

Curley K-8 School



Family Handbook 2021-2022

Upper School
493 Centre Street
617-635-8176

Lower School
40 Pershing Road
617-635-8239

[Curley K-8 School Website](http://www.curleyk8.com) - www.curleyk8.com

September 9, 2021

Dear Parents/Guardians,

Welcome to the Curley K-8 School! The Curley staff and I are thrilled you are a part of our school community. As articulated in our vision statement, *“At the Curley K-8 School we care about ourselves, each other and our community. Through teamwork, data usage, engaging teaching practices, and community supports our students will achieve academic and social success.”*

The pages of this handbook are filled with important information regarding school policies and procedures. Parents and students should review the content together. If you have any questions, please reach out to the school office (617-635-8239 or 617-635-8176). We feel strongly that open and clear communication is important to the success of our educational program. Curley parents are our partners in the important job of educating the children of our community.

On the first day of school, your child’s teacher will be sending home some very important paperwork in a communication folder which you should review with your child, sign and return as soon as possible. Please feel free to contact the school with any questions.

Sincerely,

Katie Grassa
Principal

Curley K-8 School Code of Conduct

This year our faculty will continue the implementation of universal positive behavior supports (PBIS) to ensure that all students receive clear and consistent teaching on our core values throughout their school day and across each year at the Curley. We strongly believe that explicit teaching of social emotional skills is a critical part of their learning experiences at every grade level. We have three common expectations we teach to students:



School Hours: Our 2021-2022 school hours are 8:15-3:10 PM for all students. All students must be

at school ready to learn by 8:30 AM. This policy will be strictly enforced.

Preparation for School: As students leave for school each day, please make sure that they have everything they need for their day in school: book bag, books, homework, signed papers, chromebook etc. Please do not allow your child to bring personal toys or electronic devices to school. All personal belongings should be marked clearly with your child's name. Please bring forgotten lunches, books, money, etc. to the office to avoid classroom interruptions.

First Day of School for Kindergarten: Dropping off your student on the first day of school can be a very stressful and emotional time for students and their families. K0, K1 & K2 teachers will be in the courtyard outside on Pershing Road in front of the K1 classrooms to meet students for the first week of school.

Arrival: Children who walk to school or are brought to school by parents should arrive in the schoolyard beginning at 8:15 AM. Children will be supervised in the building starting at 8:15. **In the event that students arrive prior to 8:15, they must attend the before-school program.** This policy is in place to ensure the safety of your children. Students arriving for before school (between 7:00 and 8:15 AM) should drop students at the CASP entrance on Centre St. Once a student enters the schoolyard, he/she will not be permitted to leave. Parents who wish to meet with their child's teacher or speak with their child during the school day, MUST first have an appointment & sign-in at the main office. Parents/guardians who go to their child's classroom must be wearing a visitor's pass.

Dismissal: Students will be dismissed at 3:00 PM. **Students should not be picked up before that time unless they have a medical appointment or family emergency.** Parents are to wait until dismissal time to meet the children outside the front door. In the rare event of a family emergency or medical appointment which may cause an early dismissal families *must sign their children out in the main office.* If it is necessary for a child to leave school with someone other than the immediate parent/guardian, they must have written permission and must show photo identification at the time of

pick-up. The note should include the time, reason for dismissal and phone number where the parent/guardian can be reached. **All early dismissals must come through the office for safety reasons. Please note: *we cannot send a child home with someone under the age of 18.***

Dismissal Locations:

K0/K1: Walkers are to be met in the courtyard in front of the K1 classrooms on Pershing Road.

K2 & 1st Grade: Walkers are to be met on the side door by the playground on Pershing Road.

2nd & 3rd Grade: Walkers are to be met by the gate on Centre Street.

4-8th Grade: Walkers are to be met by the gate on Centre Street.

Sibling walkers: If you have a student that is in Grades 2-3 and a student in grades K1-1 please let the teachers know at the beginning of the year and the older student can be met by a teacher and dismissed with sibling walkers on Pershing Road.

