

# FRANKLIN D. ROOSEVELT K-8 SCHOOL

## 2022-2023 Student & Family Handbook

Bannet Steele, **Principal**  
Terese Clarke-Lima, **Assistant Principal**

### **Lower Campus (Grades K1-1)**

30 Millstone Road  
617.635.9280

### **Upper Campus (Grades 2-8)**

95 Needham Road  
617.635.8676

**School Website** - <https://www.bostonpublicschools.org/school/roosevelt-k-8-school>



### **School Mission**

The Franklin D. Roosevelt K-8 School is committed to developing academic excellence in every child. We are a community of scholars.

The Franklin D. Roosevelt K-8 School is committed to developing academic excellence in every child. We are a community of scholars. In partnership with families and the community, our staff provides a safe, nurturing learning environment for our children.

We value the individuality of each child and strive to empower every student with critical and creative thinking skills. Working in collaboration with one another, our staff models the habits of lifelong learning, respect for others, and responsible citizenship that we aim to instill in every Roosevelt student. We are a full inclusion and anti-racist school.

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## Arrival Procedures

### Arrival & Breakfast

Both campuses will be open to students at 8:15 each morning. **Students should not be left unsupervised prior to 8:15 am.** Families are not allowed to go with students to their classroom. Families must set up an appointment to see teachers. Students are expected to be in their classrooms and prepared for instruction by 8:30. eRoosevelt is pleased to again offer free Universal Breakfast to all students. Breakfast will be available between 8:15 and 8:30 daily.

### Upper Campus

*Elementary* walkers or students being dropped off should enter the building through the cafeteria door off Wakefield Ave. **Students should not be left unsupervised prior to 8:15 am** and should cross to the school at the crosswalk. Cars may not stop/park on the school side of Wakefield during drop off. *Middle School* walkers or students being dropped off by families should enter the building through the main door (on Needham) unless they want breakfast, in which case they should enter the cafeteria door on Wakefield. All bus students will be dropped off and greeted by a staff member at the last door on Needham Road. **If families have a special reason for needing to enter the building, they must enter through the main entrance and sign-in at the office.**

### Lower Campus

Walkers or students being dropped off by families should enter the building **through the gym off of Millstone Road.** School staff will open the gym door at 8:15 each morning. **Students should not be left unsupervised prior to 8:15 AM.** Families must say goodbye to children at the door so that students can enter the building independently. **If families have a special reason for needing to enter the building, they must enter through the main entrance and sign-in at the office.** Bus students will be dropped off and greeted by a staff member at the side door off of Hamilton Street.

### Arriving after 8:30

**At both campuses, students who arrive after 8:30 are considered tardy.**

Tardy students must enter through the main entrance with an adult or a note explaining the tardiness and sign-in at the main office. Families of students who repeatedly arrive tardy will be contacted about the repeated class time missed.

**For safety reasons, all adults, including families, must enter and exit both campuses through the main entrances at all times.**

## Dismissal Procedures

### Upper Campus

Dismissal will begin every day at 3:05 PM. Elementary walkers and private driver students will be escorted to the driveway outside the cafeteria. **Families/private drivers should plan to pick up elementary students at 3:05.** You may do this by parking and walking to the pick up area or by driving up and we will load your child into your car. We can't allow cars to be parked on the school side of Wakefield Ave in order to wait for a student who has been delayed as it causes a traffic jam. In that situation, we ask that you drive around the block or park your car on a side street and walk back to pick up your child. Elementary bus students will be escorted to their buses by their teachers. At 3:10 PM, all middle school students will be dismissed.

**Note:** During dismissal, there is no parking allowed on the school side of Wakefield Ave. or Needham Road.

### Lower Campus

Dismissal will begin every day at 3:05 PM. Walkers and private driver students will be escorted by teachers out the main door at this time. **Families and private drivers should plan to pick up their children in front of the building between 3:05 PM and 3:15 PM** (enter off Millstone Rd.) for K2 and Grade 1 students. K1 students will be dismissed from the side door on Hyde Park Ave. Upon bus arrival, students leave through the Hamilton St. door to board their bus.

## **BPS Acceptable Use 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.

Please refer for more information on the [Acceptable Use Policy here](#).

