



Boston Teachers Union School
K-8

STUDENT AND FAMILY
HANDBOOK

2017-2018

Boston Teachers Union Pilot School
25 Walk Hill Street
Jamaica Plain, MA 02130
Tel. 617-635-7717
Fax 617-635-6982
www.theunionschool.com

THE BOSTON TEACHERS UNION SCHOOL

Mission Statement

The Boston Teachers Union School seeks to educate students to high standards and help them reach their educational potential and become capable, caring, engaged citizens. We aim to provide all students with a rigorous and wide-ranging liberal arts education in an inclusive, democratic, nurturing and safe environment that welcomes families and capitalizes on the expertise of excellent teachers.

Core Values

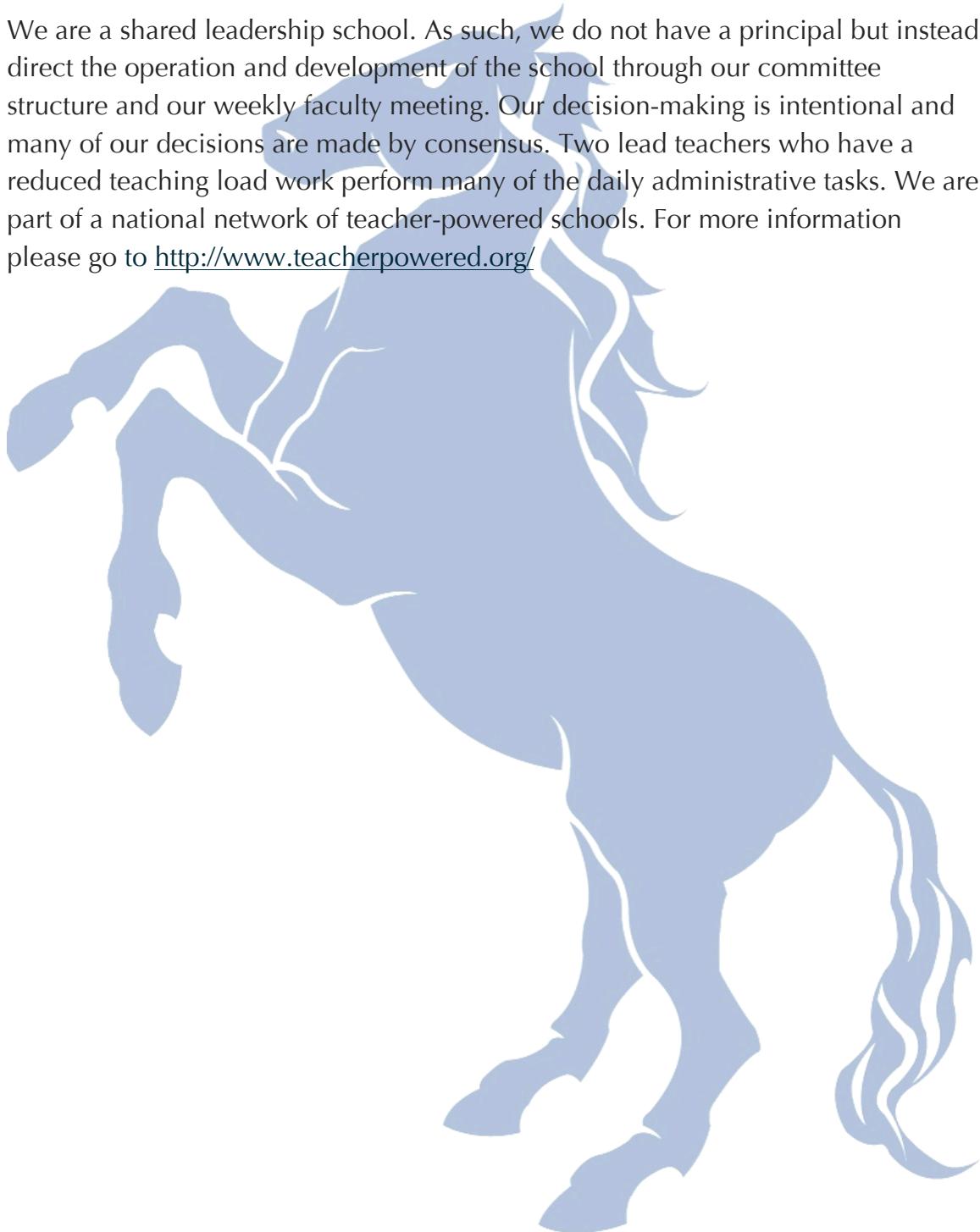
- Provide a rigorous liberal arts education that results in a high level of scholarly achievement for all students
- Create rich learning experience for all children
- Embrace and celebrate human differences
- Share leadership, and build collaborative relationships with faculty, families and students
- Honor teacher knowledge, expertise and professional growth
- Cultivate a caring school community organized around our school-wide norms of: respect, responsibility and rigor

History

In 2005, the Boston Teachers Union and the Boston School Committee negotiated an agreement under which the Boston Teachers Union would open a new, teacher-run school to showcase their commitment to educating Boston's children. Both the Union and the Boston Public Schools were excited about this unprecedented partnership, and worked hard to make it a reality. A committee of educators and union officers met regularly during the 2008-09 school year to plan and design the school. The first lead teachers were hired in February 2009, a partnership with Simmons College was formalized later that spring, and the Boston Teachers Union School opened its doors in September 2009, with 150 students in grades K1-2 and grade 6. By September 2011, we were a full K-8 school with approximately 340 students.

Shared Leadership

We are a shared leadership school. As such, we do not have a principal but instead direct the operation and development of the school through our committee structure and our weekly faculty meeting. Our decision-making is intentional and many of our decisions are made by consensus. Two lead teachers who have a reduced teaching load work perform many of the daily administrative tasks. We are part of a national network of teacher-powered schools. For more information please go to <http://www.teacherpowered.org/>



