

THE JOSEPH LEE K-8 SCHOOL

155 Talbot Avenue, Dorchester, MA 02124

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FAMILY & STUDENT HANDBOOK 2019 – 2020

JOSEPH LEE SCHOOL MASCOT: LOCOMOTIVE JOE



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Principal's Welcome

A Letter from Principal Crowley

Dear Joseph Lee Families,

Welcome to another exciting year at the Joseph Lee School! This handbook is written for your family and is intended to serve as a guide to life at our school. We hope it will help orient you, and help you feel a part of our enriching learning community.

In the following pages, you will find a description of our school's vision and mission, our academic requirements and general policies, as well as the commitments that we ask of staff, students, and their parents/guardians.

The school day begins promptly at 7:00am (with breakfast served until 7:20) and ends at 2:10pm every day. After school programming is available for all students in grades K0-8 at the Joseph Lee School (see section "School Hours" for details).

As a reminder, the Joseph Lee K-8 School is a mandatory uniform school Monday through Friday, including days with school events and field trips. School t-shirts, polo shirts and sweatshirts can be purchased in the building (see section "JLS Team Wear" for details).

The Joseph Lee K-8 School hosts a number of family events, open houses, and academic events throughout the school year. If your family is new to the JLS community, we invite you to join us at our first event- **The New Student and Family Welcome Event** on Tuesday, September 3rd from 12:30 - 1:30. All students and families are encouraged to join us at **The Family Orientation Night/Open House** on Wednesday, September 18th from 5:30-7 PM. This will be an opportunity to meet teachers and hear about grade level expectations and curriculum. Middle school students and families will have access to information on earning academic credits, transcripts, and an introduction to the BPS high school choice process.

Once again, we welcome you and your child(ren) to the Joseph Lee K-8 School! Families are a vital part of our school community and we look forward to getting to know your family as the year progresses. With effort and a positive attitude, your child(ren) will have an exciting and successful year at this school! Please feel free to contact us at the school (617-635-8687) with any questions or concerns you have about your child(ren)'s education. We look forward to an extraordinary year!

Sincerely,

Principal Crowley

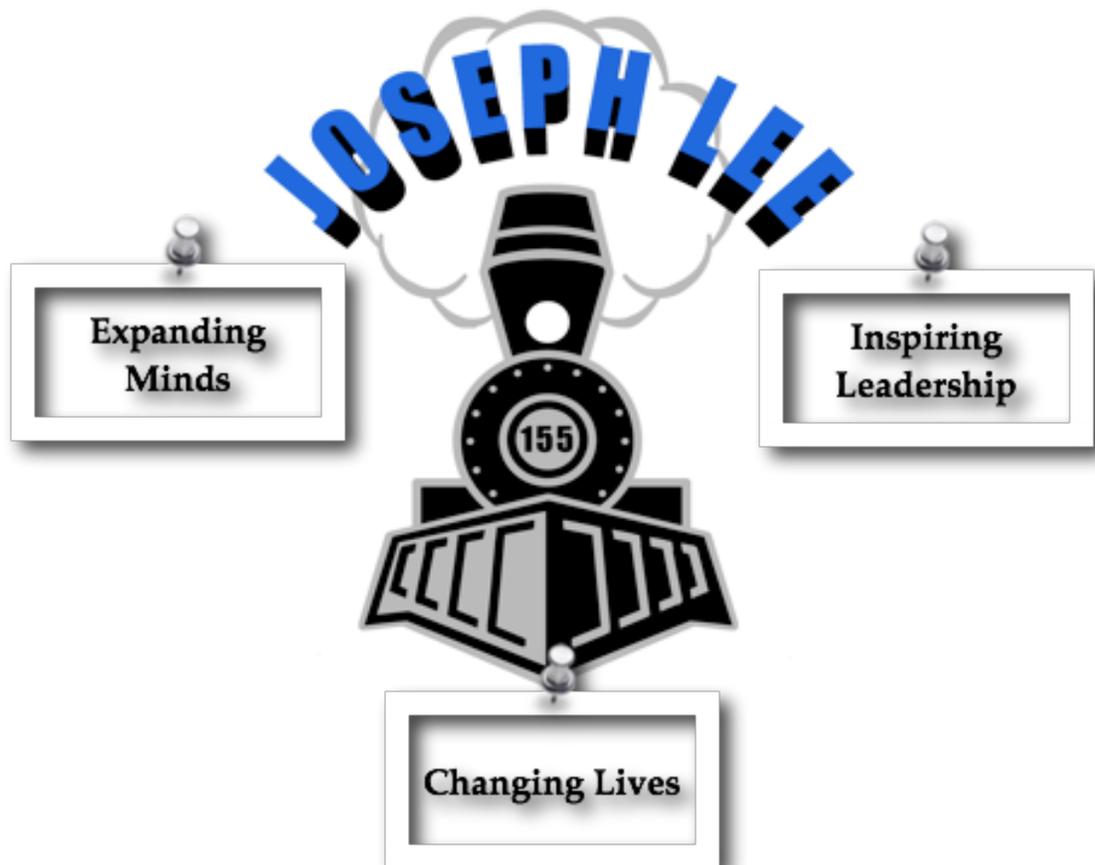
Our Mission and Vision

The Boston Public Schools Mission:

As the birthplace of public education in this nation, the Boston Public Schools is committed to transforming the lives of all children through exemplary teaching in a world-class system of innovative, welcoming schools. We partner with the community, families, and students to develop in every learner the knowledge, skill, and character to excel in college, career, and life.

The Joseph Lee School Vision:

We are a diverse and welcoming community of independent thinkers and learners growing together by empowering each other to make positive connections and contributions.



JLS Core Values

T.R.A.C.K.

Trust

Respect

Accountability

Community

Kindness



Regular School Hours

7:00 AM	Breakfast for Students in the <i>General Education</i> Program
7:15 AM	Teachers of the <i>General Education</i> Program Pick Up Students in the Café Students Transition to Classrooms
7:20 AM	School Day Begins - Homeroom for <i>General Education</i> Program
7:33 AM	Classes Start - First Period Breakfast for Students in the <i>Early Childhood & Special Education</i> Programs
2:10 PM	Lower School (K-5) Dismissal - Buses, Parent Pick Up, and Walkers
2:10 PM	Upper School (6-8) Dismissal Process Begins - MBTA Riders and Walkers

Early Dismissal School Hours

7:00 AM	Breakfast for Students in the <i>General Education</i> Program
7:15 AM	Teachers of the <i>General Education</i> Program Pick Up Students in the Café Students Transition to Classrooms
7:20 AM	School Day Begins - Homeroom for <i>General Education</i> Program
7:33 AM	Classes Start - First Period Breakfast for Students in the <i>Early Childhood & Special Education</i> Programs
11:55 PM	Lower School (K-5) Dismissal - Buses, Parent Pick Up, and Walkers
12:10 PM	Upper School (6-8) Dismissal Process Begins - MBTA Riders and Walkers

Leadership Team

Name	Position	Contact Information
Crowley, Kim	Principal	kcurtis@bostonpublicschools.org
Sweeney, Gert	Assistant Principal	gsweeney@bostonpublicschools.org
Porch, Raymond	Director of Culturally & Linguistically Sustaining Practices	rporch@bostonpublicschools.org
Morrissey, Frank	Middle School Dean of Students	fmorrissey@bostonpublicschools.org
Forbes, Trent	Lower School Dean of Students	tforbes@bostonpublicschools.org
Cooper, Christiana	Operations Coordinator	ccooper@bostonpublicschools.org
Suskin, Heidi	Academic Dean	hsuskin2@bostonpublicschools.org
King, Shereka	Math Coach	sking3@bostonpublicschools.org
Buxton, Erinn	Climate & Restorative Practices Coordinator	ebuxton@bostonpublicschools.org
Mitchell, Richard	Family Engagement Coordinator	rmitchell5@bostonpublicschools.org
Bresnihan, Danielle	Autism Strand Specialist	jtalbot@bostonpublicschools.org
McCormick, Ben	Autism Strand Specialist	dbresnihan@bostonpublicschools.org
Talbot, Jennifer	Autism Strand Specialist	bmccormick@bostonpublicschools.org
Mullaly, Michelle	Main Office Administrative Secretary	mmullaly2@bostonpublicschools.org
Bargar, Geri	Co SE	gbargar@bostonpublicschools.org
Clougherty, Mary	Co SE	mclougherty2@bostonpublicschools.org
Taylor-Hill, Marilyn	Cafeteria Manager	mtaylorhill@bostonpublicschools.org

Visiting The School



The Joseph Lee K-8 School extends a warm welcome to parents/guardians and others visiting our school and classrooms. We want all students and staff to be in a safe and supportive learning environment to create the best conditions for our students. For that reason, we ask all visitors to adhere to the Visitor Policies described below.

