

# Charles Sumner Elementary School Family Handbook

*(v. draft 2.0)*

A Guide for Families, Faculty & Staff



Charles Sumner Elementary School  
15 Basile Street  
Roslindale, MA 02368

Phone: 617-635-8131  
Fax: 617-635-8136

[www.bostonpublicschools.org/sumner](http://www.bostonpublicschools.org/sumner)

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## Contact & Information for Sumner

### **Charles Sumner Elementary School Contact Information**

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### **Main Office**

Principal	Meghan Welch
Assistant Principal	Edward Barrios
Secretary	Cynthia Walker-Wiggins
Coordinator of Special Education (SESS Coordinator)	Crystal Campbell
ETF Secretary	Maria Keville
Full-Time School Nurse	Cristina Ellis
Family & Community Engagement Coordinator	Jeannette Pizarro

For an up-to-date list and contact information for all faculty and staff see the school website at:  
<https://www.bostonpublicschools.org/Page/7801>

### **Who to contact for what?**

<b>Questions/Information</b>	<b>Secretary</b>	<b>Teacher</b>	<b>Vice Principal</b>	<b>Principal</b>
Home Sick/Attendance	X			
Pick up or Drop off changes for day	X			
Homework Questions		X		
Reporting Incident			X	
Classroom Behavior		X		
Bus Behavior			X	
Lunch/Recess			X	
Instruction/Curriculum				X
In-school Fundraising	X			
Site Council				X
Dismissal/absence				X

This above list is not all-inclusive. Please contact the school Secretary if you have any questions.

### ***Stay Up to Date & Connect With the Sumner***

The Sumner School website and email are valuable tools that provide students and families with information about the school and its offerings, such as:

- Upcoming Events & School Calendar
- News & Announcements
- Monthly Newsletters
- Clubs & Activities
- Photos & Videos
- Staff Directory/Email
- Parent Council Information
- Community Partnership

If you have not already done so, please go to the website and create your account so that you can receive email communications from the school (i.e., announcements of newsletters, meetings, special events, etc.).

Also, visit the Sumner's Facebook (Charles Sumner School) and Twitter (SumnerBPS) pages.

Website: [www.bostonpublicschools.org](http://www.bostonpublicschools.org)  
Twitter: @SumnerBPS  
Facebook: CharlesSumnerSchool  
Instagram: sumnerbps

If you have any questions regarding the school website, monthly newsletters, or emails please contact the Sumner Parent Council Engagement Coordinator at [sumnerengagement@gmail.com](mailto:sumnerengagement@gmail.com).

**Parent – Teacher Poem // Poema Padre - Maestra/o**

*Por Ray A. Lingenfelter*

Soñé que estaba parado  
en un studio  
y observe dos escultores alli.  
La arcilla que usaron  
era la mente de un niño joven  
y ellos lo habían moldeado con cuidado.

Uno era un maestro;  
las herramientas que utiliza  
eran libros, y  
música y arte;  
Uno era un padre;  
con una mano guiadora,  
un corazón amable y gentil.

Y cuando por fin  
su trabajo fue terminado,  
estaban orgullosos de  
lo que habían logrado  
Por las cosas con  
las que habían trabajado para el niño  
nunca podría ser  
vendido o comprado.

**Y cada uno estuvo de acuerdo, que  
habría fracasado  
si hubiera trabajado sola.**

Porque detrás del padre  
estaba parada la escuela  
y detrás del maestro  
estaba parado el hogar.

*By Ray A. Lingenfelter*

I dreamed I stood  
in a studio  
And watched two  
sculptors there,  
The clay they used  
was a young child's mind  
And they fashioned it with care.

One was a teacher;  
the tools she used  
were books and  
music and art;  
One was a parent  
with a guiding hand  
and a gentle loving heart.

And when at last  
their work was done  
They were proud of  
what they had wrought  
For the things they  
had worked into the child  
Could never be  
sold or bought.

**And each agreed she  
would have failed  
if she had worked alone**

For behind the parent  
stood the school,  
and behind the teacher  
stood the home.

## ***Charles Sumner School Mission Statement***

The Charles Sumner School develops students' critical thinking, creativity, and resilience through rigorous academic differentiated instruction. Our school is a diverse community that provides a welcoming, supportive and safe environment to create life-long learners and engaged citizens.

## ***Charles Sumner School Motto***

As a member of the Charles Sumner School,  
I will be kind, respectful and the best that I can be.

## ***Charles Sumner School Song***

At the Sumner,  
We strive to be the best  
Students we can be.  
By working together  
As sisters and brothers  
To build our community.

At the Sumner,  
We strive to be the best  
Leaders we can be  
With knowledge as power,  
We make strong our future-  
The future that starts with ME!

## ***Charles Sumner School Mascot***

Champions

## ***Who was Charles Sumner?***

Orator and Massachusetts Senator Charles Sumner (1811-1874) was known for his deep commitment to the cause of civil rights and emerged as an antislavery leader in the late 1840s. The Harvard-educated lawyer had previously engaged in disarmament efforts and prison and school reforms. In 1849, in the Roberts case, Sumner argued for integrated public schools in Massachusetts. He also became active in political protests against Texas's annexation and the Mexican War. In 1848, he joined with other disenchanted Whigs and Democrats to form the Free-Soil party, which opposed the extension of slavery into newly acquired territories. ([www.history.com/topics/charles-sumner](http://www.history.com/topics/charles-sumner))

## Structure of School Day

### Summer School Hours

Before School Program*	7 am – 9:15 am
School Hours	9:30 am – 4:10 pm, doors open at 9:15 am
After School Program*	4:10 pm – 6:30 pm
Early Release Days	2:10 pm

\*Refer to the below section or see the school website ([www.bostonpublicschools.org/summer](http://www.bostonpublicschools.org/summer)) for more information about our before and after school programs. Contact the school to find out more about enrolling your child in the Before and After School Programs at the Sumner.

### Before and After School Programs

The Sumner Before School Program is an in-house program for K1, K2 and 1-5<sup>th</sup> grades. The program is coordinated by Jeannette Pizarro. It operates from 7:00 a.m. until the start of the school day. Contact [jpizarro@bostonpublicschools.org](mailto:jpizarro@bostonpublicschools.org) for more information.

The Sumner After School Program is an in-house program for students in K1, K2 & 1<sup>st</sup> grades. The program is coordinated by Jeannette Pizarro. It operates from the end of the school day until 6:30 p.m. For more information contact [jpizarro@bostonpublicschools.org](mailto:jpizarro@bostonpublicschools.org).

The Sumner Boys and Girls Club of Boston is an in-house program run by the BGCB. The program is for 2<sup>nd</sup> thru 5<sup>th</sup> graders, with some exceptions made for siblings. It operates from the end of the school day until 6:30 p.m. With ELT the time between 6-6:30 pm will be targeted towards music lessons, tutoring, art classes, etc. Contact Derick Rodriguez at [drodriguez@bgcb.org](mailto:droduiguez@bgcb.org) for more information.

### On the First Day

All students report to school at **9:15 am**. On the first day of school we will meet **students in grades 1-5**. Students in **grade 1-2** will meet in the side yard and students in grades 3-5 will meet in the backyard.

Starting on the second day of school, all students in grades 1-5 will enter the school through the side door at 9:15 and will go directly to their homeroom. The 1<sup>st</sup> graders eat breakfast in the cafeteria. 2<sup>nd</sup> through 5<sup>th</sup> grades pick up their breakfast and then proceed to their classrooms to eat. K1 and K2 teachers use their discretion whether to have the students eat breakfast in the cafeteria or in their classrooms.

