



# Superintendent's Circular

**School Year 2011-2012**

**NUMBER:**  
SUP-1

**DATE:**  
September 1, 2011

## OPENING OF SCHOOL YEAR 2011-2012

The following outlines the schedule of important dates and activities for the opening of the 2011-2012 school year:

Monday, August 15, 2011

**All Principals / Headmasters report to work.**

Monday, August 15, 2011

**Courier mail service resumes.** See attached chart of mailroom locations for SY11-12. **Please note that even though Clusters do not exist in the reorganization, we will keep this format for mailroom locations only.**

Tuesday, August 16, 2011 - Thursday, August 18, 2011 and August 30, 2011 **PLEASE NOTE CHANGE IN LOCATION**

**Transfer and/or Pick-up of Student Records:** Drop-off and pickup of records for students moving from one school to another (see schedule below). Student records must be sorted and filed accordingly by Tuesday, August 16, 2011, **Hyde Park High School Gymnasium, 655 Metropolitan Avenue, Hyde Park.**

**Contact:** Charles Childress, 635-9037, [cchildress@boston.k12.ma.us](mailto:cchildress@boston.k12.ma.us)

	Records DROP-OFF date/time	Records PICKUP date/time (For all Clusters)
<b>Clusters 1, 2 and 3</b>	Tuesday, August 16 8:00 a.m. – 11:30 a.m.	Wednesday, August 17 12:00 p.m. – 3:30 p.m.
<b>Clusters 5, 7 and 9</b>	Tuesday, August 16 12:00 p.m. – 3:30 p.m.	<b>OR</b>
<b>Clusters 6, 8 and 10</b>	Wednesday, August 17 8:00 a.m. – 11:30 a.m.	Thursday, August 18 8:00 a.m. – 3:30 p.m.
		<b>OR</b>
		Tuesday, August 30 8:00 a.m. – 3:30 p.m.

Monday, August 22 2011 - Friday, September 16, 2011

**Back-to-School Parent Hotline is open: 617-635-9046.** Hours: August 22 – September 2, weekdays, 8:30 a.m. – 5:00 p.m.; September 6 - September 16, weekdays, 8:00 a.m. – 6:00 p.m.

**Contact:** Maureen Lumley, 635-6995, [mlumley@boston.k12.ma.us](mailto:mlumley@boston.k12.ma.us)

Tuesday, August 23, 2011 - Wednesday, August 24, 2011

**School Secretaries Institute,** Madison Park High School, Cardinal Hall (Lower Cafeteria), 75 Malcolm X Blvd., Roxbury, 8:00 a.m. - 3:00 p.m..

**Contact:** Lauren McLean Britt, 635-9646, [lmcleanbritt@boston.k12.ma.us](mailto:lmcleanbritt@boston.k12.ma.us).

Tuesday, August 23, 2011 - Wednesday, August 24, 2011

**August Principal Institute,** Bunker Hill Community College, 250 New Rutherford Avenue, Boston, 9:00 a.m. - 5:00 p.m.

**Contact:** Ross Wilson, [rwilson@boston.k12.ma.us](mailto:rwilson@boston.k12.ma.us) .

Tuesday, August 23, 2011 - Thursday, August 25, 2011

**Orientation and workshops for teachers new to the school system** (mandatory): 8:00 a.m. – 3:30 p.m.; Bunker Hill Community College, 250 New Rutherford Avenue, Boston.

**Contact:** Lesley Ryan Miller, 635-9241, [lryan2@boston.k12.ma.us](mailto:lryan2@boston.k12.ma.us)

Friday, August 26, 2011

**Court Street Open House for Principals and Headmasters** - 8:00 a.m. - 12:00 noon, 26 Court Street, Boston.

**Contact:** Communications, 635-9265

Thursday, September 1, 2011

Deadline for Principals/Headmasters to submit a date for their School Parent Council Executive Committee Elections to the Office of Family and Student Engagement.

**Contact:** Family & Student Engagement, 635-7750. Please ask to speak to an Engagement Facilitator.

Monday, September 5, 2011

**Labor Day:** BPS offices are closed.

Tuesday, September 6, 2011

**All teachers, administrators, paraprofessionals and other staff report to school.** The first 30 minutes of this day are dedicated to activities designed by the Principal or Headmaster. For the remainder of the day, teachers prepare classrooms for school opening.

Wednesday, September 7, 2011

**All teachers, administrators, paraprofessionals and other staff report to school.** The first 30 minutes of this day are dedicated to activities at the discretion of the union building representative. The remainder of the day is devoted to professional development activities designed by the Principal or Headmaster, including (a) teaching and learning issues, particularly about closing the achievement gap and (b) specific policies and procedures outlined at the end of this circular.

Thursday, September 8, 2011

**FIRST DAY OF SCHOOL: All students in Grades 1 – 12 report to school,** including Grade 1 students in EECs and ELCs. Full day of school; breakfast and lunch will be served in all schools. Lunch monitors and Chapter 766 clerks report.

