger@bostonpublicschools.org      |
| Kathy Gover               | Grade 4 Teacher            | kgover@bostonpublicschools.org       |
| Kristin McComb            | Grade 5 Teacher            | kmccomb@bostonpublicschools.org      |
| Naasia Moore              | Grade 4 Teacher            | nabid@bostonpublicschools.org        |
| McKenzie Powers           | Grade 5 Teacher            | mpowers3@bostonpublicschools.org     |
| SPECIALISTS               |                            |                                      |
| Kim DeLuca                | Technology Teacher         | kdeluca@bostonpublicschools.org      |
| Kristen Keane             | Art Teacher                | kkeane2@bostonpublicschools.org      |
| Constantinos Mallios      | Physical Education Teacher | cmallios@bostonpublicschools.org     |
| Timothy Nagaoka           | Japanese Teacher           | tnagaoka@bostonpublicschools.org     |
| Lauren Stauffer           | Movement Teacher           | lstauffer@bostonpublicschools.org    |
| Alyson Wall               | Science Teacher            | awall@bostonpublicschools.org        |
| KITCHEN & CUSTODIAL STAFF |                            |                                      |
| Robert Gillespie          | Head Custodian             |                                      |
| Milvia Herrera            | Cafeteria Manager          | mherrera@bostonpublicschools.org     |
| Donna Joyce               | Lunch Monitor              |                                      |
| Bobbi McDermott           | Lunch Monitor              |                                      |
| Leila Zeggar              | Lunch Monitor              |                                      |
| Deborah Diorio            | Lunch Monitor              |                                      |

# 2019-2020 DISTRICT CALENDAR

Updated  
April 8, 2019

## 2019

- ◆ August 6-7 ..... New Leader Development
- August 13-16 ..... August Leadership Institute
- August 19-21 ..... Teacher Summer Institute
- ◆ August 19 ..... Dever Elem.: New teachers report
- ◆ August 21 ..... Dever Elem.: Returning teachers report
- August 21 ..... Up Academies: Boston, Dorchester, and Holland, all grades – first day of school
- August 22-23 ..... English Learner Summer Symposium
- September 2 ..... Labor Day: No school
- September 3-4 ..... All teachers and paras report
- ▲ September 5 ..... Students in grades 1-12 report, including grade 1 in ELCs and EECs
- ◆ September 9 ..... Kindergarten students report, including EECs, ELCs, and special ed.
- October 14 ..... Columbus Day: No school
- November 11 ..... Veterans' Day: No school
- November 27 ..... Early release for students and staff
- November 28-29 ..... Thanksgiving Recess: No school
- December 23-January 3 ..... Winter Recess: No school

## 2020

- January 2 ..... All teachers and paras PD day
- ▲ January 6 ..... Students return from recess
- January 20 ..... M.L. King Jr. Day: No school
- February 17 ..... Presidents' Day: No school
- February 18-21 ..... February Recess: No school
- ▲ February 24 ..... Students return from recess
- April 10 ..... Good Friday: No school
- April 20 ..... Patriots' Day: No school
- April 21-24 ..... Spring Recess: No school
- ▲ April 27 ..... Students return from recess
- May 25 ..... Memorial Day: No school
- ◆ June 5 (or day 170) ..... Last day for seniors
- June 18 (or day 179) ..... Early release for students
- ▼ June 19 (or day 180) ..... Last day of school if no days are lost due to cancellations, early release for students.
- ▶ June 26 is the 185th day required for calendar purposes.

## Major Religious & Cultural Holidays

### 2019

- Aug. 10 ..... Eid al-Adha
- Sep. 29-Oct. 1 ..... Rosh Hashanah
- Oct. 8-9 ..... Yom Kippur
- Oct. 27-31 ..... Diwali
- Nov. 28 ..... Thanksgiving
- Dec. 22-30 ..... Hanukkah
- Dec. 25 ..... Christmas
- Dec. 26-Jan. 1 ..... Kwanzaa

### 2020

- Jan. 1 ..... New Year's Day
- Jan. 6 ..... Three Kings Day
- Jan. 25 ..... Lunar New Year
- Feb. 26 ..... Ash Wednesday
- Apr. 8-16 ..... Passover
- Apr. 10 ..... Good Friday
- Apr. 12 ..... Easter
- Apr. 19 ..... Orthodox Easter
- Apr. 22 ..... Earth Day
- Apr. 23 ..... Ramadan begins
- May 10 ..... Mother's Day
- May 23 ..... Eid al-Fitr
- June 21 ..... Father's Day
- July 3 ..... Independence Day (observed)

▶ All BPS offices and Welcome Centers closed.