Kindergarten students typically start 2 days after grades 1-5. On their first day of school, all Kindergarten students will meet their teachers outside in the side yard. Look for your child's teacher's name.

### General Arrival for Regular School Day

Students enter through the side gymnasium door. This is a student entrance to the school building. Parents cannot enter through this door. Parents who need to gain entrance to the school for a prescheduled meeting must go to the main entrance, ring the doorbell, and check in



at the office. If the staff in the main office does not recognize you, you will need to provide ID. You are to remain in the lobby area until given a visitor pass.

### ***Breakfast & Lunch***

Boston Public Schools participates in the National School Lunch and Breakfast Programs, and all students are eligible for free breakfast and lunch. This means all students are guaranteed both meals. Please check the Boston Public Schools website for additional information and menus. <https://www.bostonpublicschools.org/Page/5585>.

We are a satellite school, this means that food is not cooked or prepared onsite. Already cooked and prepared food is sent to the Sumner. The Sumner then cools or reheats the food as necessary. If you look at the menu the school always provides the first choice on the menu.

### ***Lunch and Recess***

Lunch and recess is managed by the Playworks Coach and monitored by Lunch Monitors. Teachers bring students to lunch, but do not stay nor do they go outside with the students for recess.

<b>Grade</b>	<b>Lunch (chgd times?)</b>	<b>Recess</b>
2 <sup>nd</sup>	11:15-11:35	To be added
3 <sup>rd</sup>	11:35-11:55	To be added
K1	12:00-12:25	To be added
K2	12:25-12:45	To be added
1 <sup>st</sup>	12:50-1:15	To be added
4 <sup>th</sup> & 5 <sup>th</sup>	1:15-1:40	To be added

Recess is approximately 20-25 minutes long and it is run by the Playworks Coach assigned to the Sumner. There are adult 4 adult Lunch Monitors as well as 4th & 5th grade student Junior Coaches and Classroom Paraprofessionals who help monitor and manage activities.

When the kids file from lunch to recess they are expected to come out in a quiet single file line by class. The Playworks Coach gives a welcome to everyone ready to play, addresses recess rules, and the 5 different stations. The stations include hula-hoop and jump rope, four squares, basketball, soccer, and a game of the week.

On Tuesdays, Wednesdays, and Fridays a Running Club is held at every recess for the kids who are interested, this is not mandatory.

Students are expected to demonstrate Playworks core values at all times by being inclusive, demonstrating healthy play and community, and being respectful. To make sure that recess is a success, 4 Lunch Monitors are stationed at designated spots on the recess yard, making sure students are getting the most out of recess. During recess a Recess Monitor watches over the hula hoop and jump rope area, a Recess Monitor monitors the play structure, a Recess Monitor secures basketball and four square and lastly, a Recess Monitor is over in the back watching over soccer and other activities taking place.

In addition to this, the Playworks Coach oversees all of recess, doing their best to make sure everyone is having fun, playing and staying safe and being inclusive at all times. The Playworks Coach oversees the play yard constantly walking back and forth, engaging with the kids, and

checking in with Lunch Monitors and Classroom Paraprofessionals making sure the students are having a safe and healthy play.

Below is a sample of the recess play structure schedule. It has been taken from school year 2016-2017. This schedule may change from year to year.

**Sample Play Structure Schedule (Needs to be reviewed & updated)**

	<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>
<i>Recess 1</i>	Ms. Fuentes	Ms. O' Connell	Ms. Cartwright	Ms. Feeney	Ms. Arnold
<i>Recess 2</i>	Ms. Gomes	Ms. Fitzgerald	Ms. Brodie	Ms. Partriquin	Ms. Guerrios
<i>Recess 3</i>	Ms. Sacairros	Ms. Webster	Ms. Bucks	Ms. Molina	Ms. Porazzo
<i>Recess 4</i>	Ms. Joseph	Ms. Sacairros	Ms. Guerrios Ms. Sabina	Ms. Snow	Ms. Joseph
<i>Recess 5</i>	Ms. Coronel	Ms. Coronel Ms. Reynolds	Ms. Freeman	Ms. Reynolds	Ms. Freeman
<i>Recess 6</i>	Mr. Carrol	Ms. Lally	Mr. Holland	Ms. McKinney	Ms. Deo

***Sumner Attendance Expectations***

Everyday is a learning day, including the days before/after a holiday or vacation. Of course if a child is truly sick, he/she should stay home. Please remember to send a note. Chronic absences do require a doctor's note. Examples of an unexcused absence include: repetitive and chronic absences in which the parent/guardian has not submitted a letter from a health care provider; student needed to baby-sit; cutting school; family vacation, trip to homeland, or extension of holidays.

At the Sumner teachers are expected to be teaching from the moment students enter the classroom until the last bus is called. That means valuable school time is missed for late arrivals and early dismissals. Being just 10 minutes late, twice a week, every week equals more than 2 school days worth of work missed. A student must be in school for 3 hours in order to be considered present.

*NOTE: Doors open at 9:15 am. There is no adult supervision prior to doors being opened. Please do not leave children unattended on school property before or after school.*

***Afternoon Dismissal***

**Kindergarten dismissal starts at 3:55.** K1 and K2 students are dismissed from the side entrance by their classroom teacher or paraprofessional. Adults cannot enter the school building to get their child from a classroom.

**All other grades will be dismissed at 4:10.** Grades 1 thru 3 are dismissed from the side entrance by their classroom teacher or paraprofessional. Adults cannot enter the school building to get their child from a classroom. Grades 4 and 5 are released at the front of the building.

Students who are picked up at school by a family member, we call them 'walkers', will be dismissed in the side yard. Students will file out of the building in a single file. The Principal and other staff members will ensure that each child is released to the right person. **1<sup>st</sup> through 3<sup>rd</sup> grade must checkout with a Sumner adult before leaving. During the checkout the child tells us whom they recognize as well as visually identifies him/her for the Sumner adult.** This procedure takes a long time the first week. Be patient. The safety of each child is our priority. The entire process will take about 30 minutes the first few days.

Wait for your child behind the white lines on the court. No one will be allowed to enter the school after 3:30 p.m.

As the buses arrive, students who take the bus home will be boarded on the bus by a teacher. Students will meet the teacher who will escort them to the bus from the main lobby area. Expect delays the first week of school. For more information on BPS transportation go to their website at: [www.bostonpublicschools.org/transportation](http://www.bostonpublicschools.org/transportation).

If you have contracted private transportation for your child(ren), please send the information including a contact number to the homeroom teacher and office. Make sure the transportation provider knows that dismissal is between 3:55 and 4:30 p.m.

If you have conflicts with dismissal or any changes, please call the school early in the day. For any changes in transportation for your child, you must send a note or contact the school before 3:00 p.m.

Note: Older siblings may pick up younger siblings.

## Important School Policies and Procedures

### ***Safety First***

For the safety of our children, please adhere to the School Policies and Procedures.

**School Hours** The Sumner School is a 9:30 to 4:10 school. We open our side door at 9:15 am. Prior to this time there is no supervision for students unless they are enrolled in the before school program. **Again, prior to 9:15 a.m., students are the responsibility and under the supervision of their parents.**

**Entering the Building** All adults must enter the building through the main entrance during the school day. Before school students (K1-5<sup>th</sup> grade) enter through the side gymnasium door. Parents must enter the school with their child to drop them off with Before School personnel.

Please do not hold the door for someone. While this is a courteous gesture it is a safety concern, when the adult has not been permitted to enter by school personnel.

**Exiting the Building** Please exit the building through the same door you entered. Please ensure that the door closes securely when exiting the building.

Students in the school-based after school program are picked up at the side gymnasium door. The Boys and Girls Club pick up happens at the back door by the school cafeteria.