Monday, September 12, 2011

**Kindergarten classes begin** in all elementary schools, EECs and ELCs.

Monday, September 12, 2011

**Special education early childhood classes begin.**

Friday, September 16, 2011

The **Code of Conduct**, (formerly the Code of Discipline), **School-Based Rules, Promotion Policy and School Attendance Policy** should be discussed with all students on or before this date. The *Guide to Boston Public Schools for Families and Students* and copies of the School-Based Rules should be sent home for review and for parent signature by this date. Students reporting for the first time after this date must also receive a copy and explanation of these policies and must return the parental signature page.

Friday, September 23, 2011

**Deadline for all students to return the completed parent signature pages of the *Guide to Boston Public Schools for Families and Students***, which includes sign-offs on the Code of Conduct (formerly the Code of Discipline), the Promotion Policy, the Internet Acceptable Use Policy, Release of Information, Residency, and other important agreements. Principals/Headmasters and homeroom teachers must follow-up on the return of these signature pages. The signed copies must be kept on file in the main office or in the homeroom, as determined by the Principal or Headmaster. These signature pages should be on file by Friday, September 23, 2011, or as soon as possible for students who report after this date.

**Friday, September 30, 2011**

Deadline for School Safety Contingency plans to be updated. Please refer to Superintendent Circular FSE-01 School Safety Contingency Plans.

Friday, September 30, 2011

**Every Principal and Headmaster must send to the Office of Legal Advisor (fax: 635-9327) lists of students whose parents opt not to release student directory information (K-12) or student contact information (high school) for military and higher education recruiters. Legal Advisor: 635-9320.**

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### **Meetings for School Staff – Wednesday, September 7, 2011**

Headmasters/Principals are directed to make detailed preparations during the month of August in order to prepare for the staff development time on Wednesday, September 7, 2011. It is recommended that you review your training plans with your Academic Superintendent or their Designee by Friday, August 26, 2011. The first 30 minutes of this day are dedicated to activities at the discretion of the union building representative, with the remainder of the day dedicated to professional development activities designed by the Principal/Headmaster.

The agenda for the training must include the following activities:

1. Review the **District Goals for the Year** and other relevant information from the **June Institute for Principals and Headmasters**.
2. Review the **Whole School Improvement Plan (WSIP)**. As a follow-up to the June Institute, Principals and Headmasters should set aside part of this professional day to review the school's strategy for whole school improvement, including a review of the school's WSIP, professional development plan, transition services, literacy and math standards, the use of coaches to support the WSIP, and any new curriculum or instructional materials.
3. Distribute the *Guide to Boston Public Schools for Families and Students*, and review of important **district and school policies**, including:
  - a. **Promotion Policy:** Staff should be prepared to inform every student in every grade about the requirements for promotion or graduation. This information must include subject/classroom requirements, attendance requirements and other requirements for the grade.
  - b. **Attendance Policy:** Students and families must have a clear understanding of the expectation that students must be in school on time every day in order to ensure academic success. In addition to the policy itself, staff should be familiar with procedures for taking, reporting and monitoring attendance. Staff should receive a list of students with chronic attendance problems in SY2011-2012 and identify strategies for working with students and families to improve attendance, beginning with one-on-one counseling with the homeroom teacher or other staff within the first week of school.

**Please also update your staff on the School Committee policy (approved May 24, 2006 and modified on June 6, 2007) prohibiting the use of lockouts. School Site Councils are directed to devise alternative consequences for tardiness and incentives for on-time arrivals. The Superintendent's Circular on Attendance and Punctuality Policies (ACA-18, ACA-18A and ACA-18B) has guidelines on compliance with the new policy.**

- c. **Code of Conduct (formerly the Code of Discipline) and School-Based Rules:** All rules governing student behavior must be explained and clearly understood by staff and by every student. The Code of Conduct (formerly the Code of Discipline) and School-Based Rules and their sanctions must be explained, and procedures for implementing the Code should be discussed with staff. The Code must be available in the school office for reference purposes of parents and students. Additionally, School-Based Rules must be posted in a conspicuous place in each classroom as well as in the school office. All teachers should post their classroom rules and discuss them with their students.

Additional BPS policies to be distributed and reviewed:

- d. **New Teacher Support:** Discuss the roles of the New Teacher Developers for novice teachers and the development of systems to support new, novice teachers.
- e. **Non-Discrimination and Zero Tolerance Policy**
- f. **Child Abuse and Neglect Policy**
- g. **Physical Restraint Policy**
- h. **Performance Evaluation Procedures**
- i. **School Safety Contingency Plan**

For more information about this circular, contact:

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Carol R. Johnson, Superintendent

**Boston Public Schools  
Mailrooms  
SY2011-2012**

<b>CLUSTER</b>	<b>MAILROOM LOCATION</b>
1	Charlestown High School 240 Medford St. Charlestown, MA 02129
2	Orchard Gardens K-8 School 906 Albany St. Roxbury, MA 02119
3	Dever Elementary School 325 Mt. Vernon St. Dorchester, MA 02125
5	Edison K-8 School 60 Glenmont Road Brighton, MA 02135
6	Barron Building 515 Hyde Park Ave. Roslindale, MA 02131
7	Marshall Elementary School 35 Westville Street Dorchester, MA 02124
8	Barron Building 515 Hyde Park Ave. Roslindale, MA 02131
9	Young Achievers K-8 School 20 Outlook Road Mattapan, MA 02126
10	Mildred Avenue K-8 School 5 Mildred Ave. Mattapan, MA 02126