### AUGUST 2019

| S  | M  | T  | W  | Th | F  | S  |
|----|----|----|----|----|----|----|
|    |    |    |    | 1  | 2  | 3  |
| 4  | 5  | 6  | 7  | 8  | 9  | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |

### SEPTEMBER 2019

| S  | M  | T  | W  | Th | F  | S  |
|----|----|----|----|----|----|----|
| 1  | 2  | 3  | 4  | 5  | 6  | 7  |
| 8  | 9  | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 |    |    |    |    |    |

### OCTOBER 2019

| S  | M  | T  | W  | Th | F  | S  |
|----|----|----|----|----|----|----|
|    |    | 1  | 2  | 3  | 4  | 5  |
| 6  | 7  | 8  | 9  | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 |    |    |

### NOVEMBER 2019

| S  | M  | T  | W  | Th | F  | S  |
|----|----|----|----|----|----|----|
|    |    |    |    |    | 1  | 2  |
| 3  | 4  | 5  | 6  | 7  | 8  | 9  |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |

### DECEMBER 2019

| S  | M  | T  | W  | Th | F  | S  |
|----|----|----|----|----|----|----|
| 1  | 2  | 3  | 4  | 5  | 6  | 7  |
| 8  | 9  | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 |    |    |    |    |

### JANUARY 2020

| S  | M  | T  | W  | Th | F  | S  |
|----|----|----|----|----|----|----|
|    |    |    | 1  | 2  | 3  | 4  |
| 5  | 6  | 7  | 8  | 9  | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 |    |

### FEBRUARY 2020

| S  | M  | T  | W  | Th | F  | S  |
|----|----|----|----|----|----|----|
|    |    |    |    |    |    | 1  |
| 2  | 3  | 4  | 5  | 6  | 7  | 8  |
| 9  | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |

### MARCH 2020

| S  | M  | T  | W  | Th | F  | S  |
|----|----|----|----|----|----|----|
| 1  | 2  | 3  | 4  | 5  | 6  | 7  |
| 8  | 9  | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 |    |    |    |    |

### APRIL 2020

| S  | M  | T  | W  | Th | F  | S  |
|----|----|----|----|----|----|----|
|    |    |    | 1  | 2  | 3  | 4  |
| 5  | 6  | 7  | 8  | 9  | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 |    |    |

### MAY 2020

| S  | M  | T  | W  | Th | F  | S  |
|----|----|----|----|----|----|----|
|    |    |    |    |    | 1  | 2  |
| 3  | 4  | 5  | 6  | 7  | 8  | 9  |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |

### JUNE 2020

| S  | M  | T  | W  | Th | F  | S  |
|----|----|----|----|----|----|----|
|    | 1  | 2  | 3  | 4  | 5  | 6  |
| 7  | 8  | 9  | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 |    |    |    |    |

### JULY 2020

| S  | M  | T  | W  | Th | F  | S  |
|----|----|----|----|----|----|----|
|    |    |    | 1  | 2  | 3  | 4  |
| 5  | 6  | 7  | 8  | 9  | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 |    |

▶ Extenuating circumstances and/or inclement weather may necessitate changes to the calendar during the year.

Visit [www.bostonpublicschools.org/calendar](http://www.bostonpublicschools.org/calendar) for current information.

Produced by the Boston Public Schools Communications Office | April 2019

## **Mission & Vision**

**Our Mission** is to provide a safe, motivating, and inquiry-driven learning environment with high expectations for all students.