Again, please do not hold the door for someone. While this is a courteous gesture it is a safety concern, when the adult has not been permitted to enter by school personnel.

**Early Release** State regulations require you send a note to the teacher stating the time and reason for early pick up. The teacher sends the note to the office. We are required to have written documentation regarding why a student is missing part of his/her school day (this includes late arrival and absences). We are not able to release a student to an adult who is not on the emergency list. We cannot release a student to someone under the age of 18. Please make sure your emergency list names are updated as well as current phone numbers. If you are not receiving all calls from BPS or the Sumner, this is a good indication that your phone number is out of date.

**Meetings** You **must** schedule meetings with teachers and administration. You should not just show up. You can call the school or use the teachers' emails for communication. Teacher emails can be found on the school's website ([www.charlessumnerschool.org](http://www.charlessumnerschool.org)).

**Visitor Passes** When you check in at the office and are cleared to go to your destination you will be given a visitor's pass that is easily visible by faculty and students. If you do not have this visitor's pass you will be escorted back to the main office. Our staff will question any visitor that does not have a pass.

**Notification to the School** Please call the school if your child will be absent. If you are picking up your child early and forgot to send a note, please make every effort to call the school **before 3:30 p.m.** It is very busy from 3:30 p.m. to dismissal as we prepare for a safe dismissal. If you must make a change to the regular dismissal procedure of your child, and you forgot to send a note, again call before **3:30 p.m.** During dismissal, we cannot answer the phone. All staff is needed for a safe and orderly dismissal, from **3:45 p.m. – 4:30p.m.**

**Traffic and Parking** Please **do not** park in front of the school. This is our bus lane and for buses only to use between the hours of 7 a.m. to 5 p.m. Parked cars will be ticketed and towed at the owner's expense. Do not park on the corners of our very small streets (Basile and Lindall) because buses are not able to make the turn. Corner parking is prohibited, and please

do not block our neighbors' driveways. Please **do not** drive in our schoolyard or around our school. Children play in these areas.

**Closed Campus** Students are not able to leave the Sumner campus without supervision once they arrive at school. 4<sup>th</sup> and 5<sup>th</sup> grade students may walk home at dismissal time with their parents' written consent.

**Erratic or Irate Behavior** We need to keep our students safe at all times from any possible threats. Adults who display erratic or irate behaviors will not be permitted in the school building or, if in the building, you will be escorted out.

## ***Attendance and Tardiness***

Research has shown that one of the key factors in determining if a student is on track to graduate is attendance throughout the child's education. In order to learn the skills and concepts they need, students must be in school. The more time out of school, the further a child falls behind in academics. Poor results in academics lead to feelings of low self-esteem. Low self-esteem leads to lack of motivation and frustration, which may lead to students dropping out of school.

\*\*\*For the official Boston Public Schools Attendance Policy refer to page 14 of the annual Guide to the Boston Public Schools for Families and Students.\*\*\*

Please ensure that your child is attending school regularly. ALL students need to arrive ON TIME. Any arrival after 9:30 a.m. (except late buses) is considered late. Teachers will mark a child tardy after 9:30 a.m.

**Send your child to school everyday.** Everyday is a learning day including the days before and after a holiday or vacation. Of course if a child is truly sick, he/she should stay home. Please remember to send a note. Chronic absences do require a doctor's note. Examples of an unexcused absence include repetitive and chronic absences in which the parent/guardian has not submitted a letter from a health care provider, student needed to baby-sit, cutting school, family vacation, trip to homeland or extension of holidays.

**Students need to come on time and stay the whole day.** Teachers are expected to be teaching from the moment students enter the classroom until the last bus is called. That means valuable school time is missed for late arrivals and early dismissals. Being just 10 minutes late, twice a week, every week equals more than 2 school days' worth of work missed. A student must be in school for 3 hours in order to be considered present. **Students will need to make up the work missed while absent.**

## ***Uniforms***

The Sumner is a uniform school. A uniform policy was implemented at the Sumner based on the vote of the families and School Site Council.

**Send students in their uniform everyday** except if a special dress day is announced.

Uniforms serve as an equalizer. Generally speaking, uniforms help decrease bullying, gang related instances and distractions from learning. Uniforms promote teamwork, a sense of belonging, and school pride

**Shirts:** White or light blue collared (Polo) or turtlenecks

**Pants:** Navy blue or khaki (NO JEANS)

**Shorts, Skorts, Skirts:** Navy blue or khaki

**Dresses & Jumpers:** Navy blue or khaki

**Sweaters & Sweatshirts:** Navy blue, white, light blue or khaki

**Shoes:** All rubber soled shoes and sneakers are acceptable

For SAFETY REASONS: NO hard soled shoes, NO FLIP FLOPS, and NO OPENED TOED Shoes.

While there are Sumner Uniforms available through JB Edward Uniforms at 28 Corey Street in West Roxbury, families can shop at their favorite retailer following the colors and descriptions above.

### ***Homework Policy***

**All Students will receive homework Monday-Friday.** However, this is up to the teacher's discretion. In order to be academically successful students must complete ALL HOMEWORK assigned. Homework will be relevant to the classroom lessons and reinforces the skills necessary for our students to succeed.

We ask parents/guardians to set aside homework time every evening and create a space within their homes so students can complete their homework.

If your child tells you he/she does not have homework, check in the backpack. If they don't have any homework, there are options to assist their learning. Options include: having students practice their simple math facts, write sentences with their spelling words, creating a story, or using the Internet to research information on a topic of interest. The possibilities are endless. Please note that while some students are able to work on their homework in after-school programs, we cannot guarantee that it will be completed. **Also, students need to read every night for at least 20 minutes.**

### ***Technology Policy***

The BPS Acceptable Use Policy was developed with input from BPS administrators, teachers, students, parents, school police and the BPS legal advisor.

It is the policy of the Boston Public Schools that students and staff will use all technology to access electronic ("computer") networks, including the Internet and e-mail, in a responsible, legal, and ethical manner. Failure to do so may result in the loss of network privileges for the user, disciplinary action under the Code of Discipline, and/or prosecution under federal or state law.

The BPS Acceptable Use Policy outlines appropriate 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.

**Student & Family Resources:** <https://www.bostonpublicschools.org/domain/21>

**Acceptable Use Policy and Additional Information (multiple languages):**  
<https://www.bostonpublicschools.org/domain/2330>

### ***BPS Cell Phone Policy***

Cell phones are not allowed during the school day at all. All phones should be off. We understand and welcome the additional safety that cell phones can provide between children and families. Unfortunately, some students have begun to use their cell phones during the instructional day for texting and taking pictures. This has caused a number of issues related to cyber bullying and privacy violations. Both of these situations require law enforcement to be notified.

While we continue to educate our students about being “Good Cyber Citizens”, we are asking families to review the Boston Public School policy on cell phone usage and Code of Conduct that can be found at [www.bostonpublicschools.org](http://www.bostonpublicschools.org) as well as in the yearly Guide to the Boston Public Schools distributed at the beginning of the school year or on your child’s first day of enrollment.

Please emphasize with your children that once something is posted to the Internet, they no longer have control over the contents of their property (words or pictures). Parents please be mindful that students are not necessarily using a FaceBook account or a standard messenger app on their phones. Students have a plethora of apps available to them for communicating with their friends and new apps are available daily.

For more information on BPS cell phone policy see Appendix B or go to the BPS website at: [www.bostonpublicschools.org](http://www.bostonpublicschools.org) If you have further questions at this time, please do not hesitate to contact us at 617-635-8131.

### ***The Big Four***

**Fighting** Will result in a suspension. Fighting is any physical contact, which includes but is not limited to pushing, shoving, punching, kicking, slapping, pinching, tripping etc. with or without the intent to do harm.