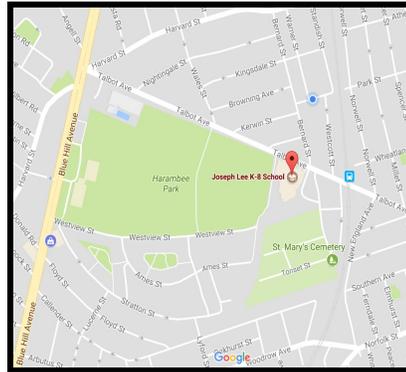
Visitor Policies

“Visitors” include parents/guardians, families, volunteers, other school department employees as well as others. Everyone **must** report to the school office, sign in, and obtain a Visitor’s Pass before going elsewhere in the building. Visitors must also sign out in the school office and return the Visitor’s Pass when they leave. Please be sure your Visitor’s Pass is visible while you are in school or schoolyard. Visitor passes are not required at Open Houses, Family Nights, or other school-sponsored events open to the public. **For the safety of our students and staff, we will consider visitors who do not sign in and cannot show a Visitor Pass to be trespassing. A school staff member may ask them to leave the building or schoolyard.** Anyone who disrupts the safety or learning environment may be restricted from future access to the building. Visitors wishing to meet with a teacher or administrator are urged to make an appointment. Please feel free to reach out to your child’s teacher to make an appointment to meet with them. Appointments are not necessary for conferences at Open Houses, Parent Nights, or other school-sponsored events open to the public.

Early Dismissal and Attendance Policies

Parents/guardians should report to the Main Office to sign students out and are not to go directly to the classroom. The school will only release a student to a custodial parent/guardian or persons listed on the child’s emergency form with proper identification. If the person is not listed on the emergency form, a telephone call will be placed to confirm approval for the pick up. If parents must pick up their child for an emergency or a medical appointment that cannot be made during out of school time, they are encouraged to do so before 1:45 p.m. The school day begins at 7:20am and ends at 2:20pm. Students do not receive credit for attendance if they arrive after 10:30 a.m. They should also, whenever possible, send in written/signed notification or make contact with their child’s teacher in advance of these dates.

Getting To The School



Point A on the map indicates the location of the Joseph Lee K-8 School at 155 Talbot Avenue in Dorchester.

Public Transportation Directions:

- From the Ashmont (red line) MBTA Station, take the 22 bus towards Ruggles Station via Jackson Station. It stops right at the school/Community Center at 155 Talbot Avenue.
- From the Jackson Square Station (orange line), take the 22 bus towards Ashmont Station. It stops right at the school/Community Center at 155 Talbot Avenue.
- From Uphams Corner, take the Fairmount Train (purple/Readville line) two stops to the Talbot Avenue Station. Walk diagonally across the street to the school.

Map & Driving Directions:

- From the north: Take I-93 South to exit 15 for Columbia Road. Turn right onto Columbia road. At the intersection with the KFC, turn left to stay on Columbia Road. Turn left onto Washington Street. Turn left onto Blue Hill Avenue. Turn left again onto Talbot Avenue. The school is at the intersection of Talbot Ave & Bernard Street.
- From the South: Take I-93 North to exit 11 to merge onto Granite Ave. Turn left onto Gallivan Blvd. Turn right onto Washington Street. Turn left onto Talbot Avenue. The school is at the intersection of Talbot Ave & Bernard Street.

Programs

Advanced Work Class (AWC)

Advanced Work Class (AWC) is a full-time program at the Joseph Lee School that provides an accelerated academic curriculum for students in grades 4, 5 and 6. Students in AWC study the same topics as those in general education classes, but in greater depth. Students are expected to complete more schoolwork and more home study. In math, they study the curriculum for their own grade plus part of the work for the next grade level. In English Language Arts, students do more writing and read more challenging literature than in the general curriculum. Students also study Spanish as part of a foreign language requirement. Parents cannot place their child into an AWC class. **Student participation is by invitation only and is based on the student's scores on an eligibility test.** BPS administers the TerraNova, third edition, to determine eligibility for the AWC program and the SUPERA test to determine eligibility for the Spanish AWC program. Boston Public Schools reviews these exams and mails invitations to qualified students in January.

ASD - What is Autism Spectrum Disorder

Autism Spectrum Disorder (ASD) and Autism are both general terms for a neurological variance that affects over 2 million individuals in the U.S. and tens of millions worldwide. Each individual with autism is unique. Many of those on the autism spectrum have exceptional abilities in visual skills, music and academic skills. Common characteristics of autism include different sensory experiences, nonstandard ways of learning and problem solving, deep focused thinking and passionate interests, atypical and/or repetitive movement, need for consistency and routine and difficulty understanding and expressing communication.

The ABA Program at the Joseph Lee K-8 School

Applied Behavior Analysis (ABA) is the practice of applying the research-based principles of learning theory in a systematic way to alter behavior. The practice is used extensively in education, healthcare and even business management. It is particularly prominent in the education of individuals with Autism Spectrum Disorder (ASD), for which it is one of the only scientifically valid therapies.

At the Joseph Lee School, we take great pride in our ABA program. Our program includes 18 substantially separate classrooms and 7 inclusion classrooms with academic and social inclusion opportunities for students who meet push-in inclusion pre-requisites and ABA focused workshops for families. Students participate in swimming and sensory arts classes as well as music, movement and physical education. Student progress is evaluated through their IEP goals and objectives and will receive quarterly progress reports instead of general education report cards.

Students in the Joseph Lee ABA program have created many large mosaic murals using tens of thousands of pieces of cut construction paper. The murals have been featured in numerous news stories and have been visited by the Boston Celtics and former Mayor Thomas Menino. See a video of our Sensory Arts program featured in Boston.com at:

<http://bcove.me/mxizo1kb>

After School Program for Grades K0-8

The Lee Afterschool Program offers a safe environment and nurturing afterschool experience for all Lee School students in K0-8th grade throughout the school year. The program runs Monday-Friday from the end of the school day at 2:15 until 5:00pm and provides a combination of homework support and enrichment activities to students.

Homework Support:

Students are provided with 45 minutes of homework completion time.

Enrichment:

Students engage in hands-on enrichment activities allowing them to explore art, dance, sports, science, and other areas. The cost of the program is \$75 per student and \$25 for each additional sibling. We accept vouchers from Child Care Choices.