**Our Vision** is to create a *culture of high achievement for all*, where:

- Students develop a lifelong passion for learning, demonstrating knowledge through a variety of critical thinking tasks;
- Educators, administrators, families, and the community work collaboratively to establish a nurturing and inclusive environment where students become courageous and confident citizens.

**Our School Motto** is “Achieve Excellence for All”.

**Our Guiding Principles are:** Courage, Confidence, and Citizenship

**Our Core Values are BEARS:**

- Present your BEST self
- ENGAGE in learning
- ACT responsibly
- RESPECT everyone
- SAFELY work and play

## **Instructional Focus & Expectations**

**Our Instructional Focus** is that teachers will purposefully select, design, and prepare standards-aligned units of study that intentionally foster instructional dialogue among students. This will be measured through observations using the CLASS tool, as we observe evidence of students demonstrating growth in their oral and written discourse.

### **Instructional Levers<sup>1</sup>**

#### **1. Data Driven Instruction**

During our CPT meetings, we will analyze student data and work and build re-teaching plans. We will also use the Illuminate interim assessments provided by the Boston Public Schools, as well as Fountas and Pinnell Benchmark Reading Assessments, MAP Fluency & Growth, PALS, EVT, end-of-unit assessments, and teacher-created assessments.

#### **2. Observation and Feedback**

Teachers will receive coaching from the principal and meet for one-on-one coaching and feedback sessions. Additionally, we will conduct Instructional Rounds as grade-bands during CPT, allowing us to make commitments as a team for improving our instructional practice.

#### **3. Instructional Planning**

We will plan rigorous, standards-aligned lessons that include clear content and language objectives, multiple access points, modeling, guided practice, and independent practice.

Our instructional leadership team also meets twice a month to support school wide decision making to improve teaching and learning.

#### **4. Professional Development**

We will engage in powerful learning together during PD in August, September, and monthly throughout the year.

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<sup>1</sup> Bambrick-Santoyo, Paul, 1972-. (2012). Leverage leadership : a practical guide to building exceptional schools. San Francisco :Jossey-Bass.



## **General Information**

### **WHO SHOULD I ASK?**

At times, you might have questions about Bradley Elementary School. Below is a quick list of common topics and to whom you should direct your questions.

| <b>Topic</b>   | <b>Contact</b>  |
|--|---|
| Emergency Forms, Medical Forms, Allergies                                      | Nurse Danielle Russo  |
| Uniforms   | See website   |
| My child will be absent or late  | If 2 days or less, send in a note; otherwise, contact the classroom teacher or Ms. Kathy, the secretary |
| I have concerns about my child's social adjustment                             | Your child's teacher or our school-based counselor  |
| My child's IEP or 504 plan (special education)                                 | Kristen Keane, our Coordinator of Special Ed  |
| I have questions about my child's academic progress                            | Your child's teacher  |
| I have questions about school activities (permission slips, field trips, etc.) | Your child's teacher or Ms. Kathy   |
| I have overall concerns  | Mrs. Carney or Mr. Russell  |

### **FAMILY ENGAGEMENT**

One of the keys to success at the Bradley is the strong working relationship between parents, teachers, and students. Parents should feel free to contact their child's teacher or the main office when they have questions or concerns. We are committed to supporting two-way communication where parents and teachers are partners in achieving academic, social, and emotional growth of all students. Throughout the year, the school staff will communicate in a variety of ways, such as: sending home notes through student backpacks, phone calls home, newsletters, and the Bradley Banner.

At the start of the school year, we encourage you to talk with your child's teacher about the best way for you and the teacher to communicate (phone call, text message, e-mail, class Dojo, letter in backpack, etc.). On page 4 of this handbook, all staff members' e-mails addresses can be found for your convenience.

Throughout the school year, there will be a number of opportunities for parents and teachers to get to know one another and to communicate in person about student's progress, such as fall Open House and Parent-Teacher Conferences in the spring. If you cannot attend these events, please let your child's teacher know so that alternative arrangements can be made.

The School Family Council (SFC) brings all parents in the school community together to support the school and advocate for quality education. Every parent or guardian of a BPS student is automatically a member of the School Parent Council. The SFC works closely

with the School Site Council to review the school's budget, recommend programs, sponsor events, solve problems, and raise funds for special school activities.