**Weapons** Will result in a suspension and referral to Counseling and Intervention Center. Weapons can include any item/object that is used to do harm to another person. Mock weapons such as play guns and knives are treated as actual weapons.

**Use of Profanity** *1st offence is a lunch/recess detention.* Additional offenses may result in a suspension. Profanity that is abusive and threatening will result in a suspension. Please refer to the Boston Public Schools Code of Conduct.

**Threats** Threats with the intent to do harm to others will be taken very seriously. Threats to do harm to others will result in a suspension.

**All Students must adhere to the Boston Public Schools Code of Conduct.**

### ***Bus Behavior and Safety***

The school bus is considered an extension of the school building. All rules and policies outlined in the Boston Public Schools Code of Conduct need to be followed on the Bus. Therefore, violations of this Code of Conduct will result in the same consequences.

## In the Classroom

### ***Excellence for ALL***

The Sumner is an Excellence for ALL school. Excellence for ALL is an alternative to the Advanced Work Program (AWC). We are one of a handful of schools leading the district in bringing Excellence for ALL to every elementary school in BPS. All students regardless of their abilities are engaging with rigorous curricula across all subject areas.

Our unique learners including English language learners and our students with learning disabilities are provided supports to access the curricula, while our advanced learners are being challenged. Twice a week students are given opportunities to work in smaller groups through intervention and enrichment blocks. Some of our students are working on decoding and fluency skills and others are reading novels and participating in rich literary discussions through book clubs.

While 4<sup>th</sup> & 5<sup>th</sup> graders still participate in our innovated Club Time, they also are receiving Lego Robotics and coding classes once a week for 90 minutes. In addition, students are using ThinkCerca ([www.thinkcerca.com/](http://www.thinkcerca.com/)) to support writing in response to reading. This is an online program that helps differentiate reading for students. Within the program students have access to advanced text or if a student is struggling there are options to read similar content but at a student's reading level.

### ***MCAS 2.0***

MCAS 2.0 is a blend of questions from MCAS and the PARCC. Students in 3<sup>rd</sup> through 5<sup>th</sup> grade will participate in the assessments in early April and testing will conclude in mid-May. All students will be tested in English Language Arts (Reading and Writing) and Math. 5<sup>th</sup> graders will have additional testing in Science.

By 2019 the MCAS will be administered online. We prepare students by integrating technology into the school day. We will continue to teach students through fun interactive learning while preparing them to be successful on the standardized test. You can explore the test design at [www.doe.mass.edu/mcas/tdd/](http://www.doe.mass.edu/mcas/tdd/).

Look for more information, as we get closer to the testing window including the testing schedule for each grade.

### ***Specialties Offered***

The Sumner provides specialties to enhance the learning of our students. Each student/classroom receives between 4-6 specialties a week per year based on grade level and school schedule. Below is a summary of the specialties offered at the Sumner.

#### ***STEAM (Science, Technology, Engineering, Arts & Math)***

Grades: K1-2

Students at the Sumner have STEAM once a week. Activities focus on leveraging Science, Technology, Engineering, Art and Math encouraging students to wonder, inquire and create. Invitations to explore are everywhere! Students could be taking a neighborhood walk to identify seasonal progressions in our neighborhood or working with a team to design and test a marble/ball run.

Our school is in a great location that is convenient to many of the institutions the Sumner has partnered with including: Museum of Science, Boston Children's Museum, Boston Society of Architects, and The Boston Nature Center.



The primary emphasis of our Kindergarten STEAM program is to develop K1 and K2 students' understandings about the world in which they live. Emphasis is placed on encouraging student ability to express these understandings. Students are empowered to wonder, observe and explain their science understandings.

In First grade, students are presented with opportunities to deepen their scientific thinking. Scientists frequently work as teams or groups to answer questions. At the Sumner, First grade students work together to develop their science understandings. They teach and learn from each other. Emphasis is placed on students recording ideas to make their learning more visible.

In Second grade, students demonstrate an understanding of scientific questioning by posing observational questions that compare things in terms of number, shape, texture, size, weight and color. During investigations, students will identify a variable that can be changed. They will also generate new questions for further exploration. Students demonstrate their understanding of predicting and hypothesizing by predicting a logical outcome to a situation, using prior knowledge and evidence. Using writing and drawing, students will explain their reasons for that prediction.

The Sumner believes children should experience learning in a way that is developmentally appropriate. It is also important to consider different learning styles when making STEAM content available to all learners. We strive to develop a community of learners whose interest in science extends beyond the walls of our school and into our community.

The STEAM room hosts a variety of animals at different points in the school year. Franklyn, a red-eared slider turtle has lived here the longest. He was given to a student by a neighbor who was moving. The student came to realize that a turtle requires a lot of space and care. After discussing the situation, we agreed that Franklyn could come and live at the Sumner and the student would help take care of him. If it seems like Franklyn is waving at you when you enter the room, he probably is! He just loves all the attention he receives at the Charles Sumner School.

### ***Math Enrichments***

Grades: 1-5

The goal of the Math Enrichment program at the Sumner is to provide additional interaction with math concepts, as well as the other aspects of math that make it an intriguing and rich subject, outside of the regular math curriculum. As such, we are committed to creating an atmosphere that inspires a lifelong love of learning and helps each student to reach his or her fullest mathematical potential. We acknowledge that students learn best in an environment of sharing, caring, laughing, questioning, risking, and growing. For this reason, your student will be exposed to different learning experiences, such as computer based math programs, math games (both inside and outside the classroom), puzzles, as well as fun math brain teasers. Our hope is that your student brings what they've learned and his/her excitement of math home to share, providing an added benefit for the entire family.

Examples of what you teach in the time with the students: Symphony Math, Splash Math, Number Detective, Logic Puzzles, Sudoku, Math in Motion, etc.

### ***Technology***

Grades: 1 - 5

Over the past few years, the Sumner has been working on integrating technology into everyday learning our students are doing. Utilizing technology, teachers are able to customize the curriculum so that students can access learning best suited to them. This is a long-term, multi-faceted, and evolving process that the students are embracing in and out of the

classroom. Student and teacher growth in using these tools is remarkable. Our goal is to prepare students for using technology, build their technology fluency, and to supplement core curriculum.

<b>Reading Software</b>	Reading A-Z; RAZ Kids; and Lexia for students in grades K through 2 <sup>nd</sup> grade.
<b>Math Software</b>	Symphony Math for all grades.
<b>Writing / Reading</b>	Think CERCA for students in grades 4 <sup>th</sup> and 5 <sup>th</sup> .
<b>Digital Backpacks</b>	Clever provides students in grades 2 <sup>nd</sup> – 5 <sup>th</sup> access to a variety of educational tools for reading, writing, mathematics, typing, coding, and many more.

We are all very excited about how the Sumner is embracing technology, and how far the students have come in a relatively short period of time. Our teachers and students are excellent collaborators, risk takers, and problems solvers. We are excited to see the students’ skills bubble up each year, allowing them to do more and more transformative projects. This barely scratches the surface how technology is being used in the student’s every day work at the Sumner. Ask your kids how they are using computers! For more information or your student’s log-in credentials speak to their teachers or contact Ms. Kate at [kklein2@bostonpublicschools.org](mailto:kklein2@bostonpublicschools.org).

To see our students’ work go to [@msk21c](https://www.instagram.com/msk21c); Ms Kate’s 21c Classroom at [msk21cclass.tumblr.com](https://msk21cclass.tumblr.com/); on Instagram: @SumnerBPS. Follow Ms. Lee @sumsci for the latest in STEAM (Science, Tech, Engineering, Art and Math AND community building) and Mr. Bello’s personal Instagram @louiebello to see how he uses media arts and social networking for some amazing projects.