Additional Programs and Extra-Curricular Activities

Program/Activity	Age/Grade Level	Contact Person
BOKS (Build Our Kids Success)	Grades 1-5	
Boston Versus Bullies	Grades 4 and up	Frank Morrissey x110
Coffee/Beverage Club	Autism/ABA Strand	ABA Strand Specialists
Debate	Grades 6-8	
Double Dutch	Grades 6-8	
G.S.A. (Gender & Sexuality Alliance)	Grades 6-8	Connor Russo x111
EPIC (Enhancing, Potential, Inspiring, Change)	Grade 8	Frank Morrissey x110
Harlem Lacrosse (Girls)	Grades 5-8	Greta Massey
Harlem Lacrosse (Boys)	Grades 5-8	Josiah Bramble
Middle School Boys Basketball	Grades 6-8	Frank Morrissey x110
Middle School Girls Basketball	Grades 6-8	Frank Morrissey x110
Middle School Cross Country (Boys & Girls)	Grades 6-8	David Jesser
Middle School Track and Field (Boys & Girls)	Grades 6-8	David Jesser
Restorative Student Leadership Council	Grades 6-8	Erinn Buxton
Special Olympics	Autism/ABA Strand	ABA Strand Specialists
Squashbusters	Grades 7-8	Rob Cho
Stand Strong	Grades 4-6	Frank Morrissey x110
3 Point Basketball	Grades 6-8	Frank Morrissey x110
3 Point Dance	Grades 6-8	Frank Morrissey x110
Suffolk County District Attorney Reading Program	Grades 1-2	Kim Crowley
Unified Sports Program	Autism/ABA Strand	ABA Strand Specialists

Social Emotional Supports & Services

Restorative Justice

JLS has been selected to be part of a National Institute of Justice (NIJ) grant to support the implementation of Restorative Justice (RJ) practices in our school. RJ is based on shared values and indigenous teachings that prioritize connection, mutual understanding, and relationships. It is a mindset and a lifestyle that states that everyone's experience in the world is important, which allows space for people to be heard.

Circles are a practice within RJ, gifted to us from First Nation communities in North America. In circle, everyone is given equal voice through the use of a “talking piece,” as an invitation to share and listen from the heart. This practice of sharing values, voice, and ideas, builds trust and encourages vulnerability; people see themselves as a part of a community and are seen by others for the strength they bring. Circles are used in classrooms for teaching and management. Within schools, the use of RJ leads to a shift away from punitive responses like suspension and exclusion to approaches that foster healing and helps students and staff address underlying causes of harm.

Golden Tickets

Throughout the school day, students who demonstrate the JLS Common Core Values of **T.R.A.C.K.**: **T.**(trust) **R.**(respect) **A.**(Accountability) **C.** (Community) **K.** (Kindness); can be nominated by school staff for a Golden Ticket. Students who earn Golden Tickets are entered into a raffle the next day to earn fun prizes. Winners are showcased during morning announcements to the entire school.

Student Counseling & Mental Health Services

Counseling services are provided to Boston Public School students in a myriad of formats and modalities. Students with disabilities may have IEPs (Individual Education Plan) that contain counseling as a related service mandating the frequency and duration of counseling. Students without IEPs may participate in counseling sessions formulated as a result of a recommendation from a parent/guardian or a staff member. Counseling may also be provided at the Joseph Lee School by mental health providers from our outside partners The Home for Little Wanderers and City Connects.

If you believe your child would benefit from counseling, please contact the school and ask for Erinn Buxton to complete a counseling referral form.

City Connects

At the Joseph Lee School, we have developed a comprehensive student support system to ensure that each and every student receives the supports, services, and resources s/he needs to be academically successful and healthy.

Our school's student support program is facilitated by City Connects, a partnership among schools, Boston College, and community agencies. Our full-time City Connects Coordinator (SSC) is Connor Russo, a licensed school counselor, and is present all day in our school. He can be reached by phone at 781-474-2912 or email at crusso2@bostonpublicschools.org. The purpose of our student support process is to ensure that each student has the support he or she needs to successfully engage in classroom instruction. To do this, we assess the strengths and needs of each child in the school and connect him/her to a tailored set of support services. Please note that the student support process and the special education referral process are distinct and different.

Each year, the City Connects Coordinator partners with classroom teachers to review every student in the classroom to discuss student strengths and needs. As a result of this process, tailored supports may be recommended for each child. The City Connects Coordinator and/or a school staff member will collaborate with the family to explain the recommended supports and helps to secure services from within the school and/or from community partners.

Another aspect of the student support process for some students involves convening a larger Student Support Team that may include the school administrator, school nurse, teacher, school psychologist, specialists, after-school provider, and/or other support personnel. This meeting is facilitated by the City Connects Coordinator. The purpose of this team is to discuss students in greater depth and develop a detailed student support plan that will be monitored over the course of the year. You will be contacted by the City Connects Coordinator to discuss the plan and action steps to move forward.

The supports and resources of the student support process are available to you as the parent/caregiver. If you would like to initiate additional services for your child or have any questions, please contact Connor Russo.

General Policies and Procedures

Student Emergency Cards

Parents/guardians are responsible for completing, returning, and maintaining emergency cards for each of their children at the Joseph Lee School. Emergency Cards **must be updated frequently to reflect new information**. An Emergency Card **must be on file** in the Office for every student by the third Friday in September. Any medical conditions, needs and/or allergies should be documented in your child's emergency forms.

Taking Medication at School

Any **medications to be given to a student during the day must be given through the school nurse** and must have:

- ✓ a doctor's order,
- ✓ a parent/guardian permission slip,
- ✓ an original pharmacy bottle with the student's name, the name of the medication, and the recommended dosage.

Attendance Policy & Procedures

Parents/guardians are responsible for ensuring their children come to school each day - on time and ready to learn. Students are also responsible for attending class on time, being prepared, and contributing to the school community in a positive, responsible manner.

Students must bring in a note for each absence. Parents/guardians **may not** write several notes at the end of a term.

An absence note must include:

- ✓ date of the absence,
- ✓ reason for the absence
- ✓ working phone number where a parent/guardian can be reached
- ✓ parent/guardian signature

Students will be provided with the opportunity to make up work for excused absences.

Excused absences include:

- An illness/injury that prevents the student from attending school (verified by doctor, nurse).
- A death in the immediate family or other significant personal or family crisis (provide copy of death notice/funeral program)
- court appearances with official documentation.
- religious holy days

Any student with more than three unexcused absences in a marking term will receive a grade of "NC" (no credit) for the term if the student otherwise earned a passing grade. If the student did not earn a passing grade, she or he will receive an "F" for the term.



Transportation Procedures & Expectations

Overview

Each bus driver is responsible for delivering students to and from school safely and on time. Responsibilities include: operating the vehicle; supervision of boarding and discharge; supervision of students while riding the bus; reporting safety and behavior incidents to the school administration/Deans via written incident reports documented with BPS Transportation, and if applicable, ensuring that seat belts, child restraint systems, or wheelchair securement systems are in place. Most school buses do not require seat belts. All BPS buses meet federal and state safety standards. **Buses have two-way radios. They are also equipped with GPS (Global Positioning System) which helps the BPS Transportation Department locate vehicles in case there is an emergency.** Boston Public School buses may also use videotaping for student safety. **Boston Public Schools students are eligible for transportation if they live more than:**

- 1 mile from their elementary school or 1 ½ miles for school students
- If the student requires a bus in accordance to their special education IEP

General Education students in grades 6-8 (Middle School) will take public transportation and not yellow school buses. Students who qualify for transportation will instead receive a **free or reduced rate T-Pass** that will enable them to ride public modes of transportation 7 days per week 24 hours a day. Eligibility is determined by the **central office/transportation department** and students receive their preassigned T-passes from the school office on the first day of school. T-Passes should be cared for and **not hole punched**. It is crucial that bus passes are safeguarded and not given to other students as they are difficult to cancel and replace.

In late August, if your child is eligible for a bus, you will receive a notice with the bus stop location, time of pick-up and drop-off, and bus numbers.

Students in kindergarten through grade 5 who ride yellow buses are picked up and dropped off at a corner stop near home, in most cases within 1/4 mile of their home address. Please note that bus drivers will drop off students, including kindergartners, at the bus stop even when the parent is not there.