Some of the activities and functions of the SFC:

- conducts regularly scheduled meetings
- gives parents a chance to voice their opinions on school related issues & concerns regarding children
- organizes fundraisers for the school
- supports, monitors and advocates for the education of the children of the Bradley
- facilitates workshops on various topics of interest to parents
- all parents automatically become members when their child attends the Bradley

The SFC calendar will be sent home at the beginning of the school year. All meetings are held at the Bradley and the first meeting is on **September 11<sup>th</sup> from 9:45-10:15 in the Tech lab.**

## **STUDENT ATTENDANCE**

It is very important for students to be in school and on-time consistently. Our literacy instruction typically begins at the start of the day, and it is also an important time for students to connect with one another and the teacher as they adjust to the learning community.

It is also imperative that your child is in school for the duration of the school day. Early dismissal should only occur in the event of an emergency, and a note should be provided to school administrators to verify and approve the reason for the early dismissal.

Students must bring a note in after each day they are absent. Please ensure that it is in your child's backpack and includes the date of the absence, the reason for the absence, a phone number for the parent or guardian, and the parent or guardian's signature. Teachers closely monitor student attendance and communicate attendance concerns with families and administration.

Unexcused absences include repetitive and chronic absence due to illness or injury. In these cases, for the absence to be excused, the parent must submit a letter from a health care provider verifying that the student was too sick or injured to go to school. Unexcused absences also include family vacation during non-school vacation time, a trip to the homeland extended beyond school vacation, or an extension of a religious or cultural holiday beyond the designated day or days on the school calendar.

Students with four or more unexcused absences will be referred by a teacher or the principal/headmaster to the school's Student Support Team (SST). The SST will review the case and work with the family to develop a plan to help the student improve attendance.

## CODE OF CONDUCT

Each student has the right to the school environment as a means for self-improvement and individual growth. We expect all students will conduct themselves in a manner compatible with the school's function as an educational facility. Conduct and behavior that disrupts the operation of the school, interferes with the rights of others, or damages school or personal property, will result in disciplinary action.

At the Bradley, each student has the opportunity to use the school as a means for self-improvement, as well as individual and character growth. In so doing, s/he is expected to conduct his/her affairs in such a way as to ensure other students have the same opportunities. Of equal importance is the right of school authorities to prescribe and control student conduct consistent with fundamental safeguards and mission of the school.

The full Code of Conduct can be accessed online here:  
**<https://www.bostonpublicschools.org/Page/688>**

## TRANSPORTATION

All families are required to complete a Transportation Form at the start of the school year indicating their child's arrival and dismissal plans. It is the family's responsibility to maintain an updated form in the office as plans change. **In order to ensure the safety of all students, if you are calling to change a child's transportation plan, this must be done before 3:00 PM.** This allows administrative staff to communicate this with the classroom teacher and student and ensure that all students are traveling to the appropriate spot at dismissal.

Parents are encouraged to use the Where's My School Bus app in order to track and follow the location of your child's bus. To use the app, you will need your child's student ID number and his/her birth date. The app can be found online, here,  
**<https://schoolbus.bostonpublicschools.org>**.

Students are expected to follow all school rules while riding the bus. Specific bus rules are outlined in the BPS Guide for Students and Families. The Bradley School takes bus behavior very seriously as it affects the safety of all of our students. Students with repeated behavioral issues on the bus will be suspended from the bus. If problems continue, bus transportation may be denied. Please speak to your child frequently regarding the importance of following bus rules.

If parents have questions about or would like to make changes to their child's school bus arrangements, they should contact the Boston Public Schools Transportation Office at **(617) 635-9520. Please note that transportation is done through this central office and schools do not have input on who receives a bus and/or the punctuality of buses.**

# Policies

## SCHOOL UNIFORMS

The Bradley School emphasizes a spirit of teamwork and collaboration. Research shows that school uniforms remove distractions and allow students to focus on learning. Students are required to wear the Bradley uniform every day. The Bradley uniform consists of a **navy blue, pale blue, or white shirt**. Students may wear bottoms—pants or skirts—of their choosing in **navy blue or khaki**. Please do not send your child to school in flip-flops, as they are dangerous for many school activities including physical education and movement classes.

