

# George H. Conley Elementary School Family and Student Handbook

A guide for Students & Families  
2022-2023



George H. Conley School K-6  
450 Poplar Street  
Roslindale, MA 02131  
(617) 635-8099

Jennifer Eddington  
Principal

## A Note from Principal Eddington

Dear Conley Families:

Welcome to George H. Conley Elementary School. This handbook has been prepared to provide Conley families with helpful information about our school.

Please refer to this handbook throughout the school year as a reference. It should provide the answers to most questions, but feel free to reach out to the school if you have any questions.

We believe that your child's success in school is dependent upon good communication between school and home. We encourage your participation and invite you to express your suggestions or concerns.

In partnership,  
Ms. Jen Eddington  
Principal



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# 2022-2023 DISTRICT CALENDAR

## 2022

- ◆ August 16-18 ..... August Leadership Institute (ALI)
- ◆ September 1 ..... UP Academies: Boston & Dorchester, all grades – first day of school
- September 5 ..... Labor Day: No school
- ◆ September 6 ..... UP Academy Holland, all grades – first day of school
- September 6-7 ..... All teachers and paras report
- ▲ September 8 ..... Students in grades 1-12 report, including grade 1 in ELCs and EECs
- ◆ September 12 ..... Pre-K & Kindergarten students report, including EECs, ELCs, and special ed.
- October 10 ..... Indigenous Peoples' Day: No school
- November 11 ..... Veterans Day: No school
- November 23 ..... Early release for students and staff
- November 24-25 ..... Thanksgiving Recess: No school
- December 26 ..... Christmas Day (Observed)
- December 23- January 3 ..... Winter Recess: No school

## 2023

- January 1 ..... New Years Day (observed)
- January 3 ..... All teachers and paras report
- ▲ January 4 ..... Students return from recess
- January 16 ..... M.L. King Jr. Day: No school
- February 20 ..... Presidents Day: No school
- February 21-24 ..... February Recess: No school
- ▲ February 27 ..... Students return from recess
- April 7 ..... Good Friday: No school
- April 17 ..... Patriots' Day: No school
- April 18-21 ..... Spring Recess: No school
- ▲ April 24 ..... Students return from recess
- May 29 ..... Memorial Day: No school
- ★ June 7 (or day 170) ..... Last day for seniors
- June 19 ..... Juneteenth: No school
- June 21 (or day 179) ..... Early release for students
- ▼ June 22 (or day 180) ..... Last day of school if no days are lost due to cancellations.

## Major Religious & Cultural Holidays

2022	Jan. 22 ..... Lunar New Year
Sep. 26-27* ..... Rosh Hashanah	Feb. 22 ..... Ash Wednesday
Oct. 5* ..... Yom Kippur	Mar. 22 ..... Ramadan begins
Oct. 24 ..... Diwali begins	April 7 ..... Good Friday
Nov. 24 ..... Thanksgiving	April 6*-13 ..... Passover
Dec. 19-26* ..... Hanukkah	April 9 ..... Easter
Dec. 25 ..... Christmas	April 16 ..... Orthodox Easter
Dec. 26 - Jan. 1 ..... Kwanzaa	April 22* ..... Eid al-Fitr
2023	April 22 ..... Earth Day
Jan. 1 ..... New Year's Day	June 19 ..... Juneteenth
(observed Jan. 2)	(observed June 20)
Jan. 6 ..... Three Kings Day	July 4 ..... Independence Day
	July 29* ..... Eid al-Adha

■ Central Offices and School Buildings closed  
 ■ School Buildings closed

\*begins the night before at sunset

### AUGUST 2022

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

### SEPTEMBER 2022

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4	5	6	7	8	9	10
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18	19	20	21	22	23	24
25	26	27	28	29	30	

### OCTOBER 2022

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23	24	25	26	27	28	29
30	31					

### NOVEMBER 2022

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### DECEMBER 2022

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### JANUARY 2023

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### FEBRUARY 2023

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26	27	28				

### MARCH 2023

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### APRIL 2023

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23	24	25	26	27	28	29
30	31					

### MAY 2023

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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

### JUNE 2023

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18	19	20	21	22	23	24
25	26	27	28	29	30	

### JULY 2023

S	M	T	W	Th	F	S
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

▶ Extenuating circumstances and/or inclement weather may necessitate changes to the calendar during the year.  
 Visit [www.bostonpublicschools.org/calendar](http://www.bostonpublicschools.org/calendar) for current information.