Absence & Tardiness: Excellent attendance is very important in order to succeed in school. Regular attendance is expected of all students, except in cases of illness and special circumstances, and will be used to determine promotion to the next grade. A signed and dated note is required from parents explaining the reason for school absence or tardiness in order to excuse absences. The note must be received within seven school days after the absence. If students are absent 2 or more consecutive days a doctor's note may be required. Students absent more than 4 unexcused days in any one marking period may receive a no credit on their report card or a failing grade, depending on academic performance. After 3 unexcused absences, a parent/guardian will receive a written notice outlining the attendance policy and may be requested to attend a conference. 5 unexcused absences may result in the involvement of the district Truancy Officer and can lead to external consequences. A child returning to school after having a communicable disease must have a note from a doctor stating that the child is able to return to school before being admitted to class.

All students are expected to arrive at school ON TIME. Students coming in late should check in the main office, sign in and write the reason for the child being late to school. Any student who is tardy

more than 3 times in a semester will require a parent conference. Students with chronic tardiness issues may also be referred to the truancy officer. Students arriving after 11:00 AM will be marked absent for the day.

School Meals: Breakfast and lunch are served daily in the Curley School. Breakfast is served each school day from 8:15-8:35 AM and all students eat in their classrooms. We offer universal free breakfast and lunch. Please see [Boston Public Schools Lunch Calendar](#) for a monthly menus.

After-School/Before School Program: Curley After-School Program (CASP) runs from 3:00-6:00 PM, each full day school is in session. We do not have any after school programming on the three early release days (day before Thanksgiving and last two days of school). The program offers homework support, academic enrichment and recreational opportunities everyday. Please see our After-school Director, Erika Mercado for more information or contact her at emercado@bostonpublicschools.org.

The Curley also offers a Before School Program for students each morning from 7:00-8:15 coordinated by Erika Mercado. This program provides academic, arts and social enrichment to students in grades K1-5 through a “clubs” model. All students participating in the Before School Program must complete an enrollment application and must sign-in in the main office. Please note *there is a fee for participation*. Scholarships are available as needed.

Transportation

Students are assigned school bus transportation by the school department, according to their address. Bus riders are expected to ride the school bus daily. If there is a change in these plans and your child will not be riding the school bus, please notify your child’s homeroom teacher in writing. If you have a last minute change in plans and you were unable to send a written letter, please call NO LATER than 1:30 PM so we can ensure your child’s safety. Without proper or timely notification, it may be necessary to put your child on his/her assigned school bus. Riding the school bus is a privilege. All students are expected to obey the bus driver and to observe the safety rules of the bus. Failure to do so will result in the loss of the privilege to ride the

school bus so please reinforce the school bus rules with your child. In some cases alternate bus stops can be arranged. Please contact the school for more information.

School Cancellations: Occasionally it is necessary to cancel school for the day due to weather or school emergencies. Please be aware you are listening for a school closing announcement for BOSTON PUBLIC SCHOOLS.

Grading/Report Cards: Report cards are given three times a year in December/January, March and June. In grades 6-8 classroom teachers will send home mid-trimester Progress Reports. Please read and sign the report and return it to school on the following day. This will be placed in your child’s file.

Medical/Health Information: A health record is kept for each child. Pupils enrolled in Boston Public Schools must have a physical examination. Massachusetts’ laws also require your child to be fully immunized including chicken pox. Non-conformance with these laws may necessitate exclusion from school. We have two full time nurses on staff that can support families with any medical needs.

Keilah Santana:

Ksantana@bostonpublicschools.org

April Pumphret:

apumphret@bostonpublicschools.org

Boston Public Schools policy mandates that medications (including asthma pumps) cannot be administered to a student during the school day without a written statement from a doctor, and must be administered by a registered nurse. The only exception to this is an epi-pen, which can be administered by a trained staff member in the event of an emergency. This information should be brought to the attention of our school nurse, as well as the homeroom teacher. It is also recommended that parents notify the classroom teacher of any past and current health issues (e.g. allergies, asthma etc). Please note: children with asthma can self-administer medication from their inhalers if they have a written note from a doctor and have been trained appropriately. **It is very important that the school knows whom to contact in case of emergency. Please see that the school has an updated emergency telephone contact number.**

Lice Policy: The Curley follows the recommendations for responding to lice outlined by the BPS Nursing Department. If lice are found on a student by a faculty member or reported to the school by a parent/guardian, the nurse will be notified promptly. The nurse will contact the child's family to inform them and/or share recommendations for treatment. Children are NOT excluded from the class and class-wide head checks are not conducted. However, a general notice may be sent home to families in that child's classroom so other parents can be vigilant with their own children.