### **Early Dismissal**

It is important that your child does not miss school time. Therefore, please schedule appointments after 3:10 PM which avoids unnecessary early pickups. In the case that your child needs to be dismissed early for an appointment, please send a note to school with your child (must be picked up before 2:40 pm for an early release) If an emergency requiring early dismissal arises after your child is at school, call the office no later than 12:00 pm. Please remember that students are not allowed to leave the building during the school day unless accompanied by their parents/guardians, an adult listed on the emergency card, or an adult possessing written permission from a parent/guardian. Students who are picked up prior to the end of the school day, must be signed out in the main office.

**No child will be dismissed after 2:40 PM.**

## Snow Days

All “no school snow days” and/or delayed openings are announced and made public by the Superintendent. The BPS website ([www.bostonpublicschools.org](http://www.bostonpublicschools.org)) posts “No school snow days” as soon as a cancellation has been made and families will also receive an automated phone call notice. In addition, all major radio and television networks list BPS snow days during early morning hours of inclement weather.

## School Bus Transportation

### Bus Assignments

**Only students assigned to a bus will be allowed to ride that bus.** Students are expected to board and get off the bus at their designated stops every day. If a family needs to make a change to a student’s stop assignment, alternative drop-off forms are available [www.bostonpublicschools.org/transportation](http://www.bostonpublicschools.org/transportation) then follow these steps:

1. Scroll and click on Transportation
2. Click on Parents/Guardians
3. Click on Alt Transportation request form

Grade 7 and 8 students will be expected to ride the MBTA to school daily and will receive a M7 free pass, and lunch card.

### Bus Schedule

Students should be at their bus stops 10 minutes before scheduled pick-up time. Similarly, adults meeting students at their drop-off stops should arrive in advance of the scheduled drop-off time.

Although the bus drivers work hard to stick to their schedules, traffic and inclement weather can impact their timeliness. If an afternoon bus is going to be significantly delayed, the school will send an automated phone message to family members of students on that bus. If you are having difficulty with the timeliness of a particular bus, **please call the Parent Information Bus Transportation line at (617)635-9520.** You may also call the school and we will attempt to work on the issue from the office.

### Where’s My School Bus?

BPS has a website where you can get real-time bus information showing the current location of your child/ren’s bus. To register using this link [Where's my school bus](#). You

may also benefit from using the app: MBTA tracker.

## Bus Safety

**All school rules extend to school bus transportation.** Additionally, the following bus rules have been developed to help ensure that students get to and from school safely:

1. Remain seated while the bus is in motion.
2. Keep hands, feet, and heads inside the bus.
3. Opening or closing windows and doors is
4. not allowed.
5. Students may talk quietly with students seated near them.
6. Keep books, packages, coats, and objects out of the aisle.
7. Do not throw anything out of the bus windows or on the bus.
8. In case of a bus emergency, students must remain on the bus unless the bus driver asks them to leave the bus.
9. Students must act respectfully toward the bus driver and follow his/her directions at all times.

Students who violate other school rules that extend to bus transportation will be reported to the Principal or Assistant Principal and the following series of progressive disciplinary actions will be taken:

- (1) Verbal warning/notification to parents/guardians
- (2) Loss of a school privilege
- (3) Short-term bus suspension
- (4) Long-term bus removal.

Some violations (i.e., fighting on the bus) may immediately warrant more serious consequences. All BPS buses now have cameras on board. **See the BPS guide for more transportation information.**

## **Emergency Forms**

Pre-populated Emergency Forms will be distributed on the first day of school. **It is extremely important that every family makes corrections/edits to the form and returns it to the school within the first week of the school year.** These forms allow us to contact you in case of an emergency. If your address changes during the year you must visit the Welcome Center at 515 Hyde Park Ave, Roslindale. If any of your

other contact information changes throughout the year, please let the main office know as soon as possible. Also, please make sure to note on the form if there is any person who should not come in contact with your child.