## 2022-2023 Report Card Schedule

### Trimesters (Grades K-5, K-6, K-8) \*

	Fall (Grades 1-5 only)	Winter (K-Grade 5)	Spring (K-Grade 5)
<b>Term</b>	September 8 - December 2, 2022	December 5, 2022 - March 17, 2023	March 20 - June 21, 2023
<b>Progress Reports Grading Window</b>	October 17 - 28, 2022	January 23 - February 3, 2023	April 24 - May 5, 2023
<b>Distribute Progress Reports</b>	October 31, 2022	February 6, 2023	May 8, 2023
<b>Report Card Grading Window</b>	November 28 - December 9, 2022	March 13 - 24, 2023	June 7 - 22, 2023
<b>Distribute Report Cards</b>	December 12 - 16, 2022	March 27-31, 2023	June 22, 2023

#### EXCEPTIONS:

- ▶ **Kindergarten students do not receive a Fall report card.**
- ♦ **The following K-8 schools have Quarters for grades 6-8:** Eliot, Greenwood, Haley, Hurley, , Kilmer, Lee, Lyndon, McKay, Mildred Ave., Murphy, Ohrenberger , Roosevelt, Tobin, Trotter, and Up Academy Dorchester

## Conley Elementary School

### Vision

Our purpose as educators at the Conley School is to enable each student to become productive and responsible members of society with the desires, skills and the abilities necessary for life-long learning. By setting high standards for the Conley School, we empower our students to reach their full potential.

### Mission

*We, the community of the George H. Conley School, believe in the potential of all our students.*

*Therefore, we are committed to providing:*

- A creative, challenging curriculum which acknowledges the diverse learning styles and cultural backgrounds of all students
- A collaborative culture among parents, staff and community members, using open communication to promote an ongoing respectful and trustful environment
- A nurturing, healthy and caring environment that supports physical and psychological well being

### Code of Conduct/School Rules

Be prepared.

Be respectful.

Safety first.

Do your best!

### Core Values

Peace

Respect

Inclusion

Determination

Equity

### School Mascot

Coby the Cougar is the Conley Elementary School's Mascot. Coby attends school-wide events to bring excitement and spirit to the Conley.



## **School Directory**

### **Main Office**

Name	Position	Room	Email
Jennifer Eddington	Principal	Main Office	jeddington@bostonpublicschools.org
Danika Ford	Secretary	Main Office	dford2@bostonpublicschools.org
Meghan Harrington	Lynch Fellow	Main Office	mharrington2@bostonpublicschools.org
Barbara Browne	COSE	Main Office Special Ed.	bbrowne@bostonpublicschools.org
Kerrin Sullivan	COSE Clerk	Main Office Special Ed.	kmacneil@bostonpublicschools.org
Joe Macomber	Custodian	Custodial Office	jmacomber@bostonpublicschools.org
Oscar Torres	Custodian	Custodial Office	otorres@bostonpublicschools.org

### **Student Support Staff**

Name	Position	Room	Email
Colleen Wiggins	School Nurse	Nurses Office	cwiggins@bostonpublicschools.org
Sabrina Dely	Family Liaison	FL Office	sdely@bostonpublicschools.org
Kimberly Orchard	School Psychologist	Book Room	kleonhardt@bostonpublicschools.org
Taryn Marino	School Social Worker	SW Office	
Elizabeth Natale	Speech Therapist	Crow's Nest	enatale@bostonpublicschools.org
TBD	Speech Therapist	Crow's Nest	
Rina Wolok	Bilingual Speech Therapist	Crow's Nest	rwolok@bostonpublicschools.org
Donald Craft	Adaptive Physical Education	OT/PT Room	

**Student Support Staff cont.**

Michael Wilkins	Occupational Therapist	OT/PT Room	mwilkins2@bostonpublicschools.org
Joshua Shea	Teacher of the Visually Impaired		
Stephen Jordan	Orientation & Mobility		sjordan3@bostonpublicschools.org
Marcy Wanzer	Physical Therapist	OT/PT Room	mwanzer@bostonpublicschools.org