Curley K-8 Celebration and Rewards Policy: Starting January 2017, the Curley K-8 Community is implementing a Celebration and Reward Policy focused on the health and wellness of our community. This policy uses tools for academic success to recognize important events, exceptional behavior and teamwork in place of food and candy. **Why do we need this policy?**

- The number of students with life threatening allergies to certain foods (nuts, soy, eggs etc.) is increasing in the general population and at the Curley K-8 School.
- The incidence of childhood obesity is reaching epidemic proportions in the United States.
- Schools are places of extraordinary influence on the development of life-long eating patterns. Teaching children about healthy food choices is an important part of their education that they will carry with them for the rest of their lives.
- Celebrations and rewards take time from learning

What does BPS say about celebrations and food as rewards?

The Curley K-8 Celebration and Rewards Policy is in line with the Boston Public Schools Nutrition Policy by encouraging non-food alternatives for school fundraisers, student rewards and reinforcement, school parties, and classroom celebrations. The BPS policy also supports health and wellness messages that encourage a positive impact on health.

How will this be addressed at the Curley K-8? Celebrations - At the Curley K-8 celebrations (holidays, birthdays, end of school year etc.) will be recognized without food/candy in the classroom,

please discuss with your student's teacher how they will recognize birthdays.

On very rare occasions, teachers/classrooms may choose to recognize a special holiday, potluck etc by having a classroom party. These events are opportunities to model healthy eating habits for our students, fruits and vegetables are suggested food items to bring in to share.

Student Rewards - At the Curley K-8 exceptional behavior and/or teamwork will be recognized without food/candy.

The Curley K-8 community can feel strongly that by following this policy, we are caring about our community, promoting healthy habits and maximizing student success!

Outdoor Weather Policy: In alignment with the BPS Nursing Department recommendations and NAEYC accreditation standards, the Curley has established the following criterion for outdoor play, using the Child Care Weather Watch as a guideline. Students will go outside for recess and physical education whenever possible. The only exceptions to this include:

- Pouring rain, lightning or hail
- Ice that covers the majority of the playground/play structure
- Cold weather that falls under 30 degrees with a wind speed of 15 MPH or higher
- Hot weather that rises above 90 degrees with a relative humidity of 60 or higher.

Students CAN go outside when it is snowing so long as an adequate space is cleared for them to play.

All students are encouraged by their teachers to dress appropriately for outdoor play and activity. In the event that they are not dressed appropriately, they will be kept inside to ensure their health and safety. Entire classes WILL NOT be kept inside due to the fact that some students are not dressed appropriately. However, the Curley must always ensure that there is adequate supervision in all locations at all times. In the event that there is limited capacity for staff supervision, exceptions to the above policy may need to be made.

Inclusive Practices: The Curley has a diverse population. We welcome all students in our community and have specified programs that support a wide range of learners. In order to ensure

that all students are able to access the curriculum and experience success, the Curley uses a range of strategies including differentiated instruction and strategic assignment of adult staff to support and challenge learners in customized ways.

Additionally, the Curley uses a range of tools to help students access the curriculum and regulate their behavior including fidget toys, weighted vests, specialized seat cushions, etc. If your classroom teacher is using some of these resources with your child, he/she will communicate this with you to ensure continuity and build on successes.