General School Information

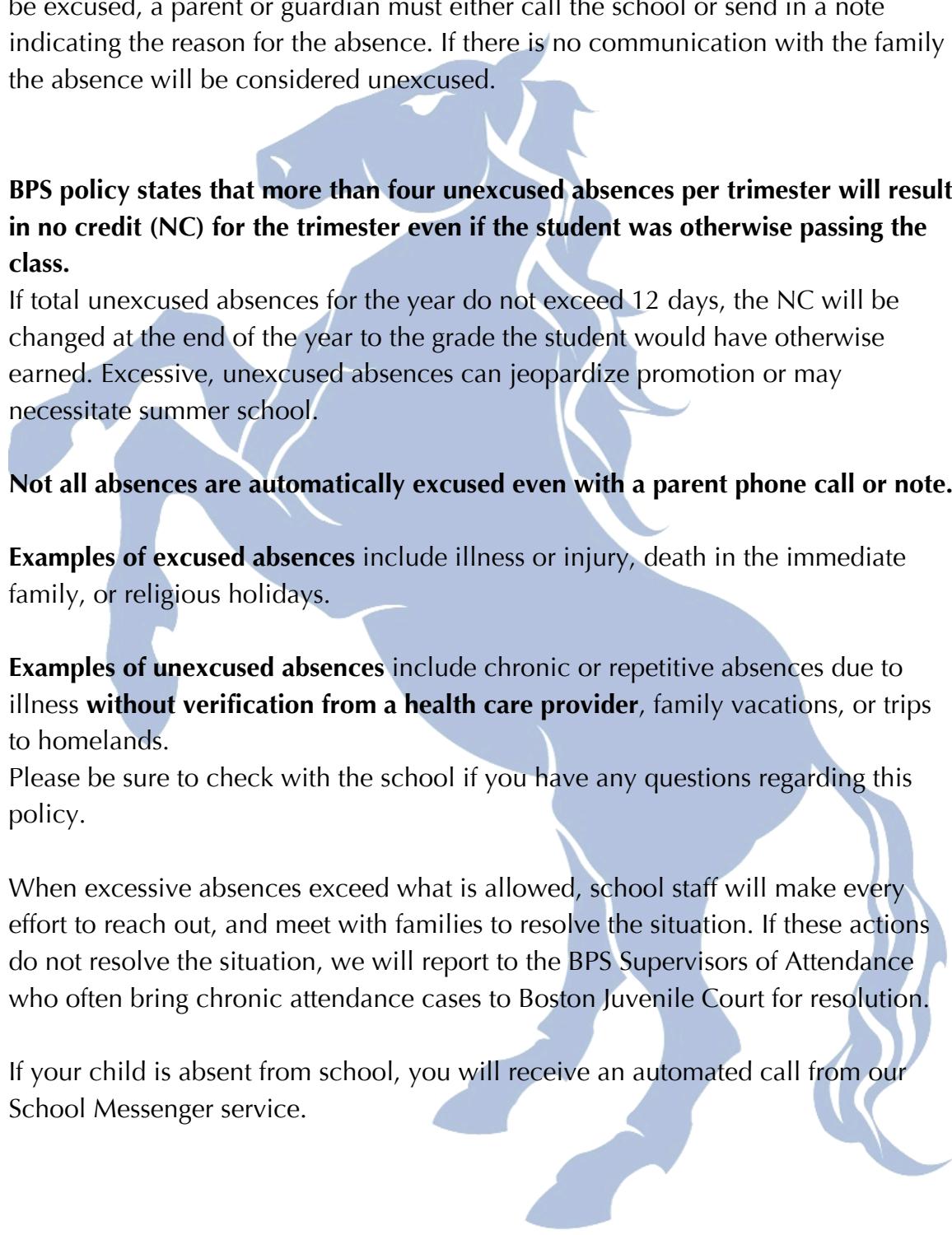
Arrival and Dismissal Procedures

Our school hours are 8:30 AM to 3:00 PM.

- School doors open at 8:15. For safety's sake, please do not drop children at school earlier than 8:15. Students will not be allowed to enter the building before 8:15 unless a specific faculty member has agreed to supervise the individual scholar.
- At 8:15, scholars can enter through the Patten Street auditorium door or the main door on Walk Hill Ave.
- Breakfast will be provided at 8:15 to 8:30 AM for K2-8th grade scholars. K1 scholars eat breakfast in their classroom.
- After 8:30 AM students are late for school and should enter through the front door on Walk Hill Street, sign in and get a late pass from the school secretary before going to class.
- Dismissal is at 3:00 PM. Walkers exit out of the Walk Hill Street door. Families are welcome to enjoy the playground after school but note that teachers are no longer in charge of supervision after dismissal. Please supervise your child.
- Bus students exit through the Patten Street doors. Please remind your child that appropriate and respectful behavior on the bus is essential. Behavior endangering the safety of the scholars on the bus will not be tolerated and may result in suspension from the bus.
- Please send a written note to the homeroom teacher with any changes in afternoon dismissal procedures. If you call the office to make a change, please do so before 2:00pm at the latest.

Attendance Policy

In order for our academic program to be successful, it is absolutely essential that students be present in school on a consistent basis. Excellent attendance and school success go hand in hand. The more often a student is absent—even if the absence is unavoidable—the harder it is for the student to keep up with the class. Students must be in school for at least ½ of the school day to be marked present for the day.



It is very important that if a child is going to be absent that the parent or guardian call the school to inform us and/or send a note the following day. For an absence to be excused, a parent or guardian must either call the school or send in a note indicating the reason for the absence. If there is no communication with the family the absence will be considered unexcused.

BPS policy states that more than four unexcused absences per trimester will result in no credit (NC) for the trimester even if the student was otherwise passing the class.

If total unexcused absences for the year do not exceed 12 days, the NC will be changed at the end of the year to the grade the student would have otherwise earned. Excessive, unexcused absences can jeopardize promotion or may necessitate summer school.

Not all absences are automatically excused even with a parent phone call or note.

Examples of excused absences include illness or injury, death in the immediate family, or religious holidays.

Examples of unexcused absences include chronic or repetitive absences due to illness **without verification from a health care provider**, family vacations, or trips to homelands.

Please be sure to check with the school if you have any questions regarding this policy.

When excessive absences exceed what is allowed, school staff will make every effort to reach out, and meet with families to resolve the situation. If these actions do not resolve the situation, we will report to the BPS Supervisors of Attendance who often bring chronic attendance cases to Boston Juvenile Court for resolution.

If your child is absent from school, you will receive an automated call from our School Messenger service.

Tardiness

Late arrivals disrupt class for all students in the class and therefore should be avoided if possible. Students who are regularly late miss instruction and often struggle with their first period class.

Students late to school should enter through the front door, and then go to the Main Office to sign in and get a late pass, before proceeding to their classroom.

In the case of chronic tardiness, we will reach out to families in an effort to resolve the situation. Chronically late upper school students may be held for after school detention if other attempts to resolve the issue have been unsuccessful.

Early Dismissal Policy

Early dismissals are disruptive and should be avoided whenever possible. Please make every effort to schedule appointments for non-school hours. If an early dismissal is unavoidable, we ask that notification be given as far in advance. In addition, the parent or guardian must sign the student out in the Main Office before removing the student from school grounds.

Families are encouraged to consider the class period start and ending times when determining early dismissal requests. A student must attend school for at least a half-day to be marked present.

School Cancellations

In the event of poor weather conditions such as heavy snow, please check your local television or radio stations for relevant information regarding school cancellation. In addition, BPS sends automated messages re: school closings.

Updated Student Contact Information

PLEASE be sure to complete this important form when you enroll your child at our school and be sure to keep us informed of any changes in terms of phone numbers, addresses, designated adults for pick up etc. THIS IS VERY IMPORTANT!

School Breakfast and Lunch

All Boston Public School students are entitled to receive FREE breakfast and lunch, regardless of family income. Breakfast is served daily from 8:15 am until 8:30 am, with some exceptions for late buses. Lunch times vary according to grade level. Our school is considered a satellite kitchen facility thus meals are delivered daily and are heated before being served. Students are welcome to bring their own lunches from home. We also participate in the Fresh Fruits and Vegetable Program that provides healthy snacks for students, 2- 4 times a week.

Transportation

Students are eligible for transportation if they will live more than:

- * 1 mile from school for K-5 students
- * 1.5 miles from school for Gr 6-8 students.

Bus assignments for K- 6 students are sent out in late August by the BPS Transportation Department. If your child receives school bus transportation, the notice includes the drop off/pick up location and times. To request Alternative Transportation speak with our school secretary or communicate directly with BPS Transportation Department at 617- 635-9520.

Grade 7 and 8 students are not longer provided school bus transportation (except in some special circumstances). These students, if they are eligible for transportation, are provided with a free, all hour, 7 day, MBTA pass.

Students who are not eligible for transportation may request a stored-value MBTA pass at the reduced student rate. Students are required to add funds to these passes. See our school secretary for both types of MBTA passes.

Grade 6 students can opt to receive MBTA service instead of yellow school bus service if desired.

Visitor Policy

All visitors are required to report to the Main Office upon entering the building. Please sign in the office and get a visitor's pass. For security purposes, any visitor who does not report to the office or is found in the building without authorization may be asked to leave immediately.

K1 has an open classroom and welcomes visitors at anytime. K2 - 8th classrooms welcome visitors but ask that you make arrangements with your child's teacher ahead of time.

Building Safety and Security

Ensuring the safety and security of the children entrusted to our care is our first and foremost responsibility. There are a number of basic procedures the school has in order to ensure the safety and security of its students and staff. Cooperation on everyone's part will go a long way in guaranteeing that the business of the school – teaching and learning – can take place.