**Songwriting & Performance**

Grades: K1 – 5

The Music program at the Sumner uses various genres of music, to engage students in creative thinking, writing and performance. The goal of the music program is for each student is to explore different styles of song writing and performance techniques and gain confidence in the process. Our partnership with Berklee College of music has created a unique instrument program which allows students to learn from some of Berklee's top instructors.

**Theatre**

Grades: K1 – 5

The Theatre Arts Program is focused on fostering a creative community with an emphasis on safety, respect and responsibility. We work with the tools that children bring to school every day: body, voice and imagination. We use these tools to build literacy skills and confidence. Each class is a workshop that guides students through process, though occasionally we collaborate to present a performance for other classes and/or family members. In the early grades, students sing, move, act and tell stories and are exposed to the creative process. In the middle grades, students begin to learn theatre vocabulary and content. They are given problems to solve during class time. As students enter fourth and fifth grade, they are given the opportunity to select special club courses such as dance, create movement, comedy improvisation and musical theatre. At every grade level students practice inquiry, cooperation, communication, and perseverance - essential elements for success in the 21st century.

**Physical Education**

Grades: K1-5

The goal of weekly Physical Education classes year after year has been to promote an active and positive learning environment to launch the development of student's movement skills, health related fitness, social/personal skills and lifelong physical activity skills.

The Physical Education program at the Sumner School aims to expose the students to a variety of physical activities, such as swimming, biking, soccer, rowing, and others that will foster the development of knowledge, skills, confidence and enjoyment needed to achieve lifelong physical fitness and wellness.

***Literacy through Visual Arts***

Grades: K1-5

The art team uses various literatures from autobiographies and biographies on famous artists, to fun and stimulating picture books to engage students in a related art activity. Embedded in each lesson are the elements of art, technique, fine motor skills, tool/material safety, and collaboration. We want the art room to be a safe place for each student to explore, try new things and gain confidence in the process. We hope that students finish each piece with a sense of pride towards their efforts. Examples: color wheel, line, shape, texture, blending, tints and shades, ways to embellish work, exhibiting work, critique and constructive criticism.

***Clubs***

Grades: 4 & 5

Students in the 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> grades have the opportunity to choose electives or Clubs. Third graders have Clubs on Wednesday afternoons, and 4<sup>th</sup> and 5<sup>th</sup> graders have Clubs on Friday afternoons. This is a great way for students to have choice in their education based on their interests. This time is referred to as Clubs but takes place during the academic day immediately following lunch.

At the beginning of each trimester students pick their top 3 clubs. The ultimate goal is to have all students receive their top choice over the year. Clubs offered may include: Swimming, Science, Technology, Visual Arts, Etiquette, Community Philanthropy, Robotics, Origami, Theatre/Dance, Chorus, Math, Woodworking, Knitting/Creativity, Comic Book Making, Gardening, Fiber Arts, and many others.

***Playworks***

Playworks' vision is that one day every child in America will get to play - every day. We create a place for every kid on the playground, a place where every kid belongs, has fun and is part of the game. We offer an essential opportunity for children to explore their imaginations, to connect with other kids and to stretch and grow physically, emotionally and socially.

We believe in the power of play to bring out the best in every kid. Playworks creates a place for every kid on the playground -- a place where every kid belongs, has fun and is part of the game. It doesn't matter if they have never even played the game before, we ensure they have a place that is safe and welcoming, where they can play and thrive, belong and contribute. Our goal is every kid takes this positive experience back to the classroom, back to learning, and back to their communities.

Playworks is the only organization in the country to send well-trained, energetic full-time program coordinators, called coaches, into low-income schools to become part of the community through play.

The Sumner has a full-time program coordinator or Coach as the students know them as. Everyday the coach leads and engages the students in recess. Another part of Playworks is classroom game time. With the Sumner so large Coaches see every class on a bi-weekly schedule, once every two weeks. In classroom game time the Coach has a single class and this

time is used to teach games that can be played at recess and instill the Playworks core values—respect, inclusion, healthy play, and healthy community.

Another part of Playworks is Junior Coaches. Up to 15 4<sup>th</sup> and 5<sup>th</sup> graders are trained weekly throughout the school year to become a Junior Coach. The Junior Coaches then take what they have learned at training to assist the Coach at various recesses.

Additionally, throughout the school year leagues are available twice, girls basketball and co-ed volleyball both for 4<sup>th</sup> and 5<sup>th</sup> graders. For more information about Playworks in our community visit [www.playworks.org](http://www.playworks.org).

### ***Additional Activities Provided***

Throughout the school year additional activities are provided for students that enhance their daily experience at school and their academic work. These activities include, but not limited to:

- School pictures twice a year
- Scholastic Book Fair in beginning of December
- Monthly Dress Up Days, non-uniform days
- Dances for 3<sup>rd</sup> through 5<sup>th</sup> grades
- School store on Mondays and Thursday mornings
- Music concerts
- School yearbook
- Wellness committee events, such as Family Bike Rides, Health Fair, and Wellness Walks
- 5<sup>th</sup> grade field trip
- Recycling program
- Boston Scores (previously known as America Scores)
- Field days in the spring

This is not an all-inclusive list and some activities will change from year to year. Keep an eye out for notices and information about these events posted on the school website ([www.bostonpublicschools.org/sumner](http://www.bostonpublicschools.org/sumner)), in the monthly school newsletter, and in student backpacks.

## Specialized Instruction

**Shelter English Instruction Classes** These are classes designed to teach students' whose primary language is a language other than English. All classes are taught in English and students are taught the exact curriculum that native English speakers receive. Their teachers utilize specialized instruction to support their learning.

**Special Education Classes** These are classes designed for students who have a learning disability. They are taught the same grade level curriculum as students in the general education classes however they receive specialized instruction, modifications and accommodations so they can access the same material

**Inclusion Classes** These are classes designed to meet the needs of all learners. All students are taught grade level curriculum, while services and interventions, if needed, happen in the classroom.

**Teaching Teams** Teachers meet with colleagues in grade level teams or as part of school wide teams. The purpose of these teams is to continually improve instruction and learning so all students have access to a quality education.

**Common Planning Time** Teachers meet once a week with grade level colleagues to review curriculum, plan lessons, analyze data and student work.

**Academic Achievement Framework (AAF)** Teachers meet once a week with grade level colleagues to review individual student progress, plan individualized instruction/intervention and implement intervention plans. This is a student support model utilizing Response to Intervention and Positive Behavior Intervention Supports.

**Instructional Leadership Team** Co-facilitators meet twice a month to problem solve programmatic or systematic issues occurring within grade level teams or across the school.

**STEAM Leadership Team** Teachers meet once a month to review science data and the curriculum. The team reviews science department agendas, and supports colleagues in designing units of study

**Technology Professional Development** Our technology teacher works with students and staff, assisting in building knowledge around technology. Once a month the technology teacher hosts a 'Bagels and Laptops' professional development, covering a wide range of topics. Throughout the year, support is given to grade level clusters to use technology effectively in their practice.

## Sumner School Community

### **Partnerships**

#### **After School Programming**

Boys and Girls Club of Boston

UMass Boston, ALERTA

- After School Programming specifically geared toward positively motivating Latino and English Language Learners in their education

#### **Mental Health Partners**

The Home for Little Wanderers

- Individual therapy (1 on 1)
- Consultation with classroom teachers
- Clinician members of Academic Achievement Student Support Teams

#### **Health and Wellness**

Playworks

- Organized and active recess
- Classroom game times
- Junior Coaching and Leadership Academy
- Girls' Basketball and Co-ed Volleyball

Boston Scores (previously known as America Scores)

- Writing & Soccer program offered in the spring and fall for 3<sup>rd</sup> through 5<sup>th</sup> grades.