## **Boston Public Schools Family Guide**

This year, the Boston Public Schools is encouraging families to view the annual “Guide to the Boston Public Schools” and fill out the necessary back-to-school forms by accessing the BPS website at [www.bostonpublicschools.org/familyguide](http://www.bostonpublicschools.org/familyguide). The Guide is available in English and nine other languages. This helpful guidebook contains summaries of many of the district’s policies, programs, and services.

A separate booklet contains **forms that need to be completed by parents**. A limited number of the printed guides, as well as booklets containing the forms, will be available at our school office for the families of students who are new to the district or do not have access to the Internet. The online form is available at [www.bostonpublicschools.org/contact](http://www.bostonpublicschools.org/contact). **We encourage you to go online to complete the form for each of your children as soon as possible.** We thank you for your cooperation.

## **Attendance**

At the Roosevelt, the expectation is that students will be on time and in attendance every day. There is research to prove that regular attendance is a critical factor in academic success. You can help your child meet our attendance expectations by making sure routines are put in place daily to ensure students are present and on time daily, including making every effort to schedule appointments outside of school hours or during school vacations.

When your child returns to school after an absence, they must bring a note ([Sample here](#)) written by a parent/guardian explaining the absence. However, **please note that a parent/guardian note does not necessarily make an absence excused.** BPS Attendance Policy states that, even with a written excuse, the following types of absences will be considered *unexcused: repetitive and chronic absence* due to illness or injury without a letter from a healthcare provider verifying that the student was too sick or injured to go to school. Students who will be out for 14 or more days during a school year due to illness or injury should be referred to the Home and Hospital



Instruction Program (see page 25 of the BPS Family Guide). In addition, students staying home to babysit, cutting class, family vacation, trip to homeland, and extension of religious/cultural holidays beyond days designated on the school calendar. In the case of a chronic or prolonged medical absence, please notify the school and provide the school with formal documentation from your child's healthcare provider. The school is responsible for reporting chronic attendance problems to a Boston truancy officer.

In accordance with the Boston Public School's Attendance Policy, **students who have more than four unexcused absences in a marking term, or more than twelve unexcused absences in a year, may receive no-credit for that marking term or year and may be in danger of repeating a grade.** See the [Guide to the Boston Public Schools](#) for more details on the district Attendance Policy.

### BPS Attendance Policy and Procedures

Attendance is very important for all students. The Boston Public Schools has set up an attendance policy we must follow. We ask that in the event of an absence, you please call the school and inform us of your child's absence and why he/she will be out. You must send in a note the following day. Your child's absence will not be excused if a note or a letter is not received. Letters and notes will not be accepted **after seven days** of the original absence. We may also call your home in the event that a call is not made to the school. This policy is for safety reasons. We want to ensure that your child is safe and his/her absence can be substantiated.

#### **2<sup>nd</sup> Absence Action:**

1. Parents will receive a phone call and remind parents to call and to send a note explaining the absences.
2. A Panorama Tier 2 Attendance Student Success Plan will be developed to address the absences by the classroom teacher.
3. The school will update the student attendance record.

#### **4<sup>th</sup> Absence Action**

1. Students will be referred to the Student Support Team. The SST will develop a plan to improve attendance.
2. The principal will meet with the parent/guardian to discuss the plan

developed by the SST and discuss implications of absences

**5<sup>th</sup> thru 7<sup>th</sup> Absence Action:**

1. If the student's absences continue to increase in the term, a Panorama Tier 3 Student Success Plan will be then created to assist in removing the barrier and learning about the reason or root cause as to why the student is not attending everyday.
2. The Attendance Supervisor will follow-up on each referral and report back to the building administrator.
3. The Student Officer of Attendance (SOA ) will consult with the SST on referral

**8<sup>th</sup> Absence Action:**

1. CRA Petition Filed 2. Adult Failure to Cause

\*Student absences will not be excused if letters are not submitted within 2 school days. Extended absences will not be approved or excused unless a student has medical documentation to support the absences.

Parents will receive notices regarding the number of absences and tardy on a weekly basis. Students missing the required number of school days, arriving chronically late and/or picked up early will receive a grading “NC” for No Credit for the marking period.

Tardy info

A student must attend school for at least a half-day to be marked “present.” Students in K-5 who arrive after 11:30 or leave before 12:10 will be marked **absent** for the day. Students in grades 6-8 who arrive after 11:35 or leave before 12:05 will be marked **absent** for the day. Students arriving late should report to the main office.