Closed Campus

Under no circumstances are students to leave the school building without permission. Once students have entered the school in the morning, they may not leave the building before dismissal unless an authorized adult escorts them.

Fire Safety Procedures

Students and staff participate in fire drills quarterly to ensure that the entire school community is familiar with the appropriate response in the event of a fire emergency. Fire extinguishers are placed throughout the building. The Boston Fire Department inspects the building regularly. Additionally, in the event of a medical emergency, there is an AED device in the front hallway of the school.

School Safety (Containment) Procedures

The BTU School has clear and comprehensive school access control protocols in place. We have school safety drills regularly so that, in the case of danger either in the surrounding neighborhood or in our building, we know how to respond to keep our community safe.

Student Searches

In order to maintain the security of all its students, the BTU School, per BPS policy, reserves the right to conduct searches of its students and their property. If searches are conducted, the school will ensure that the privacy of the students is respected and the search is as minimal as is appropriate to the situation. Students and their families will be informed of the circumstances surrounding and results of any search. School cubbies, lockers and desks, which are assigned to students for their use, remain the property of the Boston Teachers Union School and students should, therefore, have no expectation of privacy in these areas.

Cell Phones

While we understand that many families want their children to carry cell phones traveling to and from school, we ask that all student cell phones be turned off and stored safely in book bags before students enter school. Student cell phone use during school hours can be very disruptive and is not allowed unless a teacher gives permission for a specific purpose. Students are responsible for keeping their cell phones safe and out of sight and, while school staff will certainly help locate a lost or stolen cell phone, cell phone security is not our responsibility.

Violation of our cell phone policy will result in the following:

1st offense – cell phone will be confiscated and returned at the end of the school day.

2nd offense – cell phone will be confiscated, returned at the end of the day and family will be contacted.

3rd offense – cell phone will be confiscated and will not be returned to the student. A parent or guardian must pick up the phone.

If there are further violations, the student will not be allowed to have a cell phone in school and will be required to lock their phone up in the office on a daily basis.

Personal Property

It is upsetting both for students and school staff when valuable personal items, such as jewelry, toys, or electronics, are lost or stolen at school. We strongly encourage families to be sure that children do not bring valuable items to school. If such items cause disruption, we reserve the right to take the property away from the student and return it to them at the end of the day. We cannot be responsible for replacing lost or stolen property, or compensating the family for the value of that property.

Also, be sure to check our Lost and Found in the front hallway for any lost coats, sweaters, hats etc. It is amazing how many lost coats we have!

Dress Code

The Boston Teachers Union School does not require a school uniform but requires that student dress be appropriate to a school setting. The following are specific expectations:

- Clothing with inappropriate logos, words and/or graphics is not allowed.
- Clothing that is too tight or revealing, including jeans with excessive tears, is not allowed.
- Hats are not to be worn in school and hoodies should not cover heads during the school day.
- Footwear must be worn at all times.
- Pants should be worn at waist level and underwear should not be visible.
- Skirt lengths should be modest.

The school reserves the right to require a student who we deem inappropriately dressed to call home and have a family member bring more appropriate clothes to school. Likewise, a student may be required to wear a BTU School shirt or sweatpants for the day.

Purchase of BTU School logo shirts, sweatshirts and sweatpants is available in the fall and the spring. Watch for flyers and other communication re: ordering details.

Food/Snacks/Drinks

In an effort to maintain cleanliness in the building, eating is not allowed in classrooms unless a teacher specifically allows it. Gum is not allowed.

Students are allowed to carry water bottles at any time, however, only water is allowed.

CORI/SORI Checks for School Volunteers

Per BPS policy, all school volunteers and field trip chaperones must undergo a CORI/SORI check before participating. CORI is Criminal Offender Record Information and SORI is Sex Offender Record Information. If you think you are likely to volunteer please complete the form included in with the beginning of the year paperwork and return it to the office so we can get you cleared early in the year.

After School Activities

Menino Hyde Park YMCA After School Program

The Menino Hyde Park YMCA provides after school care, on site, for children in K1 through Grade 6. Their mission is to ensure that all children reach their fullest potential through a project-based, active, and intentionally structured curriculum. The program operates Monday through Friday from dismissal at 3:00 until 6:00 PM. Care is also available during all school vacation weeks, snow days and early release days. The Y maintains a 1 to 13 ratio of staff to children. All educators go through extensive background checks and participate in ongoing trainings throughout the year including behavior management, curriculum development, working with Diverse Learners, Teaching STEM (Science, Technology, Engineering and Math). Trainings on medication administration, CPR, First Aid and AED are also provided.

There is a fee for this program. However, through the generosity of YMCA donors, scholarships are available for families who qualify. The YMCA also accepts vouchers and offers state subsidies, when available, for families who are income eligible.

Applications are available in the office. You can also reach out to the Program Director, Jennifer Mowe at jmowe@ymcaboston.org or by phone at 781-752-6737. All of the YMCA programs are licensed through the Department of Education and Care.

Sports

We currently offer boys and girls soccer for Grades 3-8 in the fall and spring in collaboration with America SCORES. We also offer boys and girls basketball for Grade 6-8 in the winter and Ultimate Frisbee in the fall and spring. Our Playworks collaboration supports an intramural volleyball program for grades 3-5, and another girls' basketball season for younger girls. We are looking for opportunities to expand our sports offerings. Please let us know if you have suggestions.

Tutoring

Many teachers offer after school tutoring. Simmons College students as well as some community members also volunteer to tutor our students. Please contact your child's teacher for more information regarding after school tutoring opportunities.

Enrichment Classes

We offer two sessions per year of after school enrichment activities. Activities vary session to session but have included classes in art, gymnastics, yoga, chess, music, ultimate Frisbee, dance, and cooking. The YMCA along with our Simmons AmeriCorps volunteer will be coordinating enrichment/club activities this year. Please look for the Enrichment Class applications. Call the school office if you have not received one. Family members are welcome to suggest or even teach a new enrichment class after school.

School Events

Typically the BTU School has the following evening events for families:

- * Back To School Open House
- * Curriculum Night
- * Pot Luck and performances/exhibition
- * Grade 7 and 8 Portfolio Presentations

Additionally:

Field Day for all grades, Grade 5 Stepping Up Ceremony and Grade 8 Stepping Forward Ceremony are all held at the end of the school year.

(It is school policy that Grade 8 students who have not met the requirements for graduation and must attend summer school, are not eligible to participate in the Stepping Forward ceremony.)

There are numerous publishing parties and other events held throughout the year where families are invited to come to the school and celebrate their child's work.

Be sure to look for our Monthly Newsletter and reach out to your child's teachers for more information.

School Privileges

Students have the opportunity to participate in many special school functions and activities, such as field trips, celebrations, performances, field days, dances, and graduation ceremonies, among others. The hope is that all scholars will be able to attend these activities, as they will have demonstrated the 3 R's – Respect, Responsibility, and Rigor. However, school faculty reserve the right to limit or deny a student's participation if there is concern that, based on recent past experience, the child may potentially engage in unsafe behavior on the trip.

In some instances, students who have exhibited evidence of these behaviors may be allowed to attend special activities provided a one-to -one chaperone can be identified. If this is the case, the teacher will notify a parent or guardian ahead of time letting them know why that decision has been made.

Parents/guardians must read and sign a detailed permission slip for field trips. Every effort will be made to send home permission slips in the scholar's home language. No student will be permitted to take part in a field trip without a signed permission slip. **Telephone calls and text messages are not an acceptable substitute for a signed permission slip.**

Students who fail to return the signed slip or who are not permitted to attend the particular trip will be required to attend school on the day of the trip. All students who are eligible for a trip are expected to attend. Field trips are not optional activities.

Some special school activities are intended to serve as student incentives. For example, special lunches or trips reserved for students who made the Honor Roll, met their reading goals or some other pre-established criteria. These events are by invitation only and only students who have met the expectation will be included.