School uniforms do not need to have the Bradley logo, however, if you would like to purchase at our online store, please visit [tinyurl.com/bradleyuniforms2018](http://tinyurl.com/bradleyuniforms2018). The store is open periodically through the summer and school year.

## ARRIVAL & DISMISSAL

- **School opens at 9:15 AM** and we will begin serving breakfast at that time. It will be served in the Cafetorium for all students, which is accessible through the back doors. All students receive a free breakfast and lunch, but you are welcome to send something else if you prefer.
- **Dismissal and student pickup is at 4:10 P.M.**
- Pick up and drop off for **K0 & K1** is at the top “Stop & Go” surface on Beachview Road to the left of the bus entrance. \*Please note that this is a change from prior years.
- Pick up and drop off for **K2-Grade 5** is in the back schoolyard behind the Bradley which is off of Faywood Avenue. Please note that the back driveway will be closed from 9:00-9:45 AM and from 3:45-4:30 PM to all vehicles to ensure the safety of our students. Parents are not allowed to drop off at the top of the driveway, as it is only used for deliveries and staff parking on those off-peak hours.
- Morning Assembly will begin at **9:25 AM** in the back schoolyard and **instruction begins promptly at 9:30 AM**. The academic day ends at **4:10 PM**.
- All doors to the outside in the back of the school will be shut and locked at 9:30 AM. If you arrive after this time, please bring your child to the main office and sign him/her in the Late Arrivals binder that is located outside the main office.

- In order to ensure the safety of our students and staff, all students must enter the building with a staff member. If your child arrives late, he/she will be escorted to the classroom by a staff member after you have signed him/her in at the main office. Parents and friends are not to walk students who are late to class, as it is often disruptive to the academic environment and compromises the safety of all students by violating our visitor policy.

## **VISITORS**

Safety and security at the Bradley are of the upmost importance. Our visitor policy is designed to ensure staff is fully aware of who is in the building at all times to ensure safety and that classroom instruction is not disrupted. Visitors to the Bradley must sign in at the front office with the school secretary in order to receive a visitor's badge. While in the building, this badge must be worn so that it is visible at all times. Prior to leaving, visitors should sign out in the office and return the badge.

## **BIRTHDAYS**

We will recognize birthdays with a shout out to students within their homeroom. We do not allow food brought into the school to celebrate birthdays. We do encourage families to send in a book for a read aloud or to donate a book to the classroom library in lieu of a food item. This policy is in place in order to ensure the safety of our students with food allergies, and to prevent instructional time from being interrupted.

## **FIELD TRIPS**

During the school year, students will have the opportunity to participate in field trips. Teachers will coordinate the details of the trip and will reach out to families to share information and request support in planning. The school is committed to ensuring that all students are able to participate in field trips and opportunities, however we do ask for a *suggested donation* to fund these trips.

Written permission from parents is required for students to attend field trips. A form called, "Parental Authorization for Day Field Trip" will be sent home prior to a field trip. On this form, parents should fill out the "Authorization & Acknowledgement of Risk" and "Medical Authorization" sections.

All field trips will be supervised by both school staff and parent chaperones. Teachers will reach out to families if the classroom needs chaperones. Some trips only require staff to chaperone. Chaperones must be at least 21 years of age and CORI checked. Please visit: <https://tinyurl.com/BPSCORiform> if you would like to volunteer. In order to ensure that there is equity in opportunity to chaperone, teachers will assign chaperones.

