

Roger Clap Parent/Student Handbook 2019-2020



Roger Clap
Elementary
EXCELLENCE IS THE STANDARD

Carolyn Allston, Principal

35 Harvest Street
Dorchester, MA 02125

617-635-8672 Phone
617-635-6389 Fax

Welcome to the Roger Clap Elementary School! We are excited to welcome you and your family to our school community. This handbook was created to help you with any questions you may have about school and district policy.

Roger Clap Mission Statement

Regardless of his or her socio-economic, linguistic and academic history, each student is educated to the highest level through a rigorous and comprehensive curriculum. We also educate students to become knowledgeable of, civically engaged in, and involved in the service of their school, the local community, and the global community. We do this not just through our curriculum, but by field trips, community service, and our bi-weekly Town Hall Meetings with inspirational members of the local community.

Roger Clap Vision

At the Clap, we believe that all students are intellectual sense-makers and should be treated as such through provided academic and/or socio-emotional supports to push academic independence and build confidence in each student's ability to succeed. We will use these tools to ignite a curiosity to grow and promote the development of lifelong, independent learners.

Roger Clap Instructional Focus

This year, our instructional focus that will drive all of our student learning is: We will consistently provide students with grade-level (and beyond) learning activities that demand critical thinking and engage all students in meaningful evidence-based discussions and writing.

Roger Clap Core Values

Respect

Responsibility

Safety

Perseverance

School Contact Info

Roger Clap Elementary School

35 Harvest Street
Dorchester, MA 02125

Phone: 617-635-8672

Fax: 617-635-6389

Principal: Carolyn Allston

School Secretary: Carrie Hogan

Community Field Coordinator: Diana Kerkorian

Special Education Coordinator: Dawn Boston

Roger Clap Elementary Staff Directory

Administration:

Carolyn Allston	Principal
Carrie Hogan	Secretary
Diana (Lupher)Kerkorian	Community Field Coordinator
Andus Torgeson	Nurse
Dawn Boston	Special Education Coordinator

Classroom Teaching Teams:

Toni Passano & Andria Headley	K0-K1	Room 4
Kathryn Canavan & Fantasia Fernandes	K2	Room 2
Felicia Wynn & Shelly Britto	Grade 1	Room 3
Timothy Appel & Fleming Aker-Barrows	Grade 2	Room 5
Dania Derivois & Dierdre DeGraffenreid	Grade 3	Room 6
Andrea Keogh &	Grade 4	Room 10
Victoria Small & Roselynn (Bakish) Sequeira	Grade 5	Room 9

Specialists:

Connie Cummings	Art	Room 8
Dean Martin	Science	Room 11
Adelberto Rivera	P.E.	Gym/Auditorium

Interventionists:

Ken Rosenthal	ESL Interventionist	ESL/Resource Suite
Farah Wong	ESL Interventionist	ESL/Resource Suite
Kim Truehart	Resource Room Specialist	ESL/Resource Suite

Cafeteria Staff

Ms. Carol Perez
Ms. Nancy Callow
Ms. Mary Alicia

Custodian

Ms. Ann
Mr. Freddy

BOSTON PUBLIC SCHOOLS



Roger Clap Elementary School

Carolyn Allston, Principal

Greetings Roger Clap School Community,

Welcome back to all students and families! The beginning of a wonderful and fulfilling year of learning is upon us! My name is Carolyn Allston and I am extremely excited to enter into my second year as the Principal of the Roger Clap Elementary School. During my first year as Principal, emphasis was placed on ensuring all students receive a well-rounded educational experience that nurtured the physical, mental and socio-emotional aspects of each child. As we embark on year two of my leadership, it is an honor to build on the progress we have made in support of the diverse and inclusive community of educators, supporters and learners served here at the Clap.

At the Roger Clap, my goal is to work with families and teachers to provide all students with learning experiences that will shift views of themselves, their abilities, and the world around them in order to unlock their full potential. The research is in agreement that effective family engagement plays a critical role in students' school success. Such engagement has been shown to develop out of mutual trust and respect between parents, teachers and other school staff. My vision is that we will work in collaboration to ensure all students have access to the rigorous curriculum through differentiation and individualized instruction, providing multiple opportunities for families to participate in community building academic events throughout the year.

On the following page, you will find important information that will provide you with answers to questions you may have in regards to this school year. Once your handbook is reviewed if you have remaining questions, please give us a call at 617-635-8672.

