

2016-2017



FAMILY HANDBOOK

Office: 617-635-8082

Fax: 617-635-8087

Website: www.themozartschool.com

Twitter: @themozartschool

Principal: Erin Borthwick, eborthwick@bostonpublicschools.org

Principal Fellow: Michael Baulier, mbaulier@bostonpublicschools.org

Secretary: Minnie Copeland, mcpeland@bostonpublicschools.org

Nurse: Heather Frasso, hfrasso@bostonpublicschools.org

BPS Transportation: 617-635-9520

BPS Welcome Center: 617-635-8040

2016-2017 MOZART FAMILY HANDBOOK

Table of Contents

[School Mission and Core Values](#)

[LOGISTICS AND POLICIES](#)

[School Hours](#)

[Preparation for School](#)

[Uniform Policy](#)

[Dress for Physical Activity](#)

[School Meals](#)

[Arrival](#)

[Dismissal](#)

[School Bus Information](#)

[Walker Dismissal Policy](#)

[Private Transportation](#)

[Building Security](#)

[Wellness Policy](#)

[Birthday Celebrations](#)

[Textbooks](#)

[Library Books](#)

[School Absences](#)

[Transfers](#)

[Leaving School Early](#)

[School Records](#)

[Medications](#)

[ACADEMICS](#)

[Homework](#)

[Report Cards](#)

[Student Support Process](#)

[FAMILY ENGAGEMENT](#)

[Open House/ Curriculum Night](#)

[Conferences](#)

[Home - School Communication](#)

[Volunteers](#)

[Parent Volunteers](#)

[Parent Involvement - Committees](#)

[Field Trips](#)

[Signature Page](#)

2016-2017 MOZART FAMILY HANDBOOK

School Mission and Core Values

Mozart School Mission:

At the Mozart, we challenge and support all students to think critically, embrace challenge, and contribute positively to our community. We believe that academic, artistic, social-emotional, and physical learning are essential aspects of the education all students deserve.

Mozart School Core Values:

We **RESPECT** ourselves and our classmates as learners.

- We seek new challenges and think critically about our learning.
- We take responsibility for our learning and our actions.

We **OPEN** our minds and our hearts to differences.

- We listen to the ideas of others.
- We try to understand others' experiences and identities.

We **COOPERATE** with each other to reach our goals.

- We know that working together helps us learn best.
- We work together to improve as a group and individually.

We are **KIND** to all members of our community.

- We offer support when we see that someone needs it.
- We contribute positively to our school.

LOGISTICS AND POLICIES

School Hours

Our 2016-17 school hours are **9:30 a.m. to 3:30 p.m.** for all students. This includes K0, K1, and K2 Kindergarten and Grades 1-5. Students who arrive after the start of their school day will be marked tardy.

<u>2016-2017 Daily Schedule</u>	
9:20.....	Students Arrive/Breakfast
9:30.....	School Begins/Attendance
9:30-10:15.....	1 st Period
10:15-11:00.....	2 nd Period
11:00-11:45.....	1 st Lunch/3 rd Period
11:45-12:30.....	2 nd Lunch/4 th Period
12:30-1:15.....	3 rd Lunch/5 th Period
1:15-2:00.....	4 th Lunch/6 th Period
2:00-2:45.....	7 th Period
2:45-3:30.....	8 th Period
3:30.....	Dismissal

2016-2017 MOZART FAMILY HANDBOOK

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, etc. Please do not allow your child to bring toys, radios, candy, or gum to school.

All personal belongings should be marked with your child's name so that they can be easily identified. Please bring forgotten lunches, books, money, etc., to the Main office to avoid classroom interruptions.

Uniform Policy

The Mozart Elementary School has a uniform policy for all students. The uniform is a white or light blue shirt, and navy blue pants, shorts, or skirts. Students may wear Mozart School T-shirts and long-sleeve shirts as long as they are white or light blue. Mozart School sweatshirts may also be worn. Friday is casual day. Students do not have to wear their uniforms, but appropriate school attire is required.

Dress for Physical Activity

PE classes for all grades will be held on Wednesdays. Students should wear sneakers and clothing that they are able to run and move freely in. All students will participate in daily recess and will be expected to participate in active play. Their clothing and shoes should lend themselves to this.

School Meals

Breakfast and lunch are served daily. The cafeteria is open for breakfast each school day from 9:20 a.m. to 9:30 a.m. as part of the Free Universal Breakfast program.