Special Transportation Situations

Some students may have medical or physical conditions that prevent them from walking to school or to the corner bus stop. In these *rare* cases, the district may provide door-to-door transportation. In order to be considered for this special service, your child's doctor must complete an Individualized Collaborative Health Plan. You can obtain this form from the school nurse. Please return the form to the nurse who will determine if your child's medical condition meets eligibility guidelines established by the BPS Medical Director. If your child does not meet the guidelines, the nurse will contact you.

Private Transportation Services

Some families arrange to have their children driven to and from school by a private transportation service or individual. **For safety reasons, the school will not release a student to anyone other than the custodial parent/ guardian without their written permission. If you are arranging private transportation for your child, be sure to sign a release form.** This can be obtained from the school or via the [BPS Release of Students to Authorized Persons](#) link (Superintendent’s Circular #SAF-8). This form releases the BPS from any liability if there is a problem with the private service.

Behavior on the Bus

The BPS considers the school bus to be “an extension of the classroom.” This means the same standards of behavior on the school bus (or on the MBTA going to and from school) as there are in school. Students must remain in their seats; may not hang out of windows, push or fight with other students, throw things, or distract the driver.

Students who violate School-Based Rules and/or endanger his/her own safety or the safety of others while on a school bus may be disciplined and denied transportation. The student is expected to come to school on the days when he or she is not allowed on the bus unless the student has also been suspended from school. If absences occur on those days, they will not be excused. School buses may be equipped with video cameras, and videotapes may be reviewed if disciplinary concerns arise.

Drivers are allowed to leave students at a bus stop if no adult is there to meet the child.

Parents/guardians are responsible for making sure there is someone to meet their child at his/her bus stop every day. If a student seems afraid or unwilling to be left at the stop the driver will keep the student on the vehicle and continue on the route until a parent/guardian can be contacted. Parents/guardians should make sure their child is familiar with the surroundings at their bus stop and know the safest route to walk home if no one is there to meet them.

*If your child is having issues with the school bus driver or with another student on the bus, **always** inform the Joseph Lee School first at (617) 635-8687. If the school cannot solve the problem contact the Transportation Department at 617-635-9520 or email us at schoolbus@bostonpublicschools.org. These emails reach the Transportation Directors directly.*



Locating Your School Bus Online

The “Where’s My School Bus” app for Boston Public Schools makes real-time bus information available online for parents/guardians. Your child’s bus is displayed on a detailed map, showing both its recent and current location. Waiting at the stop for a late bus? Blizzard has traffic moving at a crawl? Use your smartphone or computer to instantly check the bus location. Tracking your child’s bus has never been easier, faster or more accurate.

To create an account contact the Transportation Department at (617) 635-9520, Monday through Friday, from 8:30am - 5:00pm or log onto find the yellow bus at: schoolbus.bostonpublicschools.org

Middle School Students - MBTA Passes

All students in Grades 6-8 will receive a T pass to use to travel to school and back home. These passes will be distributed at school. It is CRITICAL that students care for and safeguard their T pass as the District assigns only one pass per student.

Snow Days & Emergency School Closures

On occasion, the district may need to close schools due to weather or other emergency situations. School cancellations are communicated in the following ways:

1. Automated telephone calls to students’ homes
2. Major radio and television stations beginning at 5:30 a.m.
3. Outgoing message at City Storm Center (617) 635-3050
4. Outgoing message at BPS Central Office (617) 635-9000
5. BPS website www.bostonpublicschools.org
6. City of Boston website www.cityofboston.gov

You can also sign up to be notified of snow emergencies, parking bans, and school cancellations by text or email at: <http://www.cityofboston.gov/oem/alertboston.asp>

When school is cancelled all after-school programs in BPS schools, BPS athletic events, and evening classes, and meetings are also cancelled.

Personal Cell Phone & Technology Policy

Lower School students (grades K0-5) who have personal technology must give it to their teacher or Dean at the beginning of the school day to secure. Upper School students (grades 6-8) must place all personal technology in their lockers or turn it in to their teacher or the Dean at the start of the school day. Cell phones/technology that have been stored during the school day will be returned to students at the end of the school day.

Students may ***not have or use personal electronic devices or cell phones during the school day*** unless it is a part of their Individual Education Plan (IEP). Any student violating the cell phone/technology policy will receive a write up and their technology will be confiscated. First time confiscated technology items will be returned at the end of the day. In the event of repeated cell phone/technology misuse (2nd or more infraction), staff may confiscate the technology ***and require a parent or guardian to come to the school to retrieve it.***

In the event of an emergency, students may obtain permission from a supervising adult to use an office telephone to contact a parent/guardian. **All** student medical issues should be communicated to parents/guardians through our nurses office.

Transition Procedures

Students are transitioned by staff throughout the building and are expected to follow the expectations described below:

- ✓ Face forward.
- ✓ Always **walk**, never run or jump.
- ✓ Keep hands and feet to self.
- ✓ Walk **silently** on the **right side** of the hallway so as not to disturb other classes.
- ✓ Stop at posted **stop signs** in hallways/staircases.
- ✓ Acknowledge others with a silent wave, not words.
- ✓ Use the **right side** of doorways and **hold the door** for the person following behind.
- ✓ Accept your place in line, don't move around or cut others.
- ✓ Take pride in keeping the hallways clean
- ✓ Respect hallway displays.

Cafeteria Procedures

All students are **assigned tables** in the cafeteria for breakfast, lunch, snack, or dismissal. **Students should remain seated at their tables.**

The school store may be open certain days during breakfast for purchasing of school related items.

Snack, Beverages, and Vending Machine Policy

Use of the Perkins Center vending machine is **not permitted** *before or during school hours, or at dismissal.* **Soda, caffeinated energy drinks, glass bottled beverages, gum and candy are not permitted in the building and will be confiscated.** On occasion, candy, food, and beverages may be served in classrooms as an incentive or classroom reward. Students must **consume and clean up** all food/ beverages in classrooms. Students may not consume food or beverages in hallways. The Joseph Lee School daily serves breakfast, healthy snacks, and lunch.

Team Wear Policy & Dress Code



What Does The Joseph Lee Team Wear Policy Look Like?

*JLS Teamwear is encouraged as described below.

*Teamwear tops with school logos may be purchased at the school store during breakfast. (See prices below).

- Navy, beige or khaki/tan pants
- Khaki, beige or navy blue knee-length skirts/jumpers or knee-length shorts
- Solid-colored navy blue sweatpants (no writing, logos, patterns or stripes)
- Solid-colored light blue t-shirt, button down or polo shirt without logos or patterns (grades K-5)
- Solid-colored navy blue t-shirt, button down or polo shirt without logos or patterns (grades 6-8)
- School t-shirt, school polo shirt or school sweatshirt (of grade level appropriate color)
- School specific clubs/sports program wear; some examples include: SquashBusters, Lacrosse, 3 Point, Debate, Stand Strong, etc.
- Sneakers or covered, closed-toed shoes

What Headwear is Allowed?

- Cultural or religious headwear

What Clothing & Headwear is NOT Allowed?

- Intentionally ripped or torn clothing. If a student reports to school wearing inappropriate attire, a parent/guardian will be called to bring an appropriate replacement clothing item
- Flip flops and/or slides
- Clothing with inappropriate writing or logos. **Students may not write on their clothes.**
- Hats & caps
- Bandanas & Du-rags
- Picks and combs
- Backpacks, jackets, hoodies, coats, winter scarves, gloves, and hats should be stored in lockers (cubbies for lower grades) for the school day.

What Happens When Students Are Not Wearing JLS Dress Code?

- ✓ A parent or guardian will be contacted and required to bring appropriate clothing if a student is wearing inappropriate attire.
- ✓ Students wearing inappropriate headwear will be required to remove and store it for the day.