Student Health Services

We are fortunate to have the services of our full time nurse, Heidi Winston RN FNP, to help keep our scholars safe and healthy.

Emergency Card

Please make sure that your child's insurance, doctor, allergies and all other medical issues are clearly written on the emergency card including phone numbers and addresses. PLEASE INFORM US OF ANY CHANGE IN PHONE NUMBERS OR OTHER IMPORTANT INFORMATION RIGHT AWAY.

Student Health Records

All students are required to have immunizations that are in compliance with the Massachusetts Department of Public Health. However, you may obtain a medical or religious waiver. Failure to meet the required standards for immunization, without a waiver, could result in a child being excluded from school. A yearly physical exam and immunization record on file in the health office allows the nurse to properly care for your child and is greatly appreciated. Please help us keep these records up-to-date. When your child goes for an annual physical exam, please ask the health provider for a copy for the school. If you send the original, we will make a copy and return the original to you. The physical and immunizations may also be faxed.

Procedures for Medications

If your child needs to take prescribed medication during the school day, please send specific instructions from your child's pediatrician or nurse practitioner. The school nurse must administer prescribed medications that need to be administered during school hours. Written parental consent and a doctor's order must be on file. Medication must be in a labeled container obtained from the pharmacy. If the medicine needs to be given to your child at home and at school, ask the pharmacist to divide the medicine into two labeled containers. You can ask your doctor to fax the order and any instructions to the BTU School, Attention: School Nurse, Heidi Winston, RN, FNP

FAX # 617-635-6982. Please feel free to call Heidi regarding any questions.

Confidentiality of Health Records

Many parents are concerned about confidentiality issues and whether sensitive information about health and medications becomes part of the school record. Commonwealth law dictates that a child's health record is extremely confidential.

Health records are kept confidential in the health office separate from school educational records. They are never included in the student's educational record or discussed with teachers and staff without parent and student permission.

Too Sick for School?

When should your child stay home from school? The decision to keep your child home, knowing he/she will miss schoolwork, or to send them to school and potentially heighten their illness or spread the illness to others is often difficult. Here are some guidelines to follow:

COLDS - If your child has a mild cold, but without fever or severe cough, he/she does not need to stay home. However, if symptoms are significant enough to prevent a good night's sleep or otherwise detract from your student's ability to benefit from class, please keep him/her at home. Please use good judgment based on your child's symptoms, level of activity and overall wellbeing.

FEVER – Any child with a temperature of 100 degrees or above must stay home until the temperature is normal for a full 24 hours. Normal temperature is approximately 98.6 degrees without treatment with Tylenol, Advil or other fever relief medication.

DIARRHEA OR VOMITING – Any child with diarrhea or vomiting within the past 24 hours should stay home.

STREP THROAT – Children who are feeling well enough to resume normal activity may return to school after having treatment with antibiotics for 24 hours.

Medical Note for School

If your child has been ill or injured and has been seen in an emergency room; or in a health office, including a dental office, please send in a note from the healthcare provider to the school nurse explaining the condition and any necessary medication or accommodations that might need to be provided at school. For example, a child may need to be excused from physical activity or recess for a period of time.

Notification of illness or injury in School

If a student is ill, significantly hurt or injured during the school day the nurse will make every attempt to call you and a letter will be sent home describing the illness or accident and the care your child received. You may be asked to pick-up your child if necessary.

Emergency Procedures

In the event of a medical emergency, you or other emergency contacts will be called immediately. After evaluation, your child will be transported via ambulance to a hospital accompanied by a staff member. We will keep trying to reach you and a qualified staff member will remain with your child at the hospital until you arrive. Please make sure that the main office has current contact names and phone numbers.

BTU School Positive School Climate Plan

At the Boston Teachers Union School, we strive to create a culture of high achievement where each scholar is known, nurtured, and challenged to grow as a person and a life long learner. As a community we embrace the following values:

- We care about each other and our community.
- We believe that effort is a critical component to achievement.
- We believe that school should be a welcoming and safe space for all.
- We value self-efficacy and perseverance.
- We believe that questions are as important as answers.
- We believe in process as well as product.

Based on these beliefs, our school aspires to the following:

- Meeting the primary social/emotional needs of scholars, and creating the conditions for learning.
- Giving our scholars choices within a clear and familiar structure.
- Providing our scholars with expectations that are clearly defined, taught, modeled, practiced, and reinforced.
- Using our time well.
- Ensuring that teacher/scholar interactions are positive and supportive
- Encouraging students to be fully engaged in their learning and involved in setting their own learning goals.
- Providing responses and feedback to student work in a timely, reflective and consistent manner.

Meeting all scholars where they are and supporting their academic and emotional growth.

Differentiating instructional practices.

Encouraging creativity.

Maximizing learning and creating classrooms that are “home” to scholars.

School Norms

Our school is organized around the **3 Rs – Respect, Responsibility and Rigor.**

Respect: for yourself and others. Treat others the way you want to be treated. Be kind and thoughtful.

Responsibility: for yourself, our school and our community.

Rigor: aim high, think deeply, work hard, and persevere.

As a faculty we have worked together to name the behaviors that reflect Respect, Responsibility and Rigor in all of the various school settings i.e. classrooms, hallways, cafeteria, and throughout. We intentionally teach these expectations to all of our students in September and review them throughout the year.

Our school mascot is the MUSTANG.

BTU MUSTANGS ROCK!

Home School Compact

All parents/guardians, scholars and teachers are asked to commit to and honor our Home School Compact.

Teachers:

I want my students to succeed. Therefore, I will commit to do all of the following:

- Regularly contact families to inform them of their child’s progress and encourage school visits.
- Respectfully listen to students’ opinions and concerns and value what they have to say.
- Encourage, teach and model good literacy, mathematics, content area knowledge, problem solving, communication and study habit skills.
- With positive words and actions, show respect and responsibility.
- Expect my students to do the same and for them to take ownership for their words and actions.
- Agree to follow the school and community rights and responsibilities rules.
- Be available to assist students in their studies.

School Staff:

I want all of our students to succeed. Therefore, I will commit to do all of the following:

- Provide a safe learning environment.
- Respectfully listen to family, student and teacher input.
- Promote an environment where a sense of community prevails.
- Establish an accessible language environment for families, students and staff.
- Encourage home, school and community connections to benefit our students.
- Find the best way for all families to feel welcome at our school.
- Agree to follow the school and community rights and responsibility rules.
- Be respectful of and celebrate our students' cultural diversity.

Parent/Guardian Responsibilities:

I want my child to succeed in school. Therefore, I commit to do the following:

LEARNING

- Be sure my child is well rested and gets to school on time.
- Discuss family, school, local and global news with my child to encourage a deeper understanding of current events.
- Be aware of what my child is being taught, by staying in contact with teachers.
- When possible, participate in school functions, i.e., attend school conferences, etc.
- Agree to follow the school and community rights and responsibility rules.

HOMEWORK

- Set up a schedule for homework to be done in a quiet place.
- Encourage my child's efforts every day.
- Review homework assignments and be available to help when/where needed.

READING

- Encourage my child to read daily, either to me or with me.
- Try to have different reading materials at home (books, newspapers, and magazines).

Student Responsibilities:

I want to succeed in school. Therefore, I commit to do the following:

- Come to school everyday prepared to learn.
- Be respectful of language, culture and identity differences of my peers.
- Take ownership of my words and actions, especially towards others.
- Realize that my positive efforts affect my future.
- Agree to follow the school and community rights and responsibility rules.

Social Emotional Learning

We believe that it is our responsibility to not only teach academics but to provide social emotional learning opportunities to our scholars in an effort to nurture their development as happy, confident, thoughtful young people who are able to build friendships, navigate difficulties and be supportive to their peers.

We use the Open Circle curriculum for our K-Gr 5 students. This curriculum seeks to proactively develop children's social and emotional skills, including recognizing and managing emotions, empathy, positive relationships and problem solving.