**Classroom Staff**

Name	Position	Room Number	Email
Antonietta Brownell Teacher	K0/K1	107	abrownell@bostonpublicschools.org
Julia Hadden Paraeducator	K0/K1	107	jhadden@bostonpublicschools.org
Kimberly McPhillips Teacher	K0/K1	105	kmcphillips@bostonpublicschools.org
Lisa Berlucchi Paraeducator	K0/K1	105	lberlucchi@bostonpublicschools.org
Rochelle Perry-Craft Teacher	K2	106	rperry@bostonpublicschools.org
Donna Boland Paraeducator	K2	106	dboland@bostonpublicschools.org
Danielle Jones Teacher	K2/1st/2nd	102	djones6@bostonpublicschools.org
Margarette Paul Paraeducator	K2/1st/2nd	102	mpaul@bostonpublicschools.org
Jacqueline Ballard Paraeducator	K2/1st/2nd	102	jballard@bostonpublicschools.org
Shannon Gillespie Teacher	1st	103	sgillespie@bostonpublicschools.org



Name	Position	Room	Email
Brunilda Gonzalez Velez Paraeducator	1st	103	bgonzalezvelez@bostonpublicschools.org
TBD Teacher	2nd	203	
Kathleen McEvoy Paraeducator	2nd	203	kmcevoy@bostonpublicschools.org
Brigida Faith Nery Teacher	3rd	207	bnery@bostonpublicschools.org
TBD Paraeducator	3rd	207	
Jennifer Sheehan Teacher	4th	204	jsheehan3@bostonpublicschools.org
Janet Holmes Paraeducator	4th	204	jholmes5@bostonpublicschools.org
Madeline Richmond Teacher	3rd/4th	202	mrichmond@bostonpublicschools.org
Tedi George Teacher	5th/6th	201	tgeorge@bostonpublicschools.org
David Casilli Paraeducator	3rd-6th	201/202	dcasilli@bostonpublicschools.org
Neil Harris Teacher	5th	206	nharris@bostonpublicschools.org
Valerie LeDoux Paraeducator	5th	206	vledoux@bostonpublicschools.org
Nia Reid Patterson Teacher	6th	205	nreidpatterson@bostonpublicschools.org
Carlos Santiago Paraeducator	6th	205	csantiago3@bostonpublicschools.org
Lisa Cabrera Teacher	ESL	104	lserra@bostonpublicschools.org
Michelle Faria Davis	Special	104	mfariadavis@bostonpublicschools.org

Teacher	Education		
Keith Shah-Solle Teacher	ESL	B03	ksolle@bostonpublicschools.org
Priscilla Valentine Teacher	ESL	104	phiguera@bostonpublicschools.org
Mollie Van Deusen Teacher	Resource Room/ESL	LC	mvandeusen@bostonpublicschools.org
Sara Colella Teacher	Science	Learning Lab	scolella@bostonpublicschools.org
Kevin Collins Teacher	Physical Education	Learning Center	kcollins@bostonpublicschools.org
Hilary Blair Teacher	Art	Learning Lab	hblair@bostonpublicschools.org

### Cafeteria Staff

Name	Position	Room Number	Email
Denisha Thomas	Cafeteria Manager	Cafeteria	
Jaseyris Pena	Cafeteria Staff	Cafeteria	jpena@bostonpublicschools.org
Narba German	Cafeteria Staff	Cafeteria	
Mary Crum	Lunch Monitor	Cafeteria	mcrum@bostonpublicschools.org
TBD	Lunch Monitor	Cafeteria	

### **Main Office**

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

**In order to preserve teachers' instructional time with students, parents/guardians interested in speaking with a teacher should call email, or send a note ahead of time to schedule an appointment.** With advance notice, all teachers will happily make time to meet or speak with students' families. Teachers do not check talking points during instructional time.

### **Arrival**

The Conley school hours are 8:30 a.m.- 3:10 p.m. The school doors will open at 8:15 a.m. Students can have breakfast in the cafeteria beginning at that time. Students not having breakfast will enter through the side door. Students eating breakfast will enter through the front door located on Poplar Street (under the flag). Doors will close at 8:30 a.m. and all students arriving after 8:30 a.m. will ring the front doorbell. Parents will sign-in students. Students arriving between 8:30 and 9:00 will have a "grab and go" breakfast in the classroom. **Students should not be left unattended prior to 8:15 a.m.**

### **Dismissal**

Dismissal begins at 3:10 p.m. Students will be dismissed to the Greentop (schoolyard) and will wait in the pick-up square for parent pick-up. Bus students will line up on the greentop by bus number.