Students who walk or are driven to school should report for breakfast upon arrival to school, but not before 9:20 a.m. Students who ride the school bus must enter the cafeteria for breakfast directly from their buses. *Please encourage your child to eat breakfast; it is a good way to start the day.*

Boston Public Schools offers universal free lunch. Any student who plans to eat a school lunch needs to tell their homeroom teacher during the morning lunch count. Students may also bring their lunch from home, but must bring a lunch they can eat without access to a microwave.

Arrival

Children who walk to school or are brought to school by parents should arrive in the schoolyard beginning at **9:20 a.m.** Please remind children of safety rules when they are crossing streets. Children will be supervised in the schoolyard (or inside the school, depending on the weather) from **9:20 a.m.** until they file to their classrooms. Once a student enters the schoolyard, he/she will not be permitted to leave. Violation of this important safety rule may result in a parental conference. There is no supervision available before 9:20 a.m.; please do not leave children unattended in the schoolyard area!! The ONLY exception to the rule is if your child is OFFICIALLY enrolled in the Before School Drop-In Program!

2016-2017 MOZART FAMILY HANDBOOK

Dismissal

After school, students who do not attend an after-school program at the Mozart School are expected to go directly home. If they are to do otherwise, please notify the school in writing. No one other than persons given specific written permission on emergency cards may pick up your child. When picking up your child at dismissal, please be prompt. Unless there is an early-release day, students will be dismissed at 3:30 p.m.

School Bus Information



Students are assigned school bus transportation by the school department, according to their home addresses. 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. Without notification, it may be necessary to put your child on his/her assigned school bus.

All students are expected to obey the bus driver and to observe the safety rules of the bus. Failure to do this will result in the loss of the privilege to ride the school bus. In some cases, alternate bus stops can be arranged. Please contact the school for information.

Please be prompt when meeting your child at the school bus stop.

Please use the "Where's My School Bus" app at <https://schoolbus.bostonpublicschools.org/> to locate your child's bus during morning and afternoon commutes. Call the Transportation Department at 617-635-9520 if you have any concerns or questions regarding the bus schedule.

Walker Dismissal Policy

Dismissal begins at 3:30 p.m.; parents/guardians need to wait for their child(ren) on the perimeter of the schoolyard (on the other side of the chain-link fence). Children will be released from the school building when the parent/guardian is present. Children will wait with the school staff until the parent/guardian arrives.

Please send a note with your child(ren) if someone other than yourself is picking up your child(ren).

Private Transportation

Some parents arrange private transportation to or from school for their children. If you have done this, please inform your child's teacher, as well as the school office, of the following:

1. The name and telephone number(s) of the driver in case of emergency.
2. The destination of the driver.

Building Security

All visitors must sign-in and check-in with the office upon entering the school building. All exits are kept locked, so all visitors must ring the bell on the front entrance and wait to be buzzed in.

2016-2017 MOZART FAMILY HANDBOOK

Wellness Policy

In keeping with the district's guidelines and the desire of the entire Mozart community for our children to be as healthy as possible, the School Wellness Team has put a wellness policy into effect. Students will participate in weekly physical education classes as well as movement breaks during the academic portion of the day. Additionally, only healthy foods can be offered during school as part of meals, celebrations, or as treats. A full list of appropriate healthy foods may be found at:

http://www.bpshealthandwellness.org/wp-content/uploads/2012/06/fns-3_Compertitive-Foods_Nutrition_Policy.pdf

Healthy Snacks	Foods/Drinks to Avoid
<ul style="list-style-type: none">● fruit salad● clementines● raisins● applesauce● carrot sticks and hummus● cheese sticks● water● milk● 100% fruit juice	<ul style="list-style-type: none">● candy● cake● ice cream● foods/drinks with added sugars or high fructose corn syrup● Gatorade● Soda● Anything containing nuts (many of our classrooms include students with life threatening allergies to nuts)
<p><i>If you have an idea for a healthy snack not listed here, and you're not sure how it fits into the school's Wellness Policy, please feel free to reach out to Principal Borthwick at 617-635-8082 or eborthwick@bostonpublicschools.org</i></p>	

Birthday Celebrations

Celebrating birthdays with classmates is a tradition for many students and families. In order to continue this tradition, align with our wellness policy, and maximize on-task academic time, we will have one designated "Celebration Day" per month. All student birthdays for the month will be celebrated on the designated day.