<http://www.open-circle.org/>

We use the Second Step curriculum in our Gr 6-8 class meetings, which seeks to teach our young people communication, coping, and decision-making skills that help them navigate common pitfalls such as peer pressure, substance abuse, and bullying.

<http://www.cfchildren.org/second-step/middle-school>

Additionally, through our partnership with Family Service of Greater Boston (which support two full time, onsite, social workers) and our BPS mental health clinicians, we are able to offer social skills groups as well as individual counseling to children who can benefit from these services.

Buddy Classrooms

In an effort to build community and provide positive role model opportunities, each lower school class is paired with an upper school class. Periodically throughout the year, these classes join together for specific activities including buddy reading, and other team building or academic activities.

Spirit Days

Each month a day is designated as Spirit Day. Special activities include Crazy Hat/Crazy Hairs Day, Pajama Day, Mix-Match Day etc. These are simply for fun!

Assemblies

Periodically, classes gather in our auditorium for school assemblies. The topic and content of these assemblies varies.

Student Council

Grades 6-8 students can nominate themselves or a friend for Student Council. The Student Council meets twice monthly. This is an opportunity for student council members to share their thoughts and ideas with school staff and to plan student activities. We value student voice and look forward to the many interesting and wonderful ideas our student leaders offer.

Compliments

The BTU School has a practice of giving compliments to those we appreciate. At various times, students are encouraged in class to think about and compliment those who they appreciate. Compliments are posted on the bulletin board outside the Learning Center. Families are welcome to add their own compliments, if they wish.

Shout Outs

Faculty is asked, on a rotating schedule, to give shout outs to classes, individuals, and groups of students or other. These shout outs are announced via the public address system on Monday mornings and are posted on the Compliment Board.

The BTU School follows the BPS Code of Conduct. The Code can be found here:

<http://www.bostonpublicschools.org/site/Default.aspx?PageID=688>

In addition to the Code, **our School Based Rules** are as follows:

- Dress must be appropriate to school setting and should conform to the school dress code.
- Electronic devices including cell phones are not to be used in school without permission.
- All food must be consumed in the cafeteria unless specific permission is given.
- Physical violence of any kind will not be tolerated.
- Bullying, sexual or verbal harassment (including using racial, ethnic or sexual slurs, profanity or obscene language) will not be tolerated.
- Leaving the school premises or cutting classes is not allowed.
- Disrupting school or classroom activity will not be tolerated.
- Damaging or stealing private property will not be tolerated
- Intentionally violating school computer use policy including engaging in cyber bullying either in or out of school will not be tolerated.
- Bringing illicit materials (tobacco, drugs, alcohol, pornography) to school is forbidden.
- Bringing a weapon to school will result in suspension and possible expulsion.
- Cheating or forgery on school assignments will not be tolerated.

Discipline Procedures

We believe in a progressive, restorative approach to school discipline. The classroom teacher handles most issues. Approaches may vary slightly from class to class but always consist of recognizing and encouraging positive behavior and effort, while also redirecting students who make poor choices. Redirections can include verbal and non-verbal prompts, seat changes, family contact, private conferences, time outs etc.

Our Dean of Students, Marilyn Hernandez, handles discipline issues that are more serious or are detracting from the overall educational experience for other members of the class. Procedures at this level can include student reflection on the incident, conferencing with Dean of Students, family contact, letters of apology, problem solving individually or with classmates, conferencing with teachers, detention, social skill instruction and community service. Disciplinary infractions that rise to the level of Office Referrals are tracked using an online program called Educators Handbook. Suspension, both in house and out of school, is another tool for more serious offenses. In some cases, individual student behavior plans are developed and implemented. Families are, of course, informed if this step is appropriate. The goal of any disciplinary interaction is to resolve the issue and return the student to educational pursuits with a positive state of mind as soon as possible.

Anti Bullying Efforts

As a school, we are committed to providing our students with a safe learning environment free from harassment, bullying, and discrimination. All reports of harassment, bullying or discrimination are taken very seriously and are thoroughly investigated and documented. When reports are substantiated, careful plans are made to ensure that the bullying, discrimination or harassment does not continue and that appropriate educational and disciplinary actions are taken. Further, on a regular basis, our social emotional curriculum addresses these topics in a classroom setting.

Please encourage your child to report any troubling situations to their teacher or to another adult in the building right away. Our Dean of Students, as well as other faculty members, is trained yearly in anti bullying practices.

Family Services of Greater Boston

The BTU School partners with Family Service of Greater Boston (FSGB) to provide individual therapy and groups on site. We have two clinicians from FSGB. Maria Wessman-Conroy provides individual therapy and co-leads Men in the Making groups. These groups focus on the social and emotional needs of boys of color and all boys. Men of color co-lead with Maria and provide mentorship to boys. Abby Houseknecht provides individual therapy, support and resources to families, consultation and support to staff, and girls groups. Maria is on site 4 days a week (every day except Wednesday) and Abby is on site 5 days a week. Anyone is welcome to consult with clinicians about support for students or families. Referral forms for individual therapy are available in the main office and may be filled out by a parent or teacher. Clinicians need either a social security number or insurance information (company and number), preferably both, to begin the process. FSGB will verify insurance and clarify if there will be a copay. Clinicians will then reach out to families to set up a meeting to go through paperwork and discuss concerns. Students can then be seen (usually weekly for 45 min- 1 hour) at school on a schedule that meets the needs of teachers, clinicians, and students. Clinicians work through the summer, so services can continue at the Family Service office (31 Heath Street, Roxbury) year round as needed.

School Report Cards

The BTU School operates on a trimester system for Grade 1- 8 report cards. Report cards are distributed at the end of each marking period. We have three marking periods for 1st-8th grade. Kindergarten scholars receive 2 progress reports a year – one in December and one in June.

In the middle of each marking period, Grade 1-8 teachers send warning notices or progress reports home for students who are in danger of failing.

Likewise, letters are sent home in February to families of any student at risk of not being promoted for the year.

2016-2017 Report Card Schedule

	Fall	Winter	Spring
Marks Close	December 2	March 17	June 16
Distribute Report Cards	Week of December 12	Week of March 27	*Week of June 19 (may be adjusted for snow days)

* Last trimester report cards for Grades 6-8 are mailed home from the central office.

Promotion requirements are available on the Boston Public Schools' website, Superintendent's Circular #CA0-1 or can be found at this link:
<https://drive.google.com/folderview?id=0B3uV5Tndvx1zRIRscDM5cWlSV3c&usp=sharing&tid=0B3uV5Tndvx1zRmUyS1FqazFDcW8>

Grades 1-5 are scored as follows:

4 = Exceeds the standard, 3 = Meets the standard, 2 = Shows some evidence of meeting the standard, 1 = Shows little evidence of meeting the standard

Grade 6-8 are scored as follows:

A= 90-100% , B=80-89%, C=70-79%, F= 0-69%

Please note that we do not give Ds at the BTU School. **The lowest passing grade is 70% or C-.**

ASPEN access

ASPEN is the BPS on line student information system. Families can connect to it through the new online Family Access Portal. Via this portal you can check on your child's attendance and grades. You will receive a letter in the beginning of the year with your personal security code that is needed to set up your account. Please contact the school if you haven't received this letter.

To access the Family Portal, visit <http://sis.mybps.org>.

Family Conferences

Family Conferences are typically held after the first report card is released as well as later in the spring if needed. However, families may request a conference at any time and all efforts will be made to find a convenient time that works for all.

Strive for 25 Reading Program

The BTU School has developed a reading incentive program that encourages students in Grades 1-5 to read for 25 minutes every night and for students in Gr 6-8 to read 25 books per year. Please encourage your child to read every night and fully participate in this program.