### **Early Dismissal**

It is important that your child does not miss school time. Therefore, please schedule appointments after 3:10 PM which avoids unnecessary early pickups. In the case that your child needs to be dismissed early for an appointment, please send a note to school with your child (must be picked up before 2:45 pm for an early release) . If an emergency requiring early dismissal arises after your child is at school, call the office no later than 12:00 pm. Please remember: students are not allowed to leave the building during the school day unless accompanied by their parents/guardians, an adult listed on the emergency card, or an adult possessing written permission from a parent/guardian. Students who are picked up prior to the end of the school day, must be signed out in the office.

***No child will be dismissed after 2:45 PM.***

### **Tardy**

A student must attend school for at least a half-day to be marked "present." Students in K-6 who arrive after 11:30am or leave before 12:10pm will be marked **absent** for the day. Students arriving late should be signed in by a parent at the tardy desk. After students are signed in, a tardy pass will be handed to them to go to class. Any student that goes to class without a tardy pass will be sent back to the Main Office. **Parents do not go beyond the blue doors, unless they have signed in at the main office and have obtained a Visitor's Pass.**

## **Absence**

When your child returns to school after an absence, s/he must bring a note written by a parent/guardian explaining the absence. However, please note that a parent/guardian note does not necessarily make an absence *excused*. BPS Attendance Policy states that, even with a written excuse, the following types of absences will be considered *unexcused: repetitive and chronic absence* due to illness or injury, students staying home to babysit, cutting class, family vacation, trip to homeland, and extension of religious/cultural holidays beyond days designated on the school calendar. In the case of a chronic or prolonged medical absence, please notify the school and provide the school with formal documentation from your child's healthcare provider. The school is responsible for reporting chronic attendance problems to a Boston truancy officer.

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

## **BPS Attendance Policy and Procedures**

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

### 2nd Absence Action:

1. Parents will receive a phone call and remind parents to call and to send a note explaining the absences.
2. The note will be placed in your child's file and
3. The school will update the student attendance record.

### 4th Absence Action

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

### 5th thru 7th Absence Action:

1. School must complete an Attendance Supervisor information Card.
2. Attendance Supervisor will follow-up on each referral and report back to the building administrator.
3. The Student Officer of Attendance (SOA ) will consult with the SST on referral

### 8th Absence Action:

1. CRA Petition Filed
2. Adult Failure to Cause

\*Student absences will not be excused if letters are not submitted within 5 school days. Extended absences will not be approved or excused unless a student has medical documentation to support

the absences.

### **BPS Attendance Policy and Procedures cont.**

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

### **Scheduled Early Release Days**

BPS has 3 scheduled early release days. On the early release days, students will be dismissed at 12:40 p.m. The days are:

- The Wednesday before Thanksgiving
- The last 2 days of school (Days 179 and 180)

### **Snow Days**

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

### **School Preparation**

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

School notices sent home to parents/guardians\*

- Textbooks or workbooks
- Independent reading book(s)
- Completed homework assignments
- Pencils, pens, notebooks

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

### **Homework**

The structure and volume of homework assignments vary by grade and class. Early in the year, your child’s teacher will introduce the year’s homework expectations to the students and to you.

Homework provides students with an important opportunity to extend and independently practice the skills learned in school while providing families with insight into what their children are learning.

Although it is expected that students complete their homework assignments as independently as possible, parents/guardians can support their children at home in the following ways:

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

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

## **Dress Code**

**Students at Conley Elementary have a dress code.**

Dress code consists of:

- Navy blue bottoms (pants, skirts, shorts, dress)
- Navy or light blue top (tshirt, collared shirt)

Tops and bottoms can be purchased wherever you shop. The following stores are some possible places to purchase.

- Old Navy
- Walmart
- Target
- Primark
- CustomInk our online School Swag store will be open until September 23, 2022

[Custom Ink Group Orders - Conley Elementary](#)

[Custom Ink Group Orders - Conley Elementary](#)

[Custom Ink Group Orders - Conley Elementary](#)

Orders will be shipped in October 2022. Families will receive a message if the store opens at another time.