Team Wear Price

Item	Price
JLS Youth T-Shirts (navy blue) (acceptable for all grades)	\$10
JLS Adult T-Shirts (navy blue) (acceptable for all grades)	\$12
JLS Polo Shirts (light blue) (Grades K-5)	\$12
JLS Polo Shirts (navy blue) (Grades 6-8)	\$14
Long Sleeve JLS Navy Blue Polo Shirts (acceptable for all grades)	\$16
JLS Locomotive Sweatshirt with Hood (navy blue) (acceptable for all grades)	\$20
JLS Pullover Sweatshirt	\$20
Navy Blue Sweatpants (acceptable for all grades)	\$17

Locker Policy

Lockers will be assigned to Joseph Lee students in grades 6-8. To receive a locker, students must turn in their completed:

1. BPS/Lee School emergency forms;
2. Signed locker policy sheet
3. \$6.00 lock fee. This is a mandatory fee for the use of the lock for each school year. Any student leaving the Joseph Lee School will be required to turn in their lock before being discharged.

The student's use of a locker does not diminish the Joseph Lee School's ownership or control of the locker. The school retains the right to inspect the locker and its contents to ensure that it is being used in accordance with its intended purpose.

The following rules apply to all students using Joseph Lee lockers:

1. Personal locks are not permitted on school lockers.
2. Students are NOT to share their lockers or their locker combinations.
3. Students will not be allowed to change lockers throughout the course of the year.
4. Students are responsible for keeping their locker and the floor space beneath the locker free from litter. Students may be charged for damage done to lockers including but not limited to: stickers, mirrors, magnets, graffiti, and/or dents. Anything that defaces lockers will not be tolerated and may lead to the suspension or revoking of locker privileges.
5. Lockers are to be used to store school supplies and personal items *necessary* for school use. **All outerwear and all technology items will be required to be kept in students' assigned, secured lockers.** Staff will not be responsible to hold students' personal items. Lockers shall not be used to store items that cause, or can reasonably be foreseen to cause an interference with school purposes or its educational function.
6. Students are urged to leave valuables (cell phones, technology, jewelry, money, etc.) at home. Valuables brought to school should be kept in student's secured locker at their own risk.
7. Joseph Lee staff will not be responsible for lost or stolen property.
8. The school retains the right to inspect lockers to ensure they are being maintained in accordance with these policies. All inspections of student lockers shall be conducted by the principal or a member of the administrative staff designated by the principal.



Anti-Bullying Resources

The Joseph Lee Community works hard every day to ensure students accelerate their academic achievement and social-emotional growth. The safety and well-being of our students are a top priority! Bullying affects a student's ability to focus on learning and to be successful in the classroom and beyond. Bullying is a concern to all. At the JLS we are engaged in proactive, innovative, and educationally sound strategies to prevent bullying. Furthermore, we have two (2) Bullying Certified Personnel to help navigate any instances of bullying or mediation needed.

What is Bullying?

Bullying is unwanted, aggressive behavior that is real or perceived. *In order to be considered bullying, the behavior includes:*

- ✓ **An Imbalance of Power:** Kids who bully use their power—such as physical strength, access to embarrassing information, or popularity—to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people.
- ✓ **Repetition:** Bullying behaviors happen more than once or have the potential to happen more than once.

Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose.

To help our efforts, we have established a *Safe Space and Bullying Prevention Hotline*: 617-592-2378 (call or text) staffed 24/7 by trained counselors.

You and your child are encouraged to report instances of bullying to teachers and school leaders. We also understand that families, and students in particular, may feel more comfortable calling the hotline in some instances. All reported instances are treated with the utmost seriousness. We also believe that proactive measures are critical to prevention.

Helpful resources and tools are included in the BPS Anti-Bullying plan as approved by the Boston School Committee. <http://www.bostonpublicschools.org/antibullying>:

- information that may help you recognize if your child is being bullied,
- ideas for how to help your child prevent or stop bullying, and
- ways to ensure that all students become helpful bystanders in bullying situations.

Thank you for your continued partnership in ensuring that our students always treat others with respect and have the knowledge, skill, and confidence to succeed in school/college, career, and life.

Student Support Office (SSO)

The Student Support Office is a space for students to reflect on the choices they have made and provide them with an opportunity to problem solve ways to repair the harm that was done.

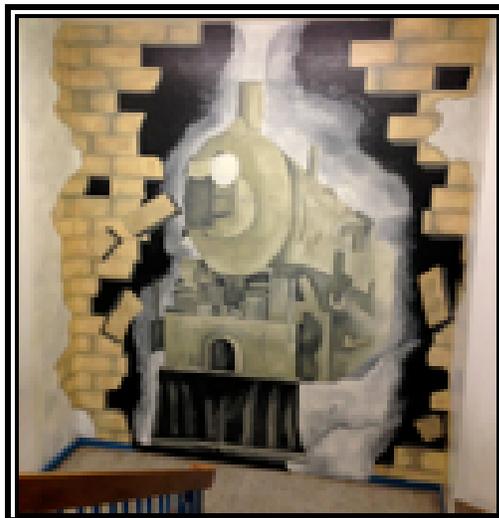
The goals of SSO are as follows:

- Support students in making strong choices that lead to academic success.
- Help students avoid further disciplinary action and prepare students for a successful re-entry into class as soon as possible.

The Joseph Lee School has the responsibility of providing a learning environment that encourages academic excellence, the free exchange of ideas, and maximum personal growth.

The Joseph Lee School is a **Restorative Justice** (RJ) school focusing on developing healthy relationships, repairing harm and building a supportive community. The JLS uses circle practice, inclusive and restorative language and community building practices to build empathy, develop self-reflection and critical thinking skills, and foster collective ownership.

Restorative Justice Philosophy focuses on repairing relationships by meeting the needs of those directly impacted by harm and conflict. The JLS staff use RJ processes to respond to minor incidents (e.g. class disruptions, arguments, swearing, etc.) and major incidents (e.g. drug use, physical altercations, threats, etc.). Minor incidents may only require a restorative conversation, while more serious incidents require Harm Circles, or Restorative Conferences. To learn more about Restorative Practices, please see [Restorative Justice Information](#) or contact Erinn Buxton at ebuxton@bostonpublicschools.org



Emergency Procedures

In the Event of a Medical Emergency at School

If a student is sick or injured at school, we will make every effort to reach the parent/guardian or the emergency contact person named on the student's emergency card on file in the office. **For this reason, it is EXTREMELY important that you keep your child's emergency card and contact phone numbers up to date.** Most illnesses and injuries that occur during the school day are minor and can be treated by our nurses. If the student's condition is very serious, the administration/school nurse or other member of the school staff will call for an ambulance. The principal and school nurse will decide what action to take. A school employee will stay with the student in the ambulance and will remain at the hospital, preferably until the parent/guardian arrives. However, if a parent/guardian does not arrive within a reasonable amount of time, the emergency room of the hospital takes responsibility for the student. It is very important that parents/guardians provide all the information requested in the "Important Medical Information" section of the BPS Student/Parent Handbook sent home in September.

Some students may have allergies to certain foods and/or asthmatic conditions. Parents/guardians should indicate these conditions on their child's emergency card. The school nurse has a full-alphabetized list of these students on file and is well prepared in the event of an emergency.

In the Event of an Emergency in the Surrounding Community

Occasionally, with the cooperation of the Boston Police Department, we will increase our level of security because of a possible disturbance in the neighborhood. This proactive measure is called containment, or "Safe Mode." When this happens, it simply means that visitors are ***not allowed into the building***, students and staff are ***not allowed to leave***, and existing security measures are reinforced. Teaching and learning continues in classrooms without interruption when we activate these extra security measures. We want to assure our BPS families that the safety of our students and staff is our highest priority at all times. We practice containment and evacuation drills to ensure that everyone in the building is familiar with the procedure. If you have any questions about these procedures, please contact Principal Crowley or Assistant Principal Sweeney at the school.