Boston Celtics Read to Achieve Program

Students in Grades K2-5 also participate in the Boston Celtics Read to Achieve Program. The NBA Read to Achieve program is designed to help young people develop a life-long love for reading and encourage adults to read regularly with children. Read to Achieve is the most extensive educational outreach initiative in the history of professional sports. The Boston Celtics' Read to Achieve program consists of a variety of events including player appearances, school visits, book drives and the establishment of reading corners and learning centers.



Homework Policy

Homework contributes toward building responsibility, self-discipline and lifelong learning habits. It is the intention of the Boston Teachers' Union School faculty to assign relevant, challenging and meaningful homework assignments that reinforce classroom-learning objectives. Homework provides students with the opportunity to apply information they have learned, complete unfinished class assignments, and develop independence. Homework is modified based on students' individual needs. Please note that K1 does not have homework.

Goals for Homework

- To reinforce classroom instruction
- To develop good work habits, responsibility, self-direction, and organizational skills
- To extend and enrich curricula
- To assess independent work
- To provide parents with an opportunity to become informed about and involved in the scholars' learning

Family Communication

We believe good communication is critical to the well being and growth of our students thus we attempt to communicate often and in different ways. Lower School students have home/school folders that should go home every night. Families should check these folders for school notices and student work. There is a school-wide monthly newsletter sent home with articles about student activities as well as information about upcoming events. All teachers share their email addresses with families. Many classroom teachers produce and distribute their own class newsletters. Other teachers utilize the Remind app to keep families updated. We also utilize the School Messenger automated system to send timely phone calls texts and emails. The Family Council maintains a Facebook page, which families can request to join at <https://www.facebook.com/groups/btuschoolfamilies/>. Likewise, families can check our school website at <http://theunionschool.com/wp/> for announcements, the school calendar and photos. You are always welcome to call the school to set up an appointment to meet with a teacher or other staff person. Once again, we want to emphasize how important it is that the school has updated contact information. Parents and guardians are advised to notify the office of any changes in address, home or emergency telephone numbers, and/or places of employment. This information is of critical importance when we need to contact families especially in the case of injury or sickness.

Student Support/Specialized Services

If my child is struggling, how can you get him/her help? At the BTU School we strive to meet the academic needs of every scholar in the school. This begins with the people who know your scholar best – parents and teachers meeting together and sharing what they know. Teachers at all grade levels engage in ongoing, formative and normative benchmark assessments in oral language, reading, writing and math. These assessments are diagnostic and provide valuable information from which teachers design effective lessons for all learners.

If you are concerned that your child is having difficulty making academic progress the first thing you should do is speak with your child's teacher and see what can be done. If concerns persist you have the right to an evaluation of your child to find out whether s/he has a disability and might be eligible for special services. Contact the school and ask to speak with our Coordinator of Special Education and Student Services (COSESS) for further information.

BTU School Governing Board

As a BPS Pilot School, we have a Governing Board that serves some of the same functions as a School Site Council. Membership includes:

- * Four parent elected by the Family Council
- * Two teachers elected by the faculty as well as the two co lead teachers
- * Two representatives from the Boston Teachers Union
- * Two representative from our partner, Simmons College
- * Four community members

Elections for faculty and family members are held by **October 15 of each year.**

Responsibilities of the Governing Board include:

- * Setting and maintaining the school vision
- * Overseeing strategic planning
- * Budget approval
- * Selection and evaluation of Lead Teachers

Meetings are always open and have been occurring on the second Monday of the month at 6pm. Minutes will be posted on our school website.

Membership for 2015-2016 (Last School Year)

Family members: Carolyn Shannon, Beth Chandler, Anita Davis, Mary Lewis-Pierce

Faculty Members: Erica Welch, Johnny McInnis, Jasmine Acevedo (alternate), Lindsay Chaves and Betsy Drinan

BTU: Michael Maguire (Chair), Eric Berg

Simmons College: Daren Graves

Community: Elaine Fersh (Community Matters)

Family Council

The major work of the Family Council is to build community and support the ongoing work of the school. All families are encouraged to pursue their interests, utilize their skills, make new friends, and help our school be all it can be while accomplishing something tangible for the school. The Family Council welcomes and brings families in the school community together to support the school, advocate for quality education, and promote an environment of understanding and common purpose among families. The Family Council works closely with the school to recommend and support programs, sponsor events, solve problems, and raise funds for special school activities, programs, and/or supplies.

The Family Council meets monthly usually on the second Wednesday of the month. Meetings are always open and all are encouraged to attend. Every parent or guardian of a Boston Teachers Union School scholar is automatically a member of the Family Council. The Family Council selects its own leadership – co-chairs that

plan and facilitate the meetings and act as spoke persons for the Family Council, as well as other officers. Minutes are posted on the school websites.

The following Family Council officers served during 2015-2016. **Elections are completed by October 15 of every year.**

Co-Chairs:

Mary Lewis-Pierce
Erica Lewy

Fundraising Coordinators:

Audrey White
Kelly Gallagher

Other School Policies

Library Policy

The library has a variety of books and resources to enrich your classroom work as well as encourage reading just for fun. They must be kept in good condition and returned when due. Reference books do not leave the library.

- Students must pay for or replace lost or damaged books.
- Students coming to the library must have a pass.
- Students should remember that the library is a place for project work and study.
- A computer area is located in the library; guidelines for student use are posted.

Technology & Internet Policy

Boston Public Schools (BPS) provides a wide array of technology resources for student use. The BTU School dedicates significant resources to ensuring that our students have regular access to high quality technology in a wireless environment. These technology resources are to be used only for educational purposes. The BPS Acceptable Use Policy outlines responsible use and prohibited activities when using all technology resources and electronic devices as defined by school administrators. Every student is expected to follow all of the rules and conditions listed, as well as those given verbally by BPS teachers and administrators, and to demonstrate good citizenship and ethical behavior at all times.

Acceptable Use Policy For Networks, Including The Internet: Student Responsible Use

1. I am responsible for my computer account and e-mail account.

I understand that passwords are private and that I should not share my password with anyone. I understand that I am responsible for all activities done through my account. I will not allow others to use my account name and password, or try to use that of others. I understand that I will be in violation of the law if I attempt to electronically capture another person's password. I understand that it is important to log off the computer at the end of every session so another user cannot use my password.

2. I am responsible for my language.

I will use appropriate language in my e-mail messages, online postings, and other digital communications. I will not use profanity, vulgarities or any other inappropriate language as determined by school administrators.

3. I am responsible for how I treat other people.

I will use e-mail and other means of communications (e.g. blogs, wikis, chat, instant messaging, discussion boards, etc.) responsibly. I will not send or post hate or harassing mail, make discriminatory or derogatory remarks about others, or engage in bullying, harassment, or other antisocial behaviors while in school or out of school.

4. I am responsible for my use of the Boston Public Schools network.

I will use BPS technology resources responsibly. I will not search, retrieve, save, circulate or display hate-based, offensive or sexually explicit material. I will not search, retrieve, save or circulate images or information about weapons using any BPS technology resources unless authorized by school administrator/teacher as part of a school assignment.

5. I am responsible for my conduct on all online sites.

I understand that what I do on social networking websites should not negatively impact the school learning environment and/or my fellow students, teachers and administrators.

6. I am responsible for being honest while I am online.

I understand that masquerading, spoofing, or pretending to be someone else is forbidden. This includes, but is not limited to, sending out e-mail, creating accounts, or posting messages or other online content (e.g. text, images, audio or video) in someone else's name.

7. I am responsible for protecting the security of the Boston Public Schools network.

I will not attempt to bypass security settings or Internet filters, or interfere with the operation of the network by installing illegal software, including file sharing, shareware, or freeware, on school computers.

8. I am responsible for protecting school property.

I understand that vandalism is prohibited. This includes but is not limited to accessing, modifying, or destroying equipment, programs, files, or settings on any computer or technology resource. I understand that I need authorization from a school administrator/teacher to use personal electronic devices that I bring to school, including but not limited to memory storage devices (i.e. USB drives).