Families of birthday students from each grade level/classroom should coordinate with the classroom teacher about how they would like to contribute to the celebration. Ideas include: bringing healthy snacks aligned to our Wellness Policy, organizing a brief craft project for students, or leading a "movement break" (fun, simple, child-centered exercise or dance) on Celebration Day. Please refrain from bringing cake, candy, or other food treats on your child's birthday. All coordination should be setup directly with the teacher. Please contact the school for more information.

The second Friday of each month will be Celebration Day, with exceptions in September and June. In case of school cancellation due to inclement weather, Celebration Day will be celebrated the following day. Celebration Days for the 2016-2017 school year are:

September 16th (*August and September birthdays celebrated*)

October 14th

November 18th

December 9th

January 13th

2016-2017 MOZART FAMILY HANDBOOK

February 10th

March 10th

April 7th

May 12th

June 2nd (*June and July birthdays celebrated*)

On Celebration Day, each student with a birthday that month will be announced during morning announcements. If you do not want your child's name to be announced, please contact the school in advance.

Textbooks



Textbooks and other schoolbooks 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.

Library Books

Students are encouraged to check books out of the school library. If library books are lost or damaged, students must pay the cost of replacing them.

School Absences

Regular, prompt attendance is necessary for your child's success in school. The Mozart School follows the **Attendance Policy** of the Boston Public Schools. When your child has been absent, please provide a note of explanation to the teacher. If the absence is to be excused, the note must contain the reason for the absence, as well as the date(s) when your child was not in school. Upon returning from an extended absence, due to illness, your child must bring a note from a doctor. Please note that whatever the circumstance may be, extended family trips out of the country are not excusable.

Transfers

If you are withdrawing your child from the Mozart School, please notify the school office at least three days before his/her last day. Textbooks, library books, and musical instruments must be returned before the student leaves.

Leaving School Early

At times, it may be necessary for you to request that your child be dismissed early from school. No student will be dismissed early unless he or she is picked up by someone whose name and information is on the emergency card in the front office. When your child must be dismissed from school early, please notify your child's teacher in writing. The responsible adult who is taking your child home should report to the office to sign him/her out and the child will be called down. If you must pick your child up early, please plan to do so before 3:00 p.m.

2016-2017 MOZART FAMILY HANDBOOK

School Records



The school maintains **confidential** (emergency card, academic/medical) records for each student. Records will only be released upon signed parent consent and/or duly authorized governmental agencies. It is most important that the school have a **current** telephone 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. If these telephone numbers change, please contact the school with the new numbers.

If you move, you must submit **three proofs** of the new address: rent receipt, utility bill, etc. You must also complete a form for a change of address. Contact the school or the BPS Welcome Center Center at (617) 635-8040 for additional information.

Medications

Boston Public School policy mandates that medications **cannot** be administered to a student during the school day without a written statement from a doctor explaining its necessity. In addition, the medication must be in its original bottle(s). This information should be brought to the attention of the school nurse, as well as the homeroom teacher. Please notify the school nurse about any medical issues affecting your child or any medications that your child is taking.

ACADEMICS

Homework



Homework is a regular part of a student's education. Parents should set aside a regular time and place for children to complete these assignments. As students complete work independently, we encourage parents to assist, if necessary, and to review all completed homework. We also strongly encourage independent reading by students outside of school.



Report Cards

Report cards are distributed to 1st - 5th grade students three times during the school year: Fall, Winter, and Spring. Additionally, all 1st-5th grade students will receive mid-term Progress Reports. K2 students will receive report cards twice a year in the Winter and Spring. K1 students will receive Progress Reports at the same time K2 report cards are distributed. Notices are sent home when report cards are due.

2016-2017 MOZART FAMILY HANDBOOK

Student Support Process

The Mozart School has a Student Support Team to discuss student needs and supports. As part of this process we review every student to determine what/if any additional services are needed for students and their families. We may call you to participate in a meeting if we will be reviewing your child individually. If you have any questions about this process please contact the school.

FAMILY ENGAGEMENT

Open House/ Curriculum Night

The Mozart School will host Curriculum Night on Thursday, September 29, 2016 from 5:00-7:00 pm. This is an opportunity for families to:

- meet with their student's homeroom teacher and specialists,
- get an overview of curriculum, routines, and plans for the year,
- meet staff members new to the Mozart community, and
- see the school and learn their way around the building.