Please note that for the protection of the students and staff in the building, if the school is in "Safe Mode," outside visitors (including parents & guardians) will not be granted entrance into the school building until the safe mode is lifted. We take the safety of our students very seriously and we thank you in advance for your patience and understanding regarding these potential situations. Once the "Safe mode" has been lifted, all visitors may again gain access to the building.

In the Event of A School-Wide or Community Emergency

Each Boston Public School has a plan for action in case of a disaster or community emergency. At the Joseph Lee School we have detailed emergency plans that include a plan for reuniting parents with students if the school is in containment or has to be evacuated. Information about any emergency event will be communicated through an automated phone call and/or email to all families as often as possible. **To ensure that you receive these calls make sure that your contact information is up-to-date.** Joseph Lee K-8 School Academics

School-Wide Classroom Policies and Procedures

Every teacher incorporates unique policies and procedures into their classrooms. In addition to those, the following policies and procedures are expected as school-wide norms.

Agenda Book (Grades 3-8)

Parents/guardians are encouraged to check their student's agenda book each night to confirm they have completed all of their homework assignments. Reviewing the agenda book daily for any updates/notes from their student's teacher(s) is also important.

Support for English Language Learners

The Joseph Lee K-8 provides English Language Learners (ELLs) additional English support in reading, writing, listening, and speaking.

How are students placed in ELL services?
The parent/guardian of every child entering BPS for the first time must complete a home language survey at the time of registration. If the survey indicates that the child might qualify for ELL services, the district must assess the child's English proficiency in four areas: listening, speaking, reading, and writing. Parents and guardians of children who qualify for ELL services have the legal right to be informed of the options and benefits of ELL services available in a way they can understand (in terms of medium and language) and to then choose the option they (parent or guardian) believe best fits their child's needs.

Every winter all ELLs take the mandatory ACCESS test. This test has four parts:

- I. Reading
- II. Writing
- III. Listening
- IV. Speaking

The ACCESS test assesses each student's academic English proficiency in social and academic language. Test scores are used to assign English Language Development (ELD) levels, to chart each student's progress, to determine each student's area(s) of language need, and to assess the efficacy of our ELL program.

English Language Development (ELD) levels range from 1 to 5.

- ELD 1 receive 90-135 minutes a day direct instruction
- ELD 2 receive 90-135 minutes a day direct instruction
- ELD 3 receive 45-90 minutes per day instruction can be direct (preferred) or during ELA/humanities class
- ELD 4-5 receive 45 minutes a day as part of ELA/Humanities class

If you have any questions about ELL services at the Joseph Lee K-8 School, please see the **Language Acquisition Team Facilitator, Ms. Brown.**

Student Support Team (SST)

The Student Support Team at the Joseph Lee School is an interdisciplinary team of professionals who work collaboratively to provide services and support to students who may be struggling across various domains. This team includes, but is not limited to; counselors, administrators, occupational therapists, speech & language pathologists, inclusion specialists, reading interventionists, school psychologist, and other relevant stakeholders. ***If you would like your child to be referred to SST, we recommend reaching out to your child's teacher and asking them to submit a referral.*** If you have specific questions regarding how the SST process works, you are encouraged to call the school to speak with Connor Russo, City Connects Coordinator.

It is important to note that the SST process is ***not*** the same as requesting a special education evaluation, however, the Student Support Team ***can*** make a referral for a special education evaluation, if it is deemed appropriate. As a school, we generally recommend all caregivers consider SST prior to requesting a special education referral, to help us to ensure that the student's needs are met in the most appropriate way.

Special Education

Individualized Education Plans (IEPs)

Special education is meant to meet the unique needs of a child that result from a disability and to ensure that students with disabilities receive all needed aids and services they require. Special education laws and regulations are meant to protect/support a student with disabilities and ensure that s/he gets the services and assistance that may be necessary to make effective progress.

Overview of Special Education at the Joseph Lee School

Our general education classes are inclusive. We have students in special education and general education programs in all general education classes supported by a resource room push in/pull out teacher. Our ESL services are also push in/pull out depending on students' needs. Our ASD program consists of 18 substantially separate and 8 inclusive classrooms. Students in our ASD program enjoy a variety of inclusive opportunities and programs within our school.

Unless specifically stated in a student's Individualized Educational Plan (IEP), students in the special education program participate in the same curriculum and take the same state, district and school exams as students in the general education program. All students are held to the same behavior, grading, retention and promotion standards and policies, but are provided with whatever modifications and accommodations are specified in their IEPs to help them to meet these standards.

If you believe that your child is having difficulty making progress, we recommend reaching out to your child's teacher who can make a referral for our Student Support Team (see below). You also have the right to request an evaluation of your child to determine if he or she has a disability and is eligible for special education services. A written request for evaluation should be made to the school administration or the school's COSESS. **For more information on special education at the Joseph Lee School, contact a COSESS at the school at 617-635-6619 or contact the BPS Special Education Office at 617-635-8599.** **PLEASE NOTE:** depending on the child's needs, it may be requested that we first bring your student's case to SST. This can help us to better determine the appropriate course of action and/or interventions.

Homework & Academic Honesty Policy

The Joseph Lee School's homework policy is grounded in the belief that when students spend time on meaningful homework assignments, they are more likely to achieve academic success. Homework builds on classroom work and encourages the development of self-discipline and personal responsibility. It also promotes cooperation and communication between families and the school. It is the policy of Boston Public Schools that every BPS student has homework assignments every school day.

Students are expected to arrive to class prepared, with all of their homework neatly, completely and thoughtfully done. Students caught cheating on homework (sharing *or* copying homework) will receive a failing grade for the assignment.

To receive full credit for homework, each assignment must be:

- ✓ Neatly written
- ✓ Thoughtfully completed (answers are written in complete sentences and show evidence of effort)
- ✓ On-time
- ✓ Completed by the student (not by a classmate, friend, or family member)

Summary of BPS-Mandated Grade-Level Homework Minimum Requirements

Kindergarten (K0-K1-K2):	30 minutes per day / 5 days per week
Grades 1 - 2:	30 – 60 minutes per day total homework + independent reading, 5 days/week
Grades 3 - 5:	60 – 90 minutes per day total homework + independent reading, 5 days/week
Grades 6 - 8:	90 – 120 minutes per day total homework + independent reading, 5 days/week

Academic Honesty Policy

Joseph Lee School expects students to do their own homework, to test without using unauthorized help and to submit original work for all assignments. We expect students will not cheat. Students are to deny all requests to copy class work, homework and tests.

Students shall not misrepresent test materials, research information, and class work and/or homework assignments as their own. Academic dishonesty includes but is not limited to the following:

- Turning in any work, or part thereof, that is not the student's own work
- Using electronic devices to cheat, including but not limited to looking up, photographing, recording or texting information
- Copying another student's or author's work or class assignment
- Allowing another student to copy your work or your assignment
- Putting your name on another student's paper/project/work
- Using a "cheat sheet" or any unauthorized piece of writing on a quiz/test
- Giving another student help on an individual quiz/test
- Using any material from the internet without proper citation and appropriate credit
- Tampering with the teacher's grade records or tests (this offense is suspendable or expellable)
- Stealing and/or selling quizzes or exams (this offense is suspendable or expellable)

The classroom teacher is responsible for determining if cheating has occurred.

Violations of this policy will result in:

- Zero on assignment/test
- Teacher to contact parent/guardian

Serious or repeated violations may result in:

- Parent/guardian meeting with teacher and/or administration
- Referral to administration and an entry into student record
- Suspension

Make Up Work Policy

To earn full credit, students must complete homework on time. **Make up work will not be given except in the event of absences.** Absent students will have 3-5 school days (3 days upper school, 5 days lower school) to complete any missing assignments for full (100%) credit. After 3-5 school days, work missed due to absences will not be accepted. In cases of extreme illness or emergency, a parent/ guardian must contact the school to arrange for a long-term make-up plan.