9. I am responsible for respecting other people's property online.

I will obey copyright laws. I will not plagiarize or use others' work without proper citation and permission. I will not illegally download materials protected by copyright, including but not limited to music and movies.

10. I am responsible for following school rules whenever I publish anything online.

I will follow all guidelines set forth by the BPS and/or my teachers when publishing schoolwork online (e.g. to a website, blog, wiki, discussion board, podcasting or video server). I understand that it is unsafe to post any personal information about myself, including but not limited to: my name, address, phone number or school. I will not post photos of students with their first and last names on any online site, including but not limited to websites, blogs, wikis, and discussions forums, without the permission of the parent/guardian or student (age 18 and older).

<http://www.bostonpublicschools.org/domain/892>

Community Partnerships

The BTU School partners with many organizations in an effort to expand the opportunities we can offer to the children we serve.

Simmons College Partnership

The goal of this partnership between the Boston Teachers Union School and Simmons College is to collaboratively provide students with a rich and rigorous education and “a foundation in the liberal arts which will prepare them for success in high school, college and beyond.” This joint professional development partnership provides opportunities for teachers from both the school and the college to engage in action based research and self-reflective practice. It serves as an opportunity to develop a school environment that enhances scholars’ learning, teachers’ learning, research and practice.

Through this reciprocal partnership, the Boston Teachers Union School also serves as a learning site for undergraduate and graduate students at Simmons College. Teaching interns, as well as social work, nursing, and library interns are placed at the school to learn from highly qualified professionals at the BTU School and to support our scholars. Daren Graves, Associate Professor of Education at Simmons College, serves as the liaison between Simmons and the BTU.

For the 2016-2017 school year, the partnership has been further enhanced by our inclusion in the Massachusetts Campus Compact, AmeriCorps VISTA program for the third year in a row. A VISTA worker, Zach Ben-Amots is working with the school to further develop and enhance our after school and enrichment partnerships and programming.

Local Universities

The BTU School has student teachers from Brandeis, UMASS, Lesley and Tufts.

Literacy Collaborative

A description of the partnership with Literacy Collaborative is included in the founding documents of the school.

From the Literacy Collaborative website, “Literacy Collaborative is a nationally recognized, comprehensive school literacy model based on the award-winning work by reading experts Irene Fountas and Gay Su Pinnell in collaboration with teachers and university teams at The Ohio State University and Lesley University. Our research-proven whole school literacy improvement model is recognized for helping to increase student achievement,

improve teacher expertise, and build school communities that are *rich in books and words.*"

For additional information see www.literacycollaborative.org.

The Arnold Arboretum of Harvard University

Students in grade K1-5 participate in a Field Study at the Arboretum in the fall and the spring to explore and investigate natural organisms within the Arboretum.

Playworks

A yearly contract with Playworks provides a full-time AmeriCorps volunteer for during and after-school program collaboration and coaching. Playworks takes on the following roles:

- Create a structured, safe and inclusive environment on the playground by coordinating a variety of schoolyard sports and games during recess and lunch
- Work with classroom teachers to reintroduce physical activity into the school curriculum
- Develop and coordinate after school physical activity and academic enhancement programs
- Coordinate interscholastic evening basketball and volleyball leagues
- Implement a youth leadership program, Junior Coaching, which trains grade 3-6 Coaches to led other scholars during recess games and also provides leadership training for the Coaches
- Employ play as a tool for generating more community and family involvement

Andrea Tran is the Playworks Coach for the 2016-2017 school year. This is Andrea's first year at the BTU School.

Apprentice Learning

A partnership between Apprentice Learning and the Boston Teachers Union School began at the start of the 2013-2014 school year. This partnership supports our Grade 8 scholars in exploring and developing skills for the world of work.

From the Apprentice Learning website:

"Apprentice Learning is an educational program for middle-school students that offers exposure to the culture of work through short apprenticeships. Students work alongside adults and gain practical skills and insights needed to be successful in the workplace and in life. Apprenticeships build practical intelligence, critical thinking, and problem solving skills that will help students gain an understanding of the components of a successful work life. This knowledge will improve students' employability, advance their academic interests, and support their transition to high school as well as towards a higher education pathway. Our goal is to inspire

middle school students in urban public schools in Boston to reach into the future by engaging in the wider community for near-term preparation essential to success."

Helen Russell is the Executive Director of the program. This year, Helen and her staff will run three cycles of the program. Grade 8 scholars are excused from afternoon classes once a week for 12 weeks to participate in career exploration workshops, as well as to complete an internship at a local business or institution. In addition to providing internships during the school year, Apprentice Learning guides scholars through other academic and career opportunities throughout the year, including summer internships.

Urban Improv

A new partnership with Urban Improv began at the Boston Teachers Union School during the 2014-2015 school year. Urban Improv works with students in Grades 4-8, as well as with BTU School families and faculty. Each grade level participates in an 8-week cycle and travels off site once a week to participate.

From their website:

"Urban Improv is an interactive program for young people that uses improvisational theater workshops to teach violence prevention, conflict resolution, and decision-making. The program's innovative curriculum helps students deal creatively with major issues in their lives. "

Family Services of Greater Boston (FSGB)

A partnership between the Family Services of Greater Boston and the Boston Teachers Union School began during the 2014-2015 school year. FSGB's offices are located at 31 Heath Street, Boston 02130.

From the Family Services of Greater Boston website:

"Our goal has been the same for the past 179 years: to help families be families. Every day Family Service helps children and families facing life's most difficult challenges. We aim to continue in the tradition of shaping a healthier Boston by developing and supporting programs to meet the needs of city residents confronting the most damaging effects of poverty, discrimination, violence and isolation.

Our mission at Family Service of Greater Boston is to break the cycle of intergenerational family disadvantage. We promote the self sufficiency and well-being of at-risk children, youth and families by providing innovative, culturally competent and integrated social services to help people reach their fullest potential."

BPS's Comprehensive Behavioral Mental Health (CBMH)

The BTU School voted in the Spring of 2014 to partner with the Boston Public Schools Comprehensive Behavioral Mental Health program. The 2016-2017 school year will be the third year of the partnership and will build on the significant work the faculty and staff at the BTU School has already done in terms of building a positive school culture where all students are supported socially, emotionally, and behaviorally. Through this partnership, we will closely examine and enhance our tiered levels of support within the school through appropriate training for the faculty and staff, careful analysis of our scholars' social-emotional, behavioral, and health needs, and targeted interventions for those in need.

From the BPS/CBMH website:

"CBHM promotes positive school climate and social and academic success for all students. It is a comprehensive model that integrates tiered supports and services within a school according to student needs, and recognizes family and community partnerships as an integral part of a school's success."

America SCORES

The BTU School has partnered with America SCORES since 2013. America SCORES offers students in Grades 3-8 the opportunity to join a team to play soccer, learn poetry, develop healthy eating habits, and perform service-learning projects.

Boston Debate League

Starting with the 2016-2017 the BTU School will be partnering with the Boston Debate League. Students in Grades 6-8 can participate.

From the BDL website:

"The Boston Debate League (BDL) is a non profit organization that works in partnership with the Boston Public Schools to support academic debate teams in local middle and high schools and train BPS teachers to use debate as a regular part of their classroom practice. "

Community Music Center

Through the support of an Edvestors grant, the BTU School partners with Community Music Center to provide our students with piano instruction utilizing our electronic piano lab. Community Music Center, located in the South End, has been providing music instruction to Boston young people for over 100 years.

Boston Police Department G.R.E.A.T Program

The BTU School partners with the Boston Police Department to offer our Grade 7 students the G.R.E.A.T. program (Gang Resistance Education and Training). The 13-week program taught by specially trained police officers teaches young people about respecting and having empathy for others, making good choices, and setting positive goals.