Conferences

All homeroom teachers will host conferences in the Fall with each family. Conferences will be held the week of October 31st. Families can also *always* initiate a meeting with a teacher to discuss their child's progress and needs.

Home - School Communication

The Mozart School places great emphasis on communication between home and school. In addition to scheduled curriculum night and parent-teacher conferences, you may arrange to meet with teachers, counselors, the principal, and/or other staff members. Please call or write to schedule an appointment.

We will also use the following forms of communication to keep you updated on whole school announcements.

- Website: www.themozartschool.com
- Twitter account: @themozartschool
- All - Calls
- School-wide and class specific e-mail lists
- Backpack mail

Volunteers

The Mozart School is fortunate to benefit from the support of dedicated volunteers through the Greater Boston Jewish Coalition for Literacy. The GBJCL tutors offer consistent support to Mozart classrooms and build relationships with teachers and students over time. Other volunteers also coordinate with classroom teachers to offer specialized support for different activities. Your child may work with one of these volunteers in some way throughout the year.

2016-2017 MOZART FAMILY HANDBOOK

Parent Volunteers

Parents may volunteer at the Mozart School. Parents must pass a Criminal Offender Record Inventory (CORI) check prior to volunteering. Ways that parents can assist in the school include serving as a classroom parent, library volunteer, schoolyard volunteer, or field trip chaperone. Enclosed is a CORI form for your convenience. The form must be turned in with a copy of a photo ID. We will need to wait for confirmation of a completed records check before you can volunteer for the school, so it is best to turn in the CORI form now if you think you would like to volunteer for anything throughout the year. CORI forms must be resubmitted each school year regardless of when during the prior school year it was completed.

Parent Involvement - Teams

Parent Council

The Parent Council (PC) plans family engagement and fundraising events, discusses where the funds raised will be allocated throughout the year, collaborates with teaching staff, promotes racial and ethnic awareness and equity, and identifies and pursues long-term goals. Upon enrollment of their children, all families are automatically members of the PC. The PC will meet from 6:30 to 7:30 p.m. on the following dates: 9/20, 10/11, 11/8, 12/13, 1/10, 2/7, 3/14, 4/11, 5/9, and 6/6.

School Site Council

The School Site Council (SSC) is the central governing body of the school and ensures that the ongoing work of the school supports the Mozart mission and priorities. Anyone who is interested in big-picture issues and planning should attend SSC meetings. The SSC supports strategic budget decisions, develops the School Improvement Plan, and ensures high quality hiring decisions are made. The SSC meetings are led by the principal and also include teacher and staff representatives. These meetings are open to the public, but only the elected officers are allowed to vote. Elections take place by the second PC meeting of the year. The School Site Council will meet from 5:30 to 6:30 p.m. on the following dates: 9/20, 10/11, 11/8, 12/13, 1/10, 2/7, 3/14, 4/11, 5/9, and 6/6.

Race and Ethnicity Committee

The Mozart Race and Ethnicity Committee (REC) seeks to make the Mozart an anti-racist learning community where it is safe to acknowledge, discuss, and unpack people's lived experiences based on their race, color, and ethnicity. Members of REC are committed to pro-actively fostering equity, and preventing and counteracting inequities in our school community. REC also purposefully identifies and explores issues of race, color, and ethnicity, and how they affect individuals' learning, identity, and experiences at the Mozart. We hope you will join us in this important work by attending REC meetings and events throughout the year. The Race and Ethnicity Committee will meet once per month on Wednesdays from 6:00 to 7:00 p.m. The first REC meeting is scheduled for 10/5.

Field Trips

There may 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. Telephone calls are not an acceptable substitute for a signed permission slip.

2016-2017 MOZART FAMILY HANDBOOK

Signature Page

Dear Mozart Families,

This handbook was developed as a guide for families and to answer commonly asked questions that come up during the course of the school year. Our goal is to create a positive educational atmosphere of learning where we promote the Mozart's ROCK star values of respect, openness, collaboration, and kindness.

We ask that you familiarize yourself with this handbook by reading it and ask that you sign this page to acknowledge your awareness of our expectations and procedures. Please return this signature page to your child's homeroom teacher by **Friday, September 23, 2016**.

Name of Student: _____ Grade of Student: _____

Signature of Parent / Guardian: _____

Date: _____