Classroom Technology Policy

Prior to students using any school technology, teachers must check to see if their parent/guardian signed the BPS Parent and Student Agreement Acceptable Use Policy for Technology located in the 2019-2020 Guide to the Boston Public Schools for Families and Students.

The Joseph Lee School provides a wide array of technology resources for students to use for educational purposes only. Every student is expected to follow all of the rules and conditions listed in the *BPS Acceptable Use of Technology Policy* as well as the rules listed below and any rules or instructions given verbally by BPS teachers. Students who do not follow these rules will be subject to consequences.

In addition to the rules stated in the *BPS Acceptable Use of Technology Policy*, students at the Joseph Lee K-8 School **are not permitted to:**

1. Visit social media websites such as Youtube, Facebook, Twitter, Instagram, etc.
2. Listen to online music via Pandora, Spotify or other music websites (we are unable to monitor or censor the music)
3. Watch movies or videos (including music videos) that are not educationally based and/or relevant to the curriculum. **PG-13+ movies require permission.**
4. Instant message or “chat” online (using Yahoo!, AIM, gchat, etc.)
5. Save **any** documents (including but not limited to: photos, pdfs, word documents and powerpoints) to the computer desktop. Students must create individual or classroom folders to save work in under the “documents” tab.
6. Leave a classroom with a laptop.
7. Eat or drink while laptops are out.
8. Receive *or* return the laptop cart unsupervised

Assessments

Joseph Lee Assessments/Testing

Throughout the school year, all teachers test students on what they have learned and what they can do. Assessments include paper-and-pencil tests, online, oral and written reports, performances, and projects.

District Assessments (All BPS Schools)

There are curriculum-aligned assessments in English & Mathematics that all Boston schools will administer. The Joseph Lee also administers Social Studies and Science assessments. These tests inform teachers of their students' progress to ensure that all students are meeting expected competencies. All BPS schools will administer these assessments in a similar time frame on similar content.

MCAS (Massachusetts Comprehensive Assessment System)

Every student who attends a Massachusetts public school in grades 3-10 must take state standardized assessment(s). The subjects tested vary by grade. They include English language arts (ELA), reading comprehension, mathematics, science and technology/engineering, and history/social science.

The MCAS tests how well students and schools are meeting the learning standards set by the state. MCAS is a mixture of multiple choice questions (where a student chooses from a list of possible answers) and short answer and open-ended questions (where the student writes or shows an answer). Students in grades 4, 7, and 10 also write a composition as part of their English language arts test.

How are MCAS results used?

Educators, parents/guardians, and students use results to:

1. Follow student progress: this assessment is one of several tests that the Boston Public Schools uses to make promotion decisions
2. Identify strengths, weaknesses, and gaps in curriculum and instruction
3. Gather information that can be used to improve student performance
4. Identify students who may need extra academic support



2020 MCAS Schedule

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	March 30	March 31 3 & 5 ELA	April 1 3 & 5 ELA	April 2 6 & 8 ELA	April 3	April 4
April 5	April 6	April 7 6 & 8 ELA	April 8 4 & 7 ELA	April 8 4 & 7 ELA	April 9	April 10
11	12 BREAK	13 BREAK	15 BREAK	16 BREAK	17 BREAK	18
19	20 Make Ups	21 Make Ups	22 Make Ups	23 Make Ups	24	25
April 26	April 27	April 28 3 & 5 Math	April 29 3 & 5 Math	April 30 6 & 8 Math	May 1	May 2
May 3	May 4	May 5 6 & 8 Math	May 6 4 & 7 Math	May 7 4 & 7 Math	May 8	May 9
May 10	May 11	May 12 5 & 8 STE	May 13 5 & 8 STE	May 14 Make Ups	May 15	May 16
May 17	May 18 Make Ups	May 19 Make Ups	May 20 Make Ups	May 21 Make Ups	May 22	May 23

Students in grades 3-8 will take MCAS online in **Math** and **ELA**. Students in grades 5 and 8 will also take the **Science, Technology, and Engineering** MCAS also online. It is very important for all students to be here on the days their grade is scheduled to take the MCAS. Our school testing window is: **March 31-May 13, 2020**. It is important to plan doctor's appointments and/or trips outside of this testing window. If an emergency comes up, students make take a make up assessment.

Progress Reports, Warning Notices & Promotion Requirements

Monitoring Your Child's Academic Progress

Families and students can log in to view up-to-date grades 24-hours a day and communicate with the school through the BPS Family Portal. The portal is a safe, secure, online tool that helps families engage in their child's education. See the section "*Family Communication & Engagement*" in this handbook to learn more about how to access the BPS Family Portal.

In addition to the BPS Family Portal, printed warning notices and report cards are sent home each term.

Parents/guardians are expected to sign and return these reports.

Boston Public Schools Promotion Requirements

Boston Public Schools Elementary School Promotion Requirements: Grades K-5

In most cases, students should not remain in an elementary school setting (K-5) for more than seven years (1 retention) or in middle school (6-8) for more than four years (1 retention). However, a principal may determine that a second retention is necessary if it is in the best interest of the student's educational and personal development.

Grade 1: To be promoted to grade 2, a student must meet both of these requirements:

- ✓ Receive a passing grade in your third trimester in English Language Arts
- ✓ Receive a passing grade in your third trimester in Mathematics

Grade 2: To be promoted to grade 3, a student must meet all of these requirements:

- ✓ Receive a passing grade in your third trimester in English Language Arts
- ✓ Receive a passing grade in your third trimester in Mathematics

Grade 3: To be promoted to grade 4, a student must meet all of these requirements:

- ✓ Receive a passing grade in your third trimester in English Language Arts
- ✓ Receive a passing grade in your third trimester in Mathematics
- ✓ Earn a passing grade on their end of year BPS assessments
- ✓ The MCAS is one of several tests that the Boston Public Schools uses to make promotion decisions

Grade 4: To be promoted to grade 5, students must meet all of these requirements:

- ✓ Receive a passing grade in your third trimester in English Language Arts
- ✓ Receive a passing grade in your third trimester in Mathematics
- ✓ Receive a passing grade in your third trimester in Science or History
- ✓ Earn a passing grade on their end of year BPS assessments
- ✓ The MCAS is one of several tests that the Boston Public Schools uses to make promotion decisions

Grade 5: To be promoted to grade 6, students must meet all of these requirements:

- ✓ Receive a passing overall (end of year) grade in English Language Arts
- ✓ Receive a passing overall (end of year) grade in Mathematics
- ✓ Receive a passing overall (end of year) grade in Science and History, if only one of these subjects was passed in grade 4, OR receive a passing grade in Science or History, if both of these subjects were passed in grade 4
- ✓ Earn a passing grade on their end of year BPS assessments
- ✓ The MCAS is one of several tests that the Boston Public Schools uses to make promotion decisions

Boston Public Schools Middle School Promotion Requirements: Grades 6-8

Grade 6: To be promoted to grade 7, students must meet all of these requirements:

- ✓ Receive a passing overall (end of year) grade in English Language Arts
- ✓ Receive a passing overall (end of year) grade in Mathematics
- ✓ Receive a passing overall (end of year) grade in Science or History/Social Studies
- ✓ Earn a passing grade on their end of year BPS assessments
- ✓ The MCAS is one of several tests that the Boston Public Schools uses to make promotion decisions

Grade 7: To be promoted to grade 8, students must meet all of these requirements:

- ✓ Receive a passing overall (end of year) grade in English Language Arts
- ✓ Receive a passing overall (end of year) grade in Mathematics
- ✓ Receive a passing overall (end of year) grade in Science and History, if only one of these subjects was passed in grade 6, OR receive a passing grade in Science or History, if both of these subjects were passed in grade 6.
- ✓ Earn a passing grade on their end of year BPS assessments
- ✓ The MCAS is one of several tests that the Boston Public Schools uses to make promotion decisions