#### **The Arts**

Boston Society of Architects (BSA)

- BSA is helping with the Sumner campus redesign as well as the K2 Construction unit.

Berklee College of Music

- 3rd-5th grade students learn instruments with Berklee Outreach Faculty
- Recorders (3rd grade), Strings, Jazz Ensemble, Guitar, Percussion

Brimmer and May

- Before school Brimmer and May high school students work with Sumner students in Drama and Creative Arts. Students are given tickets and transportations to plays such as Willy Wonka, Alice and Wonderland etc.

Elliot School of Fine and Applied Arts (Roslindale Arts Initiative)

- Provide opportunities for all Roslindale students to have art education
- Collaboration and support for Visual Arts Teachers
- 4<sup>th</sup> & 5<sup>th</sup> Grade Clubs in: Woodworking, Comic Design, Fiber Arts

### Celebrity Series

- Lecture Series for 4<sup>th</sup> and 5<sup>th</sup> grade students
- Opportunities for students to attend musical/dance shows/concerts

### Neighborhood Partners

#### ABCD in Roslindale

- Free ESL for Sumner parents

#### Roslindale First Congregational Church

- Collected supplies for teachers
- Provide Art Studio Space
- Sumner collecting for food pantry

#### Roslindale Baptist Church

- Meeting space
- Holiday meals for families in need

#### Roslindale Main Streets

#### Roslindale Community Center

#### Flaherty Pool

#### Roslindale Library (BPL)

## ***Family Involvement***

Family involvement is a critical factor in the success of our students. When students know that school and home have a strong connection, we see larger gains towards students' behavioral goals. The Sumner faculty is committed to the success of your child not just while they are with us but as he/she continues on his/her life journey. We recognize you are your child's first teacher and need your strong support to help him/her reach his/her potential.

**Be involved and stay involved!** The most successful schools have the strongest Parent Councils. We cannot do our work without your continued support.

#### At home:

- **Set aside time and a quiet space for homework.** This let's your child know that school is important.
- Discuss your child's **school day and learning.**
- **Share the responsibility for the behavior** of your child in school, at school-sponsored events and on the way to and from school.
- **Have high expectations** for your child. Hold your child accountable for his/her behavior. Teach your child to take responsibility for his/her actions.
- **Set a bedtime.** A good night's rest is essential to a child's growth and development.
- Ensure your child comes to school **fully prepared.** This includes book bag, homework, school supplies, appropriate school and seasonal clothes and medication if applicable
- Check to make sure your child **isn't bringing inappropriate materials** to school. (ie. ipods/MP3 players, video games, cell phones, toys, weapons, lighters)
- Make sure your child **arrives at school on time.** A 9:15 arrival ensures that your child has an opportunity to participate in morning routines including breakfast. These routines are essential to having a successful day.
- Monitor screen time, and make sure they are safe while using the Internet.

#### At school:

- **Communicate** with the Sumner faculty on a consistent basis either via phone, email or written notes.
- **Provide support** through on going dialogue including telephone calls and meetings.
- **Volunteer** in a classroom.
- **Participate** in classroom and School-wide events.
- **Be Involved** Parent Council meetings and events.
- **Be Present** for meetings. This is your time to learn about your child's academic needs.
- **Work with Sumner Faculty** to develop ways to best support your child.
- **Chaperone** field trips.

Note: If you would like to volunteer at the school including but not limited to, going into the classroom and attending fieldtrips, all adults must be CORI'd. To get CORI'd please visit this website and fill out the form: [bit.ly/bpscori](http://bit.ly/bpscori) (Use lower-case as the URL is case sensitive). After the form is filled out, you must present your ID for verification. Please contact Jeannette Pizarro to make an appointment, 617-635-8131 ext 125 or [jpizarro@bostonpublicschools.org](mailto:jpizarro@bostonpublicschools.org).

### ***Parent Council***

The Sumner Parent Council is open to ALL parents/guardians of students attending the Charles Sumner Elementary School. It is an independently established "voice" of ALL the parents in the Charles Sumner Elementary School community. It advocates for the students and the school, meets regularly, elects representatives to sit on the Sumner School Site Council and District-wide advocacy groups (Citywide Parent Council, District English Learners Advisory Committee, Special Education Parent Advocacy Council), and promotes an environment of understanding and common purpose among students, parents, school

**Vision:** Our vision of the Sumner school is an equitable and inclusive community that promotes racial and social justice and prepares students to thrive in their future education and careers, and be engaged, thoughtful participants and leaders in their communities.

**Mission:** Our Mission is to engage families at the Sumner in collaboration with staff and administration to: (1) identify and advocate for the needs of Sumner students and their families, and (2) build a welcoming school community. We apply an equity lens to our work to ensure all families' needs and interests are addressed to the best of our ability.

With an underlying foundation of **Inclusion, Equity, and Racial and Social Justice** the Charles Sumner School Parent Council works to achieve its mission by focusing on the core areas of **Advocacy, Engagement, and Fundraising**.

All elected members have children currently attending the Sumner School and are excited to work to create and develop engaged, active, and impactful Parent Council.

Meetings typically held the first Wednesday of the month from 6-7:30 PM in the gymnasium of the Sumner School. See the school online calendar for specific dates. Free childcare and pizza for the children is provided. Translations services are available.

See the school website for more information. <https://www.bostonpublicschools.org/Page/7754>

### ***School Site Council***

The Sumner School Site Council is a governing or advisory body that is comprised of equal members of parents and staff. The School Site Council includes representation from school administration, staff, parents, and the community. The Site Council meets once a month to



review and approve school policy, including but not limited to: Parent Engagement Plan, Quality School Improvement Plan (QSIP), school budget, reviews curriculum, forms personnel subcommittees for hiring and decide on general school policies.

Meetings are typically the third Thursday of the month from 5:30-7 pm. See the online school calendar for specific dates and times. [www.bostonpublicschools.org/sumner](http://www.bostonpublicschools.org/sumner)

## Positive Behavior Support System

The Sumner Behavior Support System provides opportunities for students to make positive, productive choices about their behaviors. The support system provides teachers with a structure to assist students with their choices.

Through the behavior support system it is our goal that students will:

- Seek positive attention
- Become positive role models
- Learn how to solve conflicts safely and respectfully
- Feel confident and safe in their classrooms
- Understand that struggling through challenges is part of the learning process

The school-wide positive behavior system is Bucket Fillers. Students fill their buckets with pompoms representing positive choices and efforts. Every student has a bucket in her/his classroom that they are working to fill. At the beginning of the school year, teachers and students work together to clarify classroom/school expectations. Students learn what behaviors are expected and can earn them a pompom for their bucket.

Bucket Filling has become one of the most popular and effective character development programs for schools. It is taught in school districts, at conferences, and shared on blogs and educational websites around the world. Take a minute to Google® "bucket filling" and discover how much discussion there is on the subject. Bucket filling focuses on the positive; it's easily understood, and simple to implement. And, when another successful character-development program is already in place, Bucket Filling enhances that program. Every character trait (kindness, respect, responsibility, trust, fairness, and citizenship) becomes more tangible when the action is described as filling a bucket. Ask your child about what they are doing to fill their classroom bucket!