Positive Behavior Supports & Accountability:

The staff of the Curley School is committed to developing a safe and supportive school climate by addressing student behavior in fair and positive ways, in alignment with our three core values: We CARE About Ourselves, We CARE About Each Other, We CARE About Our School. At Curley, we use the Positive Behavioral Interventions & Support (PBIS) framework to consistently communicate our expectations for student behavior, celebrate student success in classrooms and across our school community and hold students accountable for upholding our core values. To support this framework, we implement a school-wide social-emotional curriculum that integrates practices to explicitly teach students skills and strategies necessary to support their social-emotional development and foster respect for human differences.

Please note that sometimes when a child is having an extremely difficult time in class, a member of the School Leadership Team may be requested to come to the classroom and support him/her. Sometimes this support happens directly in the classroom or in a nearby hallway. In the event that a child is not able to get back on track in the classroom, he or she may be escorted to a buddy classroom to take a brief, supervised break, engage in calming activities, reflect and work on skills to support classroom readiness. Please know, our primary goal is for all children to be in their homeroom learning environment as much of the day as possible. Additionally, all policies we implement align with the BPS Code of Conduct. Finally, please remember that ALL Curley staff are mandated reporters. In the event that a child reports something to a member of the Curley staff regarding his/her personal safety

inside or outside of school, we may be mandated to report that information.

Bullying: The Curley follows BPS' bullying policy. Bullying is defined as physical, verbal, relational or cyber threats that are repeatedly imposed in a relationship where there is a perceived imbalance of power. If a parent, child or teacher reports a potential bullying situation, the Curley faculty are mandated to report this to school administration/counseling staff. The incident will be investigated and reported to the district and parents will be notified of action taken. Confidentiality of students and families involved will be respected. Parents may also choose to report a suspected bullying incident to the BPS Bullying Hotline: 617-592-2378.

Cell Phone Policy: Please note that the Curley School follows the BPS Policy regarding cell-phone use in schools. While we do not encourage families to send phones with their children, we do understand it is sometimes necessary for before or after-school communication. Students' personal cell phones should be submitted to the classroom teacher at the beginning of the day and returned to the student at the end of the school day and/or kept off in students' book-bags all day. *Students should not be using personal cell phones or keeping them in their desks or on their person at any point during the school day.* Students that are violating this policy will be directed to submit them to the classroom teacher and the parent will be contacted. If a child continues to violate the policy, he/she may face disciplinary action. We appreciate your support and cooperation with this policy.

Technology: The Curley School provides technology including Google Chromebooks in classrooms to remove barriers and support all learners to access challenging standards and curriculum using the Universal Design for Learning (UDL) principles. In the primary grades, students typically utilize technology during center time to reinforce core concepts or for accommodations. In the upper grades, students have access to technology to support learning across content areas, including use of the Google Classroom and supporting google applications.

Please note that BPS has adopted google technology city-wide as our primary information system for students and staff. This means that ALL BPS students are assigned an email address by the district when they are enrolled. As a school, we activate and use student email addresses for students in K-8 to allow access to Google applications. Parents of children in these grades will receive written notification about this including their child's specific username and password.

Boston Public Schools also has a Cyber Safety Campaign that talks about how you can help your child at home with safe email use: (<http://www.bpscybersafety.org/fresources/email.html>). Another great resource recommended by BPS is www.commonensemedia.org (free registration required). We will monitor student activity at school, but it is important that families are aware and monitoring their children's online activities, including email usage at home.

Homework: Homework is an integral part of the ongoing learning process and we have created a policy with family and teacher input. This policy will be consistent across grade bands (K-2, 3-5 & 6-8). Grade level teams will have a consistent plan for homework distribution, collection and content.

Beliefs about homework:

- Homework should be related to skills and abilities, which have been developed during the school day/week.
- The central idea is that home study promotes home-school cooperation, reinforces content taught and instills executive functioning, time management and responsibility skills.
- Homework should never cause students anxiety or high levels of frustration. If your child is crying while completing homework due to difficulty please send in a note, call or email the teacher.

Below is the policy for each grade band:

- Students in Grades K2-2 will have 15 minutes of reading nightly and an additional 15 minutes of Math or ELA. This will total a maximum of 30 minutes of homework each evening. Reading on the weekends will be encouraged.
- Students in Grades 3-5 will have 15 minutes of reading nightly and an additional 15 minutes of Math, ELA and/or Science. This

will total a maximum of 45 minutes of homework each evening. Reading on the weekends will be required.