Arrival

Every day the school building will open at 9:20am. At 9:20am, students will enter the school building from the playground-side entrance. Before the 9:20am opening, we are unable to allow students who are not in the before school program into the building. Unfortunately, with us being a small school, we do not have anyone on staff prior to the 9:20am opening time to supervise students. At the Clap, we have a before school program that takes place from 7:30am to 9:30am, daily. If your child is in need of before school, please give us a call at 617-635-8672. **Please note: The Roger Clap school yard is not supervised by Clap staff before 9:20am.**

Tardiness

In preparation for a positive and productive school day and year, it is important that your child arrives to school on time. Last year we had many students whose academic growth and grade-level promotion was impacted by excessive absences, tardies and early pick-ups. Punctuality is an important work habit that must be learned from the time a child begins school. In all cases of tardiness (except bus issues), children should bring in a note signed by a parent or guardian. Children should be accompanied to the office and must sign in if they arrive at school after 9:30am. If this happens repeatedly, a parent conference will be requested.

Early Dismissal

Students should not be dismissed from class except in cases of illness or injury.

Doctor and dentist appointments should be scheduled after school hours. If a child must be dismissed during the school day, please send in a note on the morning of the dismissal specifying the time that the student will be picked up, the reason for the dismissal and by whom. **The person picking up the child must meet the child at the school office and sign out in the log provided.** The secretary may ask that person to show some identification. If the child returns to school that day, he/she must sign the log indicating his/her return. As we strive to maintain a secure building, we ask that parents DO NOT GO to the classroom or playground to pick up their child.

Dismissal

Our school hours are from 9:30am to 4:10pm every day. In order to ensure all students are dismissed by the 4:10pm end time, dismissal procedures begin at 4:00pm. Please wait for your child in the playground by the playground side door. We ask for your patience and flexibility due to the additional minutes dismissal may take as we get to know all families and all of our students and we encourage you to use this daily opportunity to connect with teachers and ask any questions that you may have regarding the school day or academics. Between the times of 3:45pm and 4:00pm, students are packing up bags, writing down homework and wrapping up the day. **We ask that you wait until 4:00pm for students to be released. If on occasion (due to an emergency or appointment), your child needs to be released prior to the 4:00pm end time, please give us a call at 617-635-8672 on**

the day of the dismissal to alert us so that your child can engage in end of the day activities before being dismissed. Leaving early impacts student learning, and our goal is to ensure quality learning experiences all day long so that all students can perform at high levels by the end of the school year. For safety reasons, visitors will not be granted access to the school building between 3:45pm and 4:00pm without advance notice.

School Visitors

Visitors are always welcome. **Upon arrival, all visitors must go to the main office to receive a visitor badge and to sign in.** We welcome visitors and hope that you feel as comfortable about visiting us as we do about having you in our building. If you need to bring something for your child at school, please bring it to the school office and it will be delivered to your child's classroom.

Attendance Policy

The Roger Clap follows the Boston Public Schools policy on student attendance. A student with more than four (elementary school) unexcused absences in a marking term, or more than 12 unexcused absences for the year, will receive a grade of NC (no credit) if the student otherwise earned a passing grade. If the student has not earned a passing grade, he or she will receive a "1" (fail).

EXCUSED ABSENCES

Students must bring in a note after each day they are absent. The note must include the date absent, the reason for the absence, a phone number for the parent or guardian, and the parent or guardian's signature. Students may make up work they missed during excused absences. Excused absences may include:

- An illness or injury that prevents the student from attending school.
- A death in the immediate family or other significant personal or family crisis
- Court appearances
- Medical or psychological tests during the school day
- Religious holidays

WHAT IS AN UNEXCUSED ABSENCE?

Some parents think that any absence will be excused as long as the parent sends a note. This is not true. Here are a few examples of unexcused absences—even if the parent sends a note:

- Repetitive and chronic absence due to illness or injury. In these cases, for the absence to be excused, the parent must submit a letter from a health care provider verifying that the student was too sick or injured to go to school.
- Student needed to baby-sit
- Family vacation
- Trip to the homeland
- Extension of a religious or cultural holiday beyond the designated calendar days

Whenever possible, parents should check with the principal before allowing a child to miss school if they are not sure the absence will be excused. Students are responsible for making up the work they missed when they are absent. However, the school is not required to help a student make up tests and assignments the student missed due to unexcused absences.