### ***Progressive Discipline- addressing negative or problematic choices***

**Tier 1:** During this stage teachers are responsible for student discipline. Repeated behavior may result in:

- Verbal redirection at least 3 times including labeling the behavior and clearly stating the expected behavior.
- Taking a break in the Settling space within the classroom
- Taking a Break including verbal processing of behaviors

**Tier 2:** At this stage, the teacher needs the support of additional staff to support the student

- Buddy Room including written and verbal processing with the teacher
- Office Referral
- Home Contact

**Tier 3:** At this stage, students have displayed extremely concerning behaviors and are chronically a danger to the safety of themselves or others.

- Meeting between Principal, Assistant Principal, Clinicians/Therapists, SESS Coordinator, Parent and other providers to discuss additional service options
- Referrals for additional internal/external support services

## ***School-wide Interventions***

### **Settling Space**

Each classroom has a Settling Space that is labeled. This is not a punitive tool. A settling space is an opportunity for a student to step away from the larger group and collect him/herself without leaving the classroom. If a student is not able to rejoin the group or his/her behavior continues or escalates a new intervention is required.

### **Taking a Break**

Taking a break is a teacher request for students to step outside the classroom and gain self-control over behaviors. Once a child uses the Take a Break option, he/she will need to verbally process with the teacher requesting the break.

### **Buddy Room**

Every teacher has a Buddy Room and a back up Buddy Room established. Teacher requests for a student to gain self-control in a supervised environment with written processing.

### **Crisis Intervention**

A student will be removed from his/her classroom when he/she exhibits the following behaviors: unsafe to oneself or others, and when the classroom learning environment cannot be continued. If there are concerns of neglect/abuse we are mandated to report through Department of Children and Families.

### **Bullying**

The Sumner School is committed to providing our students with a safe, nurturing environment where students can be successful both academically and socially. The Sumner School follows the Boston Public Schools Prevention and Intervention Plan which can be found on the main page of the Boston Public Schools website ([www.bostonpublicschools.org](http://www.bostonpublicschools.org))

## **Second Step Character Curriculum**

All students (K1-5<sup>th</sup>) participate in the Second Step Character Curriculum. This curriculum meets the requirements of the state Bullying regulations. It is designed to support social and emotional learning and problem solving through role play and case studies. In addition, the curriculum is a foundation for the Sumner's Positive Behavior Support System, which is described in detail further in this document on pages 26 and 27.

## **Additional Information**

### ***Full-time School Nurse***

The Sumner School has a full-time nurse. This nurse is responsible for providing for the health and safety for all of our students. From the smallest cut or bruise to more serious conditions like Diabetes, allergic reactions, and broken bones, our nurse is trained, available, and ready to help. The services our School Nurse provides to students include, but not limited to are:

- First Aid
- Medical emergencies
- Medical transportation
- Medication administration
- Yearly eye and ear check-ups
- Yearly height and weight checks
- Immunizations
- Management of chronic illness in the school setting
- Management of seizure disorders
- Life threatening allergies
- Asthma management
- Diabetes management
- Prevention and Management of Sports Related Head Injuries
- Communicable Diseases
- Lice and Bed Bugs

For more information about Health & Wellness in Boston Public Schools go to:

<https://www.bostonpublicschools.org/Page/6448>

### ***Lost & Found***

Please ensure that all articles of clothing and other items your child brings into school are labeled. Anything found on the playground, in classrooms, and throughout the school is put in our Lost & Found. Currently the Lost & Found is growing at a phenomenal rate! Located on the ground floor near the cafeteria it has now begun to outgrow the bins that currently house it. When the Lost & Found becomes too big, all items are donated to a local charity. At its current growth rate, make donations at the end of each month.

If you would like to look through Lost & Found for articles of clothing and other items your child is missing, feel free to do so during monthly Parent Council meetings, before or after your child's Parent/Teacher Conference, or at drop-off/pick-up for the before/after school program.

### ***Sports at the Sumner***

At the Sumner we have extra-curricular sports programs for 4th & 5th graders. These programs occur during before and after school hours; however, students do not need to be enrolled in the Sumner's before or after school programs to participate.

Soccer is a great way for children to get some exercise, improve foot & eye coordination, and learn to work cooperatively in a team. The Sumner soccer program is provided to us in part by America Scores. There is a girl's team and a boy's team. The seasonal program lasts for 8 weeks. Practices are held before school for 1½ hours on Monday and Tuesday mornings, and on Wednesday and Thursday mornings the soccer teams participate in the Boston Scores

(previously known as America Scores) writing component of the soccer program. The teams play 6 afternoon games against other schools throughout Boston.

In past years, Boston Bikes, a non-profit organization working with schools, has provided bicycles, helmets and instructors to assist students in learning about bicycle safety, to ride bicycles, and improve their cycling skills. The program runs for approximately 4 weeks and occurs during school hours. Each year our school staff submits an application to have this program at our school. We hope to continue having this program at our school for our students.

Volleyball is organized by Playworks, with teams coming from each Playworks school. The co-ed volleyball league provides 12 students with the opportunity to learn a sport that is not commonly offered at the elementary school level and build teamwork skills. The Sumner team is coached by Coach Stella and consists of 4th and 5th grade boys and girls. Practices are held after school on Mondays, Tuesdays, and Fridays. Games are held every Tuesday for six consecutive days at Up Academy Dorchester right here in Boston.

Playworks leagues are developmental, so most teams, including our own, are comprised of students that are just beginning to learn to play volleyball. The league is all about learning to play, getting students involved in school and Playworks, and having fun.

In the Fall season Playworks offers girls Basketball with teams coming from 8 different Playworks schools to show the skills they have been learning at practice. Basketball is a girls' league, especially meant to address the lack of opportunities for girls in elementary school to play basketball. Our team at the Sumner is coached by Coach Stella and consists of 12 girls from the 4th, and 5th grades. The girls have practice after school on Monday's and Tuesday's right before our games on Tuesday nights held at Up Academy Dorchester. Playworks leagues are developmental leagues, so many teams, including our own, have girls that are just beginning to play basketball. The league is all about learning to play, getting students involved in school and Playworks, and having fun.

More details about these sports programs and others that may be offered depending on season and year will be sent home with the students. If you have any questions or would like to be an Assistant Coach please contact Mr. C [rcarrizosa@bostonpublicschools.org](mailto:rcarrizosa@bostonpublicschools.org).

### ***School Supply Donations, Fragrance Free Please***

At the beginning of the school year, individual teachers typically send requests home for students to bring in items for the classroom. Both the teachers and students appreciate these donations. Donated items are used in the classroom throughout the school year to keep it as clean and healthy as possible; where, other items are used by the students themselves in their every day learning activities. Items requested include, but are not limited to: tissues, sanitizer, paper towels, cleaning wipes, pencils, crayons, markers, and glue. As families donate requested items, we ask that that all donations are free of fragrance.

### ***Celebrations in the Classroom***

All children enjoy celebrating their and their friends' birthdays. The school supports and encourages these celebrations, as they are important to the children and their overall enjoyment of school. If your child would like to celebrate his or her birthday with their class, parents should speak to the individual teachers to determine how and when it is best to have these celebrations. As you plan your child's celebration, please remember that we are a Healthy School. This means we encourage a healthy lifestyle in terms of diet and exercise. Consider exploring fruit-based or healthier treats such as apples and dried fruit or non-food-based items to bring in for the children.

### ***Preparing Your Child for the Cold Weather***

As the weather gets colder, we would like to remind all of our students to dress warm. Soon, hats, gloves, and winter jackets will be needed. Please put your name on these items so nothing goes missing. In the winter, students go outside for recess. These warm items are extremely important! In the rare occasion that children do not go outside (due to rain, wind, extreme cold) students will have recess indoors. In regards to extreme temperature, the school follows the “Child Care Weather Watch,” which highlights temperatures that are unsafe for prolonged exposure.