**School Preparation**

It is expected that all students will arrive in class each morning well rested and with the necessary tools for learning. These tools vary from class to class, but generally include:

School notices sent home to parents/guardians\*

- Textbooks or workbooks

- Independent reading book(s)
- Completed homework assignments & signed Daily Planner (gr. 2 to 8)
- Pencils, pens, notebooks
- Breakfast either at home or at school

\*Frequently, notices concerning school activities, events, or field trips are sent home for your review and response. Please read these notices and, if necessary, promptly sign and return them to the school.

## **Homework & Student Daily Planners**

### Homework

The structure and volume of homework assignments vary by grade and class. Early in the year, your child's teacher will introduce the year's homework expectations to the students and to you. Homework provides students with an important opportunity to extend and independently practice the skills learned in school while providing families with insight into what their children are learning. Although it is expected that students complete their homework assignments as independently as possible, parents/guardians can support their children at home in the following ways:

- Read to your child daily or have him/her read to you. If English is not your home language, this reading can take place in your native language.
- Ask your child specific questions about what s/he has done or learned in school that day.
- Provide a quiet, well-lit place for your child's regular homework time.
- Ask to see your child's homework when they are finished. Ask your child to explain the assignment and his/her thinking. Offer advice as needed.

If you have questions/concerns about your child's homework, please feel free to contact your child's teacher.

### Planners

All students in grades 2-8 will be provided with a Roosevelt **Student Daily Planner**. It will be expected that students record all of their homework assignments in this planner on a daily basis.

**Each night, we ask parents/guardians to review and sign their children's planners.**

The planners will also have a space in which teachers and parents can exchange

notes. We believe that these planners will help strengthen home-school communication. Each week, students who have completed all of their assignments and brought back a signed daily planner every day will be granted a Scholar Dollar for their efforts.

## Home/School Communication

Our hope is to establish open, two-way communication with all families. This year, we again will commit to getting you information about school events in the following ways:

- Roosevelt Happenings email blast from Ms. Cortez, Mrs. Steele and Mrs. Clarke-Lima
- FDR Website [www.bostonpublicschools.org/roosevelt](http://www.bostonpublicschools.org/roosevelt)
- Classroom newsletters, flyers, and updates

This year, Middle School will again be using the district's ASPEN online parent portal which will enable you to view your child's grades and assignments and communicate regularly with your child's teacher(s). We will provide you with more information about this website and important training at the fall Open House. In the meantime, feel free to email or call us with questions, concerns, and comments!

## Visitors/Volunteers

All visitors to the Roosevelt (including parents/guardians and regular volunteers) must sign in at the office and obtain a Visitor's Pass when they enter the building. We encourage parent/guardians to volunteer to help their child's class or the school with specific projects, parties, and trips as requested by school staff. According to BPS policy, **all parents/guardians who plan to volunteer over the course of the year should complete a CORI form online ([here](#))** so that a background check can be run for safety purposes. If you cannot complete the online portion, please speak with a secretary at the school who can assist you. Once you have completed the online portion, you will need to go to school to show a government issued ID to the secretary.

**In order to preserve teachers' instructional time with students, parents/guardians interested in speaking with a teacher should call email, or send a note ahead of time to schedule an appointment.** With advance notice, all teachers will happily

make time to meet or speak with students' families.

## **Dress Code**

At the Roosevelt, we do not have a uniform policy and Boston Public Schools does not have a dress code policy. However, students are expected to wear appropriate clothing to school. The following are dress code guidelines for Roosevelt students:

- Hats and hoods may not be worn in the school building.
- Printed messages on t-shirts and clothing must be appropriate for school.
- Students should wear their pants at their waists--ensuring that all undergarments are covered.
- Students' midriffs, bottoms, and chests should be covered.

## **Testing, Grades, & Reports**

All students will participate in school-based assessments at the beginning, middle, and end of each school year. Students in grades 3-8 will also take part in the MCAS testing each spring. Testing schedules will be distributed to families.