Uniform Policy

Roger Clap Uniform: *Navy blue or white collared shirt with or without Roger Clap logo*

The Roger Clap school uniform is one way for students to demonstrate pride in their school and their education. The Clap has a **mandatory** uniform policy. Today, all students were sent home with a uniform t-shirt. It is important that students are in uniform every day for behavioral, safety and financial reasons. The uniform consists of a white or navy blue shirt and navy blue bottoms. Please make sure that your child follows the school uniform policy every day. We have donated uniforms if you are in need of uniforms for your child to ensure the dress code can be followed. If you have any specific questions/concerns regarding the uniform policy, please contact us at 617-635-8672.

Flip Flops and Tank Tops are not allowed

Inappropriate Items

Students are not allowed to bring in items that have no reasonable use in school as defined by the principal.

- Any items that could potentially injure a child are not allowed in the school or on the school bus.
- Any visible cell phones will be confiscated
- Possession of any unsafe materials, devices or substances to/from/in school will result in referral to the BPS Code of Discipline.
- Toys/electronics/balls from home that are not connected to academics or learning

Student Behavior

It is the expectation of the Roger Clap School community that all students will arrive at school each day ready to learn and show pride in their school. School rules are established to ensure the safety of all students and staff. Students who choose to break school rules may be subject to discipline according to the BPS Code of Discipline.

Fighting

Creating a safe school environment is key to student learning. Fighting of any kind, “fake” or real creates an unsafe environment. Students engaged in any kind of violent act in school, on the bus, or walking to/from school may be subject to the BPS Code of Discipline and will require a parent/guardian to come to the school.

Harassment

All students and families have an expectation of a safe and healthy school environment. Harassment of any kind by a student is unacceptable and disciplinary action may be taken.

This includes any type of racial, sexual, ethnic, religious, or any other type of offensive remarks.

Bus Behavior

It is expected that all students will maintain safe behavior on the school bus. Students who violate the Code of Discipline on the school bus may be denied transportation. School bus rules are created for student safety and are meant to ensure that all students arrive at school and home safely.

Students are required to:

- Remain seated
- Keep hands and feet to themselves
- Talk quietly
- Be respectful of all students—no harassment or inappropriate language
- Be respectful of the bus driver
- Keep hands inside the window
- Refrain from throwing any items inside or outside of the bus

Students who **receive 2 or more** behavioral incident write-ups on the bus may receive a bus suspension at the discretion of the Principal. In the event of a bus suspension, copies of the incident reports will be provided to families. On the day of the bus suspension, families will be responsible for coordinating student transportation.

Field Trips

Field trips support the curriculum to promote learning. Classroom teachers and other chaperones accompany students on field trips. You must sign a permission form before your child can attend a field trip. If you do not wish for your child to take regularly scheduled medication on the day of the trip you must provide a written note to the nurse. A **CORI** form must be in place before you are allowed to chaperone a field trip. **CORI** forms are available in the office and take about 6 weeks to process. It is strongly suggested that you complete the form in September. If you have completed a form in a prior year, please verify that the form remains current with the Main Office in September of each year. **CORI** information will be updated at least every two years.

School and class field trips are scheduled throughout the school year to increase educational opportunities for students. Field trips are a privilege and will have student guidelines to attend. Students who are acting unsafe will not be allowed to attend field trips. During student field trips, students must:

- Wear the Clap school shirt
- Have a written permission slip signed by the parent/guardian
- Follow the guidelines and meet the criteria set by their teacher for that field trip

Promotion Policy

The Roger Clap school follows the attendance and promotion policy as set by the Boston Public Schools. For more information on the policy, visit the Boston Public Schools website or talk to your child's teacher.

Parent/Teacher Meetings

Please call the school if you need to schedule a meeting with your child's teacher. Teachers have appointment times each week where they are available to meet. If you come to the school without an appointment, teachers will not be pulled from teaching to meet, as instructional time is vital to student learning.

Volunteers

If you would like to volunteer at the Roger Clap, please talk to your child's teacher about ways you can support the classroom and the school. All volunteers must fill out a CORI form with the main office before volunteering.

Open House

On **Thursday, October 3, 2019 from 5:00pm to 7:00pm** we will have our first Open House of the school year where families will have the opportunity to meet and connect with classroom teachers and Clap staff members. We hope to see you all there!

School Site Council

The School Site Council is the governing body of the school made up of teachers, elected parents, and the principal. Elections will be held at the **Open House on October 3rd at 5:00pm.**

Please feel free to call us with any questions or concerns at 617-635-8672. Our goal is to partner with you to ensure a positive, successful educational experience for both you and your child throughout the school year. GO WOLVES!