- Students in Grades 6-8 will have 20-30 minutes of reading nightly and an additional 30-40 minutes of Math, ELA, Social Studies and/or Science. This will total a maximum of 60 minutes of homework each evening. Reading on the weekends will be required and there may be long term project work due over the weekends as well.

Vacation Homework:

- Students will not have required homework over the December, February or April Vacations. If work is sent home it will be considered for extra credit that term. There will however be summer reading that is required for all students across K-8 in July and August.

Guidelines for Parents:

- Make homework a priority.
- Take an active interest in what your child is doing.
- Provide a quiet place for your child to do homework.
- Expect your child to submit homework on time.
- Guide and supervise, but do not do homework for your child.
- Encourage visits to the library.
- Read aloud to your children, and have older children read to younger ones.
- Have your child balance his/her homework, physical and recreational activities.

Parent-Teacher Conferences: All parents are expected to attend the Open House on **September 30th from 5:00-7:00 PM** to meet their child's teacher and to hear important classroom policies and procedures. Individual family conferences will be held for each student in late December-January. Any additional conferences may be requested by families to their child's teacher. Individual conferences may be held in person, on ZOOM or via the phone based on the families preference. Any child who is not making progress will be contacted by their teacher to schedule additional individual family conferences.

Summer Program: Each summer BPS offers a range of programs, both academic and enrichment, for students in grades K0-8. Our Guidance

Counselors will send out information regarding summer programs opportunities in and around the district in early spring. For more information on summer learning opportunities please contact

Cristina Silva - K-2:

csilva4@bostonpublicschools.org

Justina Levey - 3-5:

jlevey@bostonpublicschools.org

Sugeily Santos - 6-8:

ssantos2@bostonpublicschools.org

School Parent Council (SPC):

The Curley School Parent Council works with the Principal to build an inclusive school community, support school-wide events and fundraise for school priorities outlined by the School Site Council. The Council meets monthly. Dates and times vary. **All parents are automatically members of the SPC and encouraged to attend.**

School Site Council (SSC):

The School Site Council (SSC) is composed of parents, teachers, and the principal. The team's role is to manage the operation of the school including approving the school budget, setting policy and establishing community/university partners.

Elections for School Site Council representatives and Parent Council officers were held in June 2021 so we could hit the ground running.

Questions about the School Parent Council (SPC) and School Site Council (SSC)? Are you wondering when/how to get involved? Please reach out to our SPC Tri-Chairs Keeana Saxon, Jess Ortham and Abe Ahumada spc@curleyk8.com.

Parent/Guardian Volunteers: Parent volunteering is encouraged at the Curley and always needed. We recognize that there are many ways parents contribute to our community. Some of these include:

- Before/After-school Volunteer
- Lunchroom/Schoolyard Volunteer
- Classroom Volunteer
- Field Trip Chaperone
- Oral/written Translations

- And MANY MORE!!!!

For safety reasons, parents/guardians must complete and pass a CORI/SORI background check prior to volunteering.

Textbooks: Textbooks and other school books are loaned to students at no cost. Books must be treated carefully and returned to the school in good condition. Parents will be responsible for paying for lost and damaged books.

Field Trips: There will be opportunities for students to participate in activities outside of the school. In that event, parents must read and sign a detailed permission slip. No student will be permitted to take part in a field trip without a signed permission slip or updated physical. Telephone calls or text messages are *not* an acceptable substitute for a signed permission slip. Parents/guardians/family members who wish to chaperone a field trip MUST complete and pass CORI/SORI form and be at least 18 years of age.

Emergency Information: We maintain confidential emergency records for each student. It is most important that the school have a current phone number for each child, as well as the name and telephone number of at least one other responsible adult who can be contacted in case of an emergency.

- The BPS Family Guide including media release can be found at <https://www.bostonpublicschools.org/familyguide>
- The parent & student agreement form including media can be filled out online at [BPS Emergency Contact](#). You can also update your emergency contact information here. Again correct contact information will be essential during this time.