## CLASSROOM ASSIGNMENT

During the school year, teachers will meet with families to discuss a child's academic and social emotional strengths and areas for growth. This information, as well as the needs of the students in the grade will determine how the school identifies homeroom placement for the following school year. We do not accept parent requests for teachers in order to most equitably meet the needs of our students. We attempt to balance our classrooms with students who are English language learners and students with disabilities as well as race, gender, and socio-economic status. We believe that it is within this mix of diverse learners that the most optimal learning takes place. \*

There are three types of classes at the Bradley—General Education, Inclusion, and Advanced Work. The general education class consists of between 22-25 students (depending on grade level) and one teacher. Our English language learners and students with disabilities are integrated into the general education classroom (unless a specific IEP is written for inclusion services). The second type of class is Inclusion. Inclusion services are provided **in** the classroom throughout the day by the classroom teacher rather than by a resource room teacher. We have one Inclusion Classroom at every grade level with 20 students total—15 general education students, 5 students with disabilities, 1 teacher and 1 instructional aide. \*\* Inclusion classrooms also have English language learners and students with disabilities who receive a higher level of support within the classroom, provided by the classroom teacher and/or an additional interventionist or ESL teacher. We believe strongly that our inclusion program provides access to high quality and rigorous instruction for all students. Our Advanced Work program is based on the results of the Terranova test, given in October of Grade 3 and 4. Based on a district calculation of scores and percentiles, students may be invited to be in the Advanced Work classroom. Across the school, the same curriculum is used between the classes at each grade level. Teachers work closely together to plan units of instruction that allow students to develop habits of mind that prepare them for college and career. The difference, however, is in the access points provided for students within the classroom and the number of staff members who are able to support each of the learners.

If you or your child has questions about these classes, please reach out to your child's teacher or to Mrs. Carney or Mr. Russell for clarification and support.

\*The only exception to this is for families of multiples. MA General law states that parents of multiples can choose whether their children stay within the same homeroom.

\*\*K0-K1 Inclusion has 15 students, 9 of whom are general education and 6 of whom have a disability.

# Safety

## **SAFETY DRILLS**

The safety of our students and staff is our number one priority. We have plans in place in the event of an emergency and these plans are communicated to staff. We also follow the Superintendent's Circulars on Fire Safety and Emergency which are located on the Boston Public Schools website.

Each Boston Public School conducts a minimum number of mandatory drills to practice in the event of an emergency. Twice a year, we perform **Safe Mode** (External Threat) and **Internal Threat** drills, where students locate the "Safe Spot" within the classroom or school. We also conduct mandatory quarterly **Fire Drills**. Teachers are educated on these policies and then prepare students with age-appropriate lessons. We also reflect on the success of our drills to improve our systems for communication and execution of the policies.

We ask families to remind children that the purpose of drills is to practice in case of an emergency. The important rule of thumb is to listen to the responsible adult and follow his/her directions for either containment or evacuation. If families have questions about our safety drills, please contact Mrs. Carney, the school principal.

## **ANTI-BULLYING**

The definition of Bullying according to the Massachusetts Department of Elementary and Secondary Education is, "the repeated use by one or more students [aggressor(s)] of a written, verbal or electronic expression or a physical act or gesture or any combination thereof, directed at a target that: (i) causes physical or emotional harm to the target or damage to the target's property; (ii) places the target in reasonable fear of harm to him/herself or of damage to his/her property; (iii) creates a hostile environment at school for the target; (iv) infringes on the rights of the target at school; or (v) materially and substantially disrupts the education process or the orderly operation of a school. For the purposes of requirements related to this law, bullying shall include cyber-bullying. See Section 5 of the legislation for more details on the definition of cyber-bullying and more". For more information visit the Boston Public Schools anti-bullying page: <https://www.bostonpublicschools.org/antibullying>.

At the Bradley we are committed to ensuring that your child feel safe and respected in the school community. We ask you and your child to report instances of bullying to administrators and staff at school. You can either speak directly with the principal or to the classroom teacher. If you would prefer to speak with someone outside the school, please contact the Space and Bullying Prevention Hotline at 617-592-2378 (call or text), staffed 24/7 by trained counselors.

Our teachers have engaged in anti-bullying professional development and follow the Boston Public Schools anti-bullying policy. All staff are implementing a Comprehensive Behavioral Health Model (CBHM) that includes specific curriculum and resources to build community and provide students with the tools they need to be upstanders within our community and to create an inclusive community. Visit <https://cbhmboston.com/> for more information. We use both Second Step and Voices curriculum K0-Grade 5 to support proactive anti-bullying instruction through text, role play, songs, etc. Please reach out to your child's teacher for more information on the implementation and/or content at the specific grade level.