### ***We Are a Healthy, Active School!***

We are so excited about Wellness at the Sumner! The Wellness Committee is made up of teachers, after school directors, and interested parents, and we are putting together a year full of fun and physical activities at school and for the whole family!

In the school, we have an extensive Physical Education program, run by Mr. C. (Mr. Carrizosa) and Mr. Paul, where our students learn to play various sports, work on teamwork, and learn about their physical health. The Sumner is also a Playworks School! Playworks has increased the amount of safe and fun physical activity, both during recess and Classroom Game Time, as well as training our 4th and 5th graders to be Junior Coaches. Playworks also has an intramural girls' basketball and coed volleyball league!

The Sumner also participates in the Boston Scores (previously known as America Scores) Program, where 4th and 5th graders participate in soccer games and learn literacy through poetry writing and performance. In addition, several of our Enrichment Clubs are Wellness oriented, including Swimming, Gardening, and Yoga!

The school promotes Health Education through using the Second Step anti-bullying curriculum school-wide, as well as offering dental and nutrition education. There are also vision and dental screenings provided and the full-time school nurse, Cristina Ellis, provides injury and illness care, as well as medication as needed, to our school population. The Sumner also partners with the Home for Little Wanderers to provide individual and group mental health support and crisis intervention services.

We continue to encourage having only healthy treats for birthdays and celebrations, and having more non-food-based rewards. You can help us by exploring fruit-based or healthier treats when you have birthday celebrations in school for your child. In addition, there are no vending machines (for staff or children), and there are no longer candy-based fundraisers.

Staff wellness is also apart of our Wellness Program. Nurse Cristina and Trina Heinisch, the Wellness Coordinator, sends out Wellness Wednesday tips that include fitness ideas, nutrition and recipes, and safety info. Mr. C. also runs very intense staff & community fitness classes weekly. This is free and open to the Sumner Community!

Our Before and After School Programs, run by Ms. Jeannette and the Boys and Girls club, directed by Derick Rodriguez, also have an incredible Wellness focus. These programs focus on healthy eating and drinking choices, screen-time reduction and sleep health, as well as Kung Fu, Zumba, Salsa, BOKS (exercise through games), and Yoga!

Stay tuned for Family Wellness programs throughout the school year, including Family Bike Rides, Health Fairs, Fun Runs, and Hikes!

## ***School Fundraising for Field Trips***

Field trips are an important part of students' learning experience. Getting out of the classroom and seeing and experiencing the city and world around them enriches their in-class learning and curriculum. Students are able to see and experience how what they learn in the classroom translates to the real world. This experiential learning is beneficial for all students and can take many forms and covers numerous topics in history, science, math, art, music, literature, and more. We live in an incredible city with countless learning opportunities and a rich history, we want our students to benefit from what Boston and its surrounding area has to offer.

You can donate towards field trips by participating in the various fundraising events organized by the school throughout the year, such as:

- \$1 Dress-up Days,
- Scholastic Book Fair,
- Fall & spring school pictures,
- Variety of catalogs,
- Spring raffle.

All money raised through these efforts goes directly towards field trips.

Costs associated with field trips include transportation and entrance fees. Most money goes towards hiring buses to get the students safely to and from the location. When possible, teachers utilize MBTA buses and trains. However, there are many learning opportunities that are not reachable by public transportation.

Past field trips have included: all area museums, Arnold Arboretum, Franklin Park Zoo, Sturbridge Village, Canobie Lake Park (5th grade), Boston Pops, Big Apple Circus, and Harbor Islands. There are many more out of the classroom learning opportunities the Sumner would like bring our students to, such as: Plimoth Plantation, Lego Discovery Center, Gloucester Castle, and the New Bedford Whaling Museum to name just a few.

The Sumner Parent Council (PC) also fundraises; however, the money raised by the PC is separate and goes to support the school in other ways. The PC determines how the money they raise is spent.

## ***Summer Learning***

All families should think about how they can continue their child's learning through the summer! Many of our students regress 2-3 months during the summer break. Let's work to get our student ready to start running when school begins in September.

Some educational websites the Sumner Specialist teachers recommend are:

- The Kids Should See This (<http://thekidshouldseethis.com/>)
- Ms. Kate's Tumbler ([msk21cclass.tumblr.com](http://msk21cclass.tumblr.com))
- Ology @amnh.org (<http://www.amnh.org/explore/ology/ology-cards>)
- For younger students, Peep and The Big Wide World (<http://peepandthebigwideworld.com>)
- Several sites for kids to use ([www.kidsites.com/sites-edu/math.htm](http://www.kidsites.com/sites-edu/math.htm)) for grades K thru 8
- Khan Academy ([www.khanacademy.org/math](http://www.khanacademy.org/math)) for grades 3 thru 12
- Hooda Math ([www.hoodamath.com](http://www.hoodamath.com)) for grades K thru 8)
- Arcademics ([www.arcademics.com/games/](http://www.arcademics.com/games/)) for grades K thru 6
- MathPlayground ([www.mathplayground.com](http://www.mathplayground.com))

Look for information in student packages given out on Step-Up Day in June and for additional resources and information on summer learning opportunities, check out [www.bostonpublicschools.org/summer](http://www.bostonpublicschools.org/summer).

### ***Environmentally Friendly School***

In addition to promoting healthy bodies and lifestyles, the Sumner also encourages creating a healthy environment and planet. We continue to be an environmentally healthy, green school. We participate in the BPS Recycling program, and have implemented a strict green-cleaners only policy. The Sumner Recycling Team has 20 members: 4th and 5th graders who exhibit trust worthiness, academic excellence and a strong work ethic. Their responsibilities include: manning all recycling stations in the morning to make sure and teach others how to recycle (dumping excess cereal/milk into strainers, etc.), as well as emptying cafeteria and school wide recycling buckets every afternoon into outside blue recycling bins for pickup. Additionally this year, we are initiating a "turn off the lights" initiative. The Recycling Team will go around to the classrooms and place stickers on all light switches to remind students and staff to turn off lights and give a brief explanation on why. Finally, our Gardening Club supports a more educational, safe, and beautiful schoolyard.



## Appendix A: Charles Sumner Student/Parent Contract

After reading this manual, I understand the system of rules and procedures that are expected to be followed at the Sumner School. I also understand that the rules and procedures at the Sumner School were developed to help each student to rise to their fullest potential both academically and socially.

My signature below indicates that I will work as a positive team member with the Sumner Faculty throughout the course of this academic school year.

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**Signature of Student**

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**Date**

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**Signature of Parent**

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**Date**

## Appendix B: BPS Cell Phone Policy

### Boston Public Schools Cellphone Policy



#### POLICY

1. Students are permitted to use cell phones *only* during the following times:
  - before school hours outside or inside the school building;
  - after school hours outside or inside the school building;
  - at after-school or sports activities, only with the permission of the coach, instructor or program director;
  - at evening or weekend activities inside the school building.
2. The use of cell phones for any purpose – including telephone calls, text messaging and other functions – is not permitted at any other time on school grounds.
3. Cell phones must not be visible during the school day.
4. Cell phones must be turned completely off (not simply on silent or vibrate mode) during the school day.

#### ENFORCEMENT AND PENALTIES

Each school will designate staff to monitor student violations of the cell phone policy.

Penalties for students found to be in violation of the policy will be as follows:

- First offense: Student's cell phone will be confiscated and returned to the student at the end of the school day.
- Second and subsequent offenses: Student's cell phone will be confiscated and returned only to the student's parent or guardian. **The student will be prohibited from bringing a cell phone to school for the remainder of the school year.**
- Students committing repeated violations of this policy may be subject to additional disciplinary action, consistent with the *Code of Conduct*.