## **Progress Reports & Report Cards**

All students in grades 1-5 will receive academic progress reports/warning notices in October, January, and May. Grades 1-5 report cards will be sent home in December, March, and June. K1 and K2 students will begin receiving progress reports mid-way through the year and will receive an end-of-year report card. All students in 6th-8th grade will receive academic progress reports/warning notices in October, December, March, and May. Grades 6-8 report cards will be sent home in November, February, May, and June.

In grades K-5, students are graded on a four-point scale:

1 = "Shows little evidence of meeting the standard."

2 = "Shows some evidence of meeting the standard."

3 = "Meets the standard."

4 = "Exceeds the standard."

It is expected that students in grades K-5 may start the year at a 1 or 2 in many areas, but will at least reach 3s by the end of the year.

In grades 6-8, students are graded using a traditional A-F letter scale. Each marking period, students who receive all A's will make "High Honor Roll" and students who receive all A's and B's will make "Honor Roll."

## **Curriculum Nights (Open House)**

**Roosevelt Curriculum Nights** (formerly known as Open House) will be held in September and the other will be in the Spring.

This is an important opportunity to meet your child's teacher and learn about the curriculum and classroom expectations for the year. We encourage all parents/guardians to attend if possible. More information will be available in the September newsletter.

At any time families may also set up an individual teacher conference at any point in the year by contacting the school.

All Roosevelt students will be held accountable to all rules, policies, and consequences established within the BPS Code of Conduct.

All Roosevelt students will also be held accountable to all Roosevelt School Rules, policies, and consequences. We will continue to implement our school-wide Community of Scholars program. This program includes our monthly core values, school rules, individual incentives, and community celebrations.

## **Core values**

The Roosevelt faculty worked together to define the core values that true "scholars" embody. Each month, the school will focus on teaching and reinforcing one of these Core Values. The Roosevelt Core Values are as follows:

- Responsibility (Sep)
- Cooperation (Oct)
- Curiosity (Nov)
- Perseverance (Dec)
- Inclusion (Jan)
- Leadership (Feb)
- Resourcefulness (March)

- Creativity (April)
- Courage (May)

## Community Celebrations

Students who have embodied the Roosevelt Core Value of the month will be recognized during classroom time. At the end of each month (or quarter, at the Middle school level), students will share what they have learned about the Core Value and be recognized for their achievements at a (student only)Community Celebration assembly.

### K-5 Core Values & Celebrations

Month	Core Value of the Month	K-5 Community Celebration	K-1 <sup>st</sup> Grade	2- 5 <sup>th</sup> Grade
September	Responsibility	September 30	Grade 1	Grade 5 201
October	Cooperation	October 28	Orange Room	Grade 5 202
November	Curiosity	December 2	Blue Room	Grade 4 203
December	Perseverance	December 22	Yellow Room	Grade 4 204
January	Inclusion	January 27	K2 team	Grade 3 101
February	Leadership	March 3	Red Room	Grade 3 102
March	Resourcefulness	March 31	Purple Room	Grade 2 103
April	Creativity	April 28	K1 team	Grade 2 104
May	Courage	May 26	Green Room	Grade 2-5

### Middle School Core Value & Celebrations

Month	Core Value of the Month	MS Community Celebration
September	Responsibility	December 2
October	Cooperation	
November	Curiosity	

December	Perseverance	February 3
January	Inclusion	
February	Leadership	April 28
March	Resourcefulness	
April	Creativity	
May	Courage	June 9

Primary Community Celebrations has been changed to 8:45-9:10 in the gym .

Elementary Community Celebrations will be held from 8:30-9:00 in the gym.

The Middle School Assembly will be held 8:30-9:10 in the gym.

### **School Pledge**

Students recite the Roosevelt Scholar Pledge every morning:

*We are the scholars of the Roosevelt. We strive for excellence, act safely at all times, and are respectful of people and property. We follow the school rules so that we can learn and achieve.*

### **School Rules**

All Roosevelt students will be expected to follow the Roosevelt School Rules:

- Follow directions the first time you are asked.
- Make your best effort to complete schoolwork and homework.
- Focus your attention in class- disruptions to learning are not allowed.
- Use respectful language---swearing, racial or cultural epithets, sexually explicit comments, threats of violence, and back talk are not allowed.
- Play and act safely—fighting, bullying, play fighting, unsafe objects, and inappropriate touching are not allowed.
- Respect school and student property—taking, breaking, and defacing school or student property are not allowed.