## **Health & Wellness**

### **NURSING SERVICES**

As is the case at most elementary schools in the City of Boston, we have a part time nurse. Danielle Russo, our nurse, spends the mornings at the Guild and the afternoons at the Bradley. In case of emergency she is on call at both locations.

Please deliver any updated physicals, immunizations, diagnoses (allergies, etc.) to the attention of Nurse Russo at the Bradley.

Nurse Russo will meet with your child if he/she is sent to the Nurse's office in order to assess his/her medical needs and provide treatment if necessary. She then makes a reasonable determination based on the information provided and facts (i.e. temperature, severity of nausea, etc.) during the consultation to call home or not. If Nurse Russo is not in the building, students are sent to the office for evaluation. The main office also consults with Nurse Russo if a student needs more assistance than a bandage or an ice pack. If you would like to be called in all instances where your child is seen by Nurse Russo, please call the school to inform her of this decision.

Below are guidelines to help families decide when it is necessary to have a child stay home. If an individual is experiencing any of the following symptoms, the Boston Public Schools asks you to keep your child home for 24 hours after symptoms resolve:

- Fever — Temperature of 100.5 degrees Fahrenheit or higher. Student needs to stay home for 24 hours after his/her temperature has returned to normal without any fever reducing medications, such as Ibuprofen or Acetaminophen.
- Diarrhea — Three or more loose or watery stools in a 24-hour period, especially if the person feels ill. Student or employee should stay home for 24 hours after the last watery stool.



- Vomiting — Two or more times during the last 24-hours, especially if the person feels ill. Student or employee should stay home for 24 hours after the last time he/she vomited.
- Persistent Coughing — Could be caused by many illnesses. Student or employee experiencing persistent coughing should see their primary care provider and stay home until it is resolved.
- Fatigue — Symptoms include lingering tiredness, paleness, lack of appetite, difficult time waking, confusion and irritability. Student or employee should stay home until he/she is well or has been seen by his/her primary care provider.
- Strep Throat or Bacterial Conjunctivitis (Pink Eye) — Illnesses for which primary care providers have diagnosed and prescribed treatment must stay home 24 hours after the first dose of antibiotics.

Please be advised that the Boston Public Schools does not exclude students for head lice. A student with live lice can return to school after receiving the appropriate shampoo treatment. All information about lice and the BPS “no nit policy” will be communicated between Nurse Russo and the parent or guardian.

Please check out <https://bpshealthservices.org/resources/parents/> for more resources.

## **BREAKFAST & LUNCH**

Breakfast and lunch are free to all students in the Boston Public Schools. Here at the Bradley we are piloting “My Way Café” which is a fresh food initiative sponsored by the Shah Foundation. All students may receive homemade breakfast and lunch daily that is cooked in our full kitchen in the Cafetorium. Menus are updated frequently to meet student needs/choices and will be distributed in backpacks monthly.

## **NON-DISCRIMINATION POLICY STATEMENT**

**THE BOSTON PUBLIC SCHOOLS, IN ACCORDANCE WITH ITS NON-DISCRIMINATION AND ZERO TOLERANCE POLICY, DOES NOT DISCRIMINATE IN ITS PROGRAMS, ACTIVITIES, FACILITIES, EMPLOYMENT AND EDUCATIONAL OPPORTUNITIES ON THE BASIS OF RACE, COLOR, AGE, DISABILITY, SEX/GENDER, GENDER IDENTITY, RELIGIOUS BELIEFS, NATIONAL ORIGIN, ANCESTRY, RETALIATION, SEXUAL ORIENTATION, GENETICS OR MILITARY STATUS AND DOES NOT TOLERATE ANY FORM OF INTIMIDATION, THREAT, COERCION AND/OR HARASSMENT THAT INSULTS THE DIGNITY OF OTHERS AND INTERFERES WITH THEIR FREEDOM TO LEARN OR WORK.**