Grade 8: To be promoted to high school (grade 9), students must meet all of these requirements:

- ✓ Pass 10 courses (based off of final grades) between grades 6 - 8
- ✓ Pass ten out of the twelve courses in Science, History, Math, and ELA.
- ✓ Complete three semesters of instruction in the arts
- ✓ Complete three semesters of instruction in physical education
- ✓ Complete two semesters of instruction in health
- ✓ Earn a passing grade on end of year BPS assessments
- ✓ The MCAS is one of several tests that the Boston Public Schools uses to make promotion decisions

Family Communication & Engagement

Family Engagement Coordinator

Richard Mitchell is the Family Engagement Coordinator. Mr. Mitchell's role is to serve as a liaison to help build strong relationships and communication between home and school to support your child(ren)'s progress. He will also help facilitate the Parent Council election and meetings. Additionally, he will coordinate fundraising for the school. Mr. Mitchell can be reached at rmitchell5@bostonpublicschools.org

Monthly Newsletters

Teachers (individually or in teams) create and distribute a monthly newsletter for students and families beginning in September. Ask your child for a copy each month!

Accessing Your Child's Grades and Attendance Online

The BPS portal is a safe, secure, online tool that helps families engage in their child's education. Families and students can log in to monitor academic progress and engage with their schools through the BPS Family Portal.

To create an account in the BPS Family Portal, follow these simple steps:

1. Use any Internet browser and type <http://sis.mybps.org> in the address bar.
2. Click the "Create an Account" button on the login screen.
3. Select the "I am a parent new to Aspen" option and click **Next**.
4. Enter the security code that you were given in a letter from your child's school. This security code is unique and can only be used once. Enter your last name as it appears on the letter and click Next.
5. Enter your personal email address. Your email address will become your login ID to the SIS. Choose a password and a security question. The security question will be used to reset your account in case you forget your password.
6. Click **OK** and you will immediately be granted access to your child's attendance, grades, and testing information!



With the Family Portal You Can See:

- Daily attendance
- Class attendance
- Report card grades
- Academic progress (including test, quiz, and assignment grades)
- Student schedules
- Sign up for email notifications of changes to attendance and grades

Open Houses and Other Family Events

The Joseph Lee hosts a number of open houses, academic nights and family events throughout the year. Our first family event is our **Open House on September 18, 2019 from 5:30-7 PM**. In early September, students and parents/guardians will receive a complete calendar of the Joseph Lee Family Events.

8th Grade Moving Up Banquet, Class Trip/End of Year Activities

In June, 8th grade students who have met both the district requirements and behavioral expectations set by the Joseph Lee Administration and teachers will be invited to Canobie Lake the Moving Up Banquet at an off-site facility. This banquet will be a culminating celebration of the hard work students exhibited throughout middle school. There will be a cost associated with both of these events and we will need assistance with fundraising early on in the year to lower the cost for families.

School Parent Council

The School Parent Council (SPC) brings all parents/guardians in the school community together to support the school and advocate for quality education. It is the place where parents/guardians can express concerns and plan school activities and events. As the parent/guardian of a BPS student, you are automatically a member of your School Parent Council. The SPC must elect an Executive Committee to take steps to ensure that it is active, diverse and representing all families within the school.

S.P.C. (School Parent Council) Election Guidelines

1. Parents/legal guardians who wish to become members of the Executive Committee must have a child enrolled at the school in which s/he is running.
2. Co-Chairs and officers are representative of the school community.
3. Any parent/legal guardian who is present at a SPC election may be nominated for the SPC Executive Committee (a parent may nominate her/himself).
4. Elected members can serve on only one SPC. Within one school, elected members can serve more than one role, if there are an insufficient number of candidates to fill all roles.
5. Parents/guardians who are not present may not be nominated.
6. Parents/guardians who work at their child's school may not be elected to the SPC Executive Committee.
7. Each family is allowed one vote per family.
8. Each candidate should be allowed one minute to introduce her/himself.
9. Each SPC should elect at least seven (7) but no more than seventeen (17) members to its Executive Committee to fill all seats, which shall be racially balanced and representative of all racial groups at their school.
10. Elections may be carried out by secret ballot or can be approved by a majority vote of the present group.
11. Absentee ballots CANNOT be accepted.

Family Resources

BPS Welcome Center

Campbell Resource Center, (617) 635-8015, 1216 Dorchester Avenue, Dorchester (next to Burger King)

Useful Community Service Numbers

City of Boston Anti-Bullying Hotline	(617) 635-2378
Confidential Safety Tip Line	1-877-SCH-SAFE
Residency Tip Line	(617) 635-6775
Parents Anonymous	(800) 882-1250
Parental Stress Hotline	(800) 632-8188
First Call for Help (local resources and referrals)	(800) 231-4377
Boston Emergency Services Team (B.E.S.T.)	(800) 981-4357
National Domestic Violence Hotline	(800) 799-SAFE
Massachusetts Domestic Violence Hotline	(800) 992-2600
Rosie's Place	(617) 442-9322
National Suicide Prevention Hotline	1-800-273-8255
Crisis Text Line	Text "CONNECT" to 741741
Samaritans Teen Line	(617) 247-0220
Alcoholics Anonymous	(617) 426-9444
Narcotics Anonymous	(886) 624-3578
Homelessness	(617) 635-8687 (ask for C. Russo)
WIC	(617) 825-8994
*The Mayor's Youth Helpline	(617) 635-2240 or 617-635-KIDS
Project Bread	1-800-645-8333
Homeless Education Resource Network (HERN)	(617) 635-8037

*This is a teen-staffed helpline for Boston youth. Students can call this number to receive confidential support and to learn about available jobs, programs, camps and events in their neighborhood.



Social Media Tips for Parents

Follow us @Lee_K8 

Joseph Lee K-8 School 

Facebook, Instagram, Snapchat, Twitter and the list all require children to be at least 13 years old to join. Some kids younger than 13 dodge those age limits by faking their birth date and setting up an account, whether their parents know it or not. If you're tempted to make an exception for them, you might want to consider the message you're sending if you allow them to break the rules by lying about whether they're mature enough to behave safely and responsibly, and about what you will do to monitor their activity (tip- it's a good idea to "friend" them).

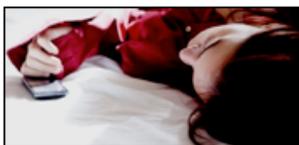
Once your child is of age and has your permission, sit down together to setup the account. Use all the privacy restrictions available and don't give unnecessary information like cell phone numbers. Talk to your child about what not to post, such as your home address, your child's location, and any inappropriate pictures (including those that have "geotagging" that gives away the child's location).

- ★ Instruct your child never to share their password. *"I didn't write that -- my friend has my password"* is a common excuse kids use to post inappropriate content online. Let your child know that they are responsible for their online accounts and for all activities done through their account. Nobody should ever know their passwords.

If you are Facebook "friends" with your child, you can keep tabs on what's going on, **but be aware that this can give you a false sense of security, since most teens are pretty savvy about blocking parents** from seeing what they don't want them to see. **Some teens who know their parents are checking on them set up an alternate account.** If you don't see much activity or many friends on her page, that might be the case.

Social media can take up a lot of time and energy. If your child starts to stress about how many times his or her photos or posts are "liked" or retweeted, it's time to step in. Remember, as the parent, it's your job to set and enforce boundaries.

- ★ **The biggest tip is this:** There's a time for everything. During homework time, meals and bedtime, **take your child's electronic devices away.** If they're using their phone as an alarm, buy a separate alarm clock. The amount of sleep your child will save, drama they will avoid, homework they will complete and concentration they will gain will be **priceless.**



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