Family Liaison: At any time families can contact our family liaison, Veronica Robson at vrobson@bostonpublicschools.org.

CURLEY COMMUNITY COMPACT

STUDENTS, FAMILIES, TEACHERS AND ADMINISTRATORS WORKING TOGETHER

WE CARE ABOUT OURSELVES, WE CARE ABOUT EACH OTHER, WE CARE ABOUT OUR SCHOOL #CURLEYCARES

AS A CURLEY STUDENT:

- I WILL CONTRIBUTE TO BUILDING A CULTURE OF CARING BY UPHOLDING THE EXPECTATIONS; *WE CARE ABOUT OURSELVES, WE CARE ABOUT EACH OTHER, WE CARE ABOUT OUR SCHOOL.*
- I WILL ATTEND SCHOOL REGULARLY, ARRIVE ON TIME AND COME READY TO LEARN.
- I WILL BELIEVE I CAN SUCCEED AND SET HIGH EXPECTATIONS FOR MYSELF.
- I WILL ENGAGE ACTIVELY IN THE LEARNING PROCESS; ALWAYS TRYING MY BEST AND ENCOURAGING MY PEERS TO DO THE SAME.

AS A CURLEY FAMILY MEMBER/GUARDIAN:

- I WILL CONTRIBUTE TO BUILDING A CULTURE OF CARING BY UPHOLDING THE EXPECTATIONS: *WE CARE ABOUT OURSELVES, WE CARE ABOUT EACH OTHER, WE CARE ABOUT OUR SCHOOL.*
- I WILL ENSURE MY CHILD ATTENDS SCHOOL REGULARLY, ARRIVES ON TIME AND COMES READY TO LEARN.
- I WILL COMMUNICATE MY BELIEF THAT MY CHILD WILL SUCCEED AND SET HIGH EXPECTATIONS TO SUPPORT MY CHILD'S LEARNING.
- I WILL PARTNER WITH TEACHERS AND ADMINISTRATORS TO UNDERSTAND SCHOOLWIDE AND GRADE LEVEL LEARNING GOALS TO UNDERSTAND HOW I CAN SUPPORT LEARNING AT HOME.

AS A CURLEY TEACHER:

- I WILL CONTRIBUTE TO BUILDING A CULTURE OF CARING BY UPHOLDING THE EXPECTATIONS: *WE CARE ABOUT OURSELVES, WE CARE ABOUT EACH OTHER, WE CARE ABOUT OUR SCHOOL.*
- I WILL ENGAGE IN THE CURLEY COMMUNITY AND EMBRACE INITIATIVES ACROSS THE SCHOOL.
- I WILL SET HIGH EXPECTATIONS FOR ALL AND BELIEVE ALL STUDENTS WILL SUCCEED.
- I WILL PARTNER WITH FAMILIES IN THEIR CHILDREN'S EDUCATION.

AS A CURLEY ADMINISTRATOR:

- I WILL CONTRIBUTE TO BUILDING A CULTURE OF CARING BY UPHOLDING THE EXPECTATIONS: *WE CARE ABOUT OURSELVES, WE CARE ABOUT EACH OTHER, WE CARE ABOUT OUR SCHOOL.*
- I WILL SET HIGH EXPECTATIONS FOR ALL STUDENTS, FAMILIES, TEACHERS AND ADMINISTRATION AND COMMUNITY PARTNERS.
- I WILL FOSTER AN INCLUSIVE ENVIRONMENT WHICH CELEBRATES THE DIFFERENCES OF STUDENTS AND FAMILIES.
- I WILL PROVIDE MEANINGFUL OPPORTUNITIES FOR FAMILIES TO BE ENGAGED IN THE SCHOOL AND IN THEIR CHILD'S EDUCATION.

PLEASE SIGN BELOW ENDORSING YOUR AGREEMENT TO THIS COMPACT.

CURLEY STUDENT

CURLEY FAMILY MEMBER

CURLEY TEACHER

KATHERINE GRASSA
CURLEY ADMINISTRATOR