YW Boston

The BTU School partnered with YW Boston during the spring of 2016 to offer our Grade 8 students an opportunity to participate in Youth Police Dialogues, a series of facilitated conversations between youth and police providing a safe, structured way for young people to come together, speak openly and build trust.
<http://www.ywboston.org/our-work/our-programs/youthpolice-dialogues/>

Boston Ballet

Established in 1991, Citydance annually provides up to 3,000 third grade students from more than 70 Boston Public Schools with a tuition-free introduction to dance and ballet. Our approach cultivates an appreciation of movement, enhances cultural awareness, and fosters creativity and self-expression through two distinct phases.

PHASE I: Fall for Dance Workshop

PHASE II: Dance Discovery

826 Writing Center

BTU School has partnered with 826 for class trips to their center as well as in the production of a book of Gr 7 memoirs. We are currently exploring the possibility of expanding this partnership by possibly hosting a full time 826 writing center at our school.

From 826's website:

826 Boston is a nonprofit youth writing and publishing organization that empowers traditionally underserved students ages 6-18 to find their voices, tell their stories, and gain communication skills to succeed in school and in life.

Faculty and Staff

Our faculty and staff are a group of dedicated individuals who work together to bring a well-rounded, rigorous education to all children who attend the Boston Teachers Union School.

Administration Team		
Co-Leader Teachers	Lindsay Chaves	lchaves@bostonpublicschools.org
Co-Leader Teachers	Betsy Drinan	edrinan@bostonpublicschools.org
Secretary	Patricia O'Hannision	pohannision@bostonpublicschools.org
Nurse	Heidi Winston	hwinston@bostonpublicschools.org
Dean of Students	Marilyn Hernandez	mherandez@bostonpublicschools.org
Administrative Associate Teacher	Mary Delgado	mdelgado@bostonpublicschools.org
Special Education and ESL		
Coordinator of Student Support and Special Education	May Migitaka	mmigitaka@bostonpublicschools.org
Special Education Resource Teacher	Amanda Smallwood	asmallwood@bostonpublicschools.org
Special Education Resource Teacher	Elise Regan	ecucchi@bostonpublicschools.org
ESL/Special Education Teacher	Christina Duke	cduke@bostonpublicschools.org
ESL/Special Education Teacher	Melissa Lyons	mlyons@bostonpublicschools.org
Social Workers		
Maria Wessman-Conroy		mwessman-conroy@fsgb.org
	Abby Houseknecht	ahouseknecht@fsgb.org
Lower School		
Kindergarten 1	Lesley Strang	lstrang@bostonpublicschools.org
Kindergarten 2	Jerry Pisani	jpisani@bostonpublicschools.org
First Grade	Danladi Bobbitt	dbobbitt@bostonpublicschools.org
Second Grade	Jasmine Acevedo	jacevedo2@bostonpublicschools.org
Third Grade	Taryn Synder	tsnyder@bostonpublicschools.org
3/4	Amy Phi Nguyen	pnguyen4@bostonpublicschools.org
Fourth Grade	Alice McCabe	amccabe@bostonpublicschools.org
4/5	Lara Krepps	lkrepps@bostonpublicschools.org
Fifth Grade	Erica Welch	ewelch2@bostonpublicschools.org
Upper School		
6 th Grade ELA & Social Studies	Richard Schena	rschena@bostonpublicschools.org
6 th Grade Math & Science	Joshua Alexander	jalexander@bostonpublicschools.org
7 th Grade Social Studies	David Weinstein	dweinstein@bostonpublicschools.org

7th & 8th Grade Math	David Weinstein	dweinstein@bostonpublicschools.org
7th & 8th Grade Science	Jessica Tom	jtom@bostonpublicschools.org
7th Grade ELA	Betsy Drinan	edrinan@bostonpublicschools.org
7th Grade ELA	Amanda Smallwood	asmallwood@bostonpublicschools.org
8th Grade ELA and SS	Joy DePalm	jdepalm2@bostonpublicschools.org
Specialists		
Music	Johnny McInnis	jmcinnis@bostonpublicschools.org
Physical Education	Shanika Smart	sewing@bostonpublicschools.org
Art	Laura Davila-Lynch	ldavilalynch@bostonpublicschools.org
Playworks Coach	Andrea Tran	andrea.tran@playworks.org
Associate Teachers		
Kindergarten 1	Gretchen Myers	gmyers@bostonpublicschools.org
Kindergarten 2	Georgina Louis	glouis@bostonpublicschools.org
3/4	Robin Harvey	rharvey@bostonpublicschools.org
4/5	Stephanie Dorsey	sdorsey@bostonpublicschools.org
Library/Instructional	Jennifer Ferent	jferent@bostonpublicschools.org
Other Related Service Providers		
Speech & Language Pathologist	Jim Musmon	jmusmon@bostonpublicschools.org
Occupational Therapist	Bonnie McNinch	bmcninch@bostonpublicschools.org
Psychologist	Anna Banerjea	abanerjea@bostonpublicschools.org
Cafeteria Staff		
Manager	Meliza Santana	msantana2@bostonpublicschools.org
Lunch Monitor	Raquel De Jesus	
Lunch Monitor	Mildred Bonilla	
Custodians	Mike Peruzzi	mperuzzi@bostonpublicschools.org
	Christina Amanza Castillo	



2016-2017 DISTRICT CALENDAR

- August 17-19 New Teacher Institute
 ■ September 5 Labor Day: No school
 ■ September 6-7 All teachers and paras report
 ▲ September 8 Students in grades 1-12 report, including grade 1 in ELCs and EECs:
 ◆ September 12 All kindergarten students report (including EECs, ELCs, and special ed.)
 ■ October 10 Columbus Day (observed): No school
 ■ November 11 Veterans' Day: No school
 ■ November 23 Early release for students and staff
 ■ November 24-25 Thanksgiving Recess: No school
 ■ December 23-January 2 Winter Recess: No school
 ■ January 3 All teachers and paras report
 January 4 Students return from recess
 ■ January 16 M. L. King Jr. Day: No school
 ■ February 20 Presidents' Day: No school
 ■ February 21-24 February Recess: No school
 February 27 Students return from recess
- April 14 Good Friday: No school
 ■ April 17 Patriots' Day: No school
 ■ April 18-21 Spring Recess: No school
 April 24 Students return from recess
 ■ May 29 Memorial Day (observed): No school
 * June 7 Last day for seniors
 ■ June 20 (or day 179) Early release for students
 ▼ June 21 (or day 180) Last day of school: Early release for students
 ► June 21 is the 180th school day, if no days are lost due to cancellations.
 ► June 28 is the 185th day required for calendar purposes.
 ► No graduation program should be scheduled before June 7, 2017.
 ▶ All BPS offices and Welcome Centers closed.

Major Religious & Cultural Holidays

Sept. 11*.....Eid al-Adha	Apr. 11..Passover begins
Oct. 3-4.....Rosh Hashanah	Apr. 14 Good Friday, Orthodox Holy Friday
Oct. 12.....Yom Kippur	Apr. 16 Easter, Orthodox Easter
Oct. 30.....Diwali begins	May 14.....Mother's Day
Nov. 24.....Thanksgiving	Dec. 25.....Christmas
Dec. 25-26.....Hanukkah	Dec. 25-Jan. 1 Ramadan
Dec. 26-Jan. 1Kwanzaa	Jan. 1.....New Year's Day
Jan. 1.....New Year's Day	June 18..... Father's Day
Jan. 6.....Three Kings Day	July 5*..... Eid al-Fitr
Jan. 28.....Lunar New Year	

Observance of Jewish and Islamic holidays begins at sundown of the preceding day. * Estimated

AUGUST 2016

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 2016

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 2016

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

NOVEMBER 2016

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 2016

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 2017

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 2017

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				

MARCH 2017

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 2017

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

JULY 2017

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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

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

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