- Walk silently through the hallways—running in school is not allowed.
- Dress appropriately for learning—hats, caps, hood, and inappropriate clothing are not allowed. Chewing gum at school is not allowed.
- Keep valuables and distractions at home.
- Making or receiving calls or text messages on a cell phone is prohibited. Cell phone use is only allowed for educational purposes as directed by a teacher.

***\*Note on electronics & cell phones:*** We understand that families may want students to carry cell phones to ensure safe travel to and from school. However, ***if you need to reach your child during the school day, please do so through the school office and not via their cell phone.*** Cell phones are expected to be turned off and left in the backpack. Also, please note that the Roosevelt K-8 School is not responsible for lost, stolen, or damaged personal electronic equipment that students choose to bring into the building.

## School Wide Incentives

**At the Roosevelt, we believe that scholarship, effort, and achievement deserve celebration.** One way we recognize achievement at the elementary school is by awarding students with **Scholar Stickers/Dollars/Points, depending on the grade level.**

At the end of each month, elementary students will have an opportunity to spend/use their Scholar Stickers (k-1) /Dollars( grades 2-4) /Points(grades 5-8). This will happen every other month at the 2-8 and weekly in K1-K2.

In all grades, students will have the opportunity to participate in incentive activities every month.

Students will also be recognized for their scholarship, effort, and achievement at monthly (or quarterly for MS) Community Celebrations.

## Support

At Roosevelt, we believe that scholars must take personal responsibility for their behaviors in order to contribute to a positive learning community.

At the Roosevelt we have initiated a Positive Behavioral Intervention Systems (PBIS)

with various levels of support for students struggling with behaviors. If a student is identified as having repeated struggles, we will work collaboratively with home and staff to create a plan of support to help student behavior improve. If a student continues to violate rules with the same behavior over many days, teachers may make a home contact, request a meeting, and/or hold a classroom detention.

## **How can YOU get involved and have a voice at the Roosevelt?**

Below you will find several ways you can support our work at the Roosevelt. Please look for information or ask your teacher or school secretary about meeting dates/times.

### **School Parent Council (SPC)**

All parents/guardians of Roosevelt students are automatically members of the SPC. The role of the SPC is to enhance the experience of Roosevelt students and families by organizing fundraisers, school events, and activities. Specific subcommittees come together to plan for different events and projects. All family members are welcome to attend any or all meetings and events.

**The SPC will hold an election meeting in late September. Please consider joining this important team where you can have a voice in what the SPC plans.**

Information will be shared about the date of this meeting.

Please check our monthly newsletter for further information about topics to be addressed. You can also follow **SPC** information on the SPC Facebook page—**search “Roosevelt K8 SPC”** on Facebook and request to join!

If you have any questions please feel free to reach out to our family liaison  
@dcortez@bostonpublicschools.org

### **School Site Council (SSC)**

The SSC is an elected team of teachers and parents/guardians who work together with the Principal for the benefit of the students. The SSC is responsible for reviewing and approving the Quality School Improvement Plan, (QSP) the school budget, and

recommendations of school-based leadership teams. The principal serves as the chairperson of the SSC with one teacher or one parent serving as co-chairs. Parent representatives on the SSC will be elected at the SPC's annual spring elections. Meetings are held monthly at school at a day/time to be determined at the first meeting. All meetings are public and all are welcome to attend. Meeting dates and minutes will be shared publicly.

### Library Volunteer

We are thrilled to offer visits to our newly updated library to students in grades 2-5. Classes visit the library every other Wednesday of every month from 9AM to 1PM. Please call the office at 617-635-8676 to volunteer and we will include you in our outreach.

### Little Free Library

At lower campus we have a new **Little Free Library** next to our buddy bench in the playground. We are looking for a parent volunteer to assure our library is always stocked with books. Please call Joanne at the office at 617-635-9280 to volunteer.

### Home-School Compact [Compact](#)