## **Emergency Contact Forms**

Pre-populated Emergency Forms will be distributed on the first day of school. **It is extremely important that every family makes corrections/edits to the form and returns it to the school within the first week of the school year.** These forms allow us to contact you in case of an emergency. If your address changes during the year you must visit the Welcome Center at 515 Hyde Park Ave, Roslindale. If you lose your form please reach out to the Family Liaison at [sdely@bostonpublicschools.org](mailto:sdely@bostonpublicschools.org). If any of your other contact information changes throughout the year, please let the Conley Office know as soon as possible. Also, **please make sure to note on the form if there is any person who should not come in contact with your child and provide the necessary documentation.**

## **Boston Public Schools Family Guide**

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

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

## **Standardized Testing**

Students in grades K-6 will participate in MAP Math and Reading assessments in the Fall, Winter and Spring. The data from these assessments will support teachers in ensuring students are receiving

appropriate interventions and enrichments.

Students in grades 3-6 will participate in the MCAS. MCAS is administered March - May. Students in grades 3, 4, and 6 will have 2 days of ELA assessments and 2 days of Math assessments. Students in grade 5 will have 2 days of ELA assessments, 2 days of Math assessments and 2 days of science assessments.

### **Home/School Communication**

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

- Monthly Updates from classroom teachers
- Bi-weekly Conley Connection
- Conley Website

### **Parking**

The school parking lot is to be used by Conley staff only. Vehicles with students being dropped off or picked up should park on Dale Street and students should walk on the sidewalk through the parking lot to enter school through the Greentop entrances.

### **Student Transportation**

#### **Bus Assignments**

**Only students assigned to a bus will be allowed to ride that bus.** Students are expected to board and get off the bus at their designated stops every day. If a family needs to make a change to a student's stop assignment, alternative drop-off forms are available

[www.bostonpublicschools.org/transportation](http://www.bostonpublicschools.org/transportation) then follow these steps:

- Scroll and click on Transportation
- Click on Parents/Guardians
- Click on Alt Transportation request form

#### **Bus Schedule**

Students should be at their bus stops 10 minutes before scheduled pick-up time. Similarly, adults meeting students at their drop-off stops should arrive in advance of the scheduled drop-off time. Although the bus drivers work hard to stick to their schedules, traffic and inclement weather can impact their timeliness. If an afternoon bus is going to be significantly delayed, the school will send an automated phone message to family members of students on that bus. If you are having difficulty with the timeliness of a particular bus, **please call the Parent Information Bus Transportation line at (617)635-9520.** You may also call the school and we will attempt to work on the issue from the office.

#### **Where's My School Bus?**

BPS has a website where you can get real-time bus information showing the current location of your child/ren's bus. Please make sure to have your child's student ID#

To register go to <http://schoolbus.bostonpublicschools.org>

You may also benefit from using the app: MBTA tracker.

#### **Bus Safety**

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

Remain seated while the bus is in motion.

- Keep hands, feet, and heads inside the bus.
- Opening or closing windows and doors is not allowed.
- Students may talk quietly with students seated near them.
- Keep books, packages, coats, and objects out of the aisle.
- Do not throw anything out of the bus windows or on the bus.
- In case of a bus emergency, students must remain on the bus unless the bus driver asks them to leave the bus.
- Students must act respectfully toward the bus driver and follow his/her directions at all times.
- Masks will be worn in the event a student is exposed to a person who tested positive for Covid 19.

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

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

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

**See the BPS guide for more transportation information.**

### **Fire Drill and Safe Mode**

The Conley Elementary School will engage in 4 fire drills annually. The fire drill in the fall will be announced while the other 3 drills will be unannounced. These drills allow us to ensure students and staff are aware of the safety procedures in the unlikely event of a fire.

The Conley Elementary School will engage in 2 safe mode drills annually. Safe mode drills allow students and staff to practice the steps to keep everyone safe in the event of an emergency in the surrounding area.

### **Technology**

Please see the [BPS Acceptable Use Policy](#).

Each student at Conley Elementary School will have access to a chromebook to use during the school day.

### **Cell Phone Policy**

BPS policy is that the use of cell phones for any purpose – including telephone calls, text messaging and other functions – is not permitted at any other time on school grounds. In the event that a student uses their cell phone during school hours, the following consequences will be given:

- 1st offense - Phone is turned into the office and given back to the student at the end of the school day. Parents/guardians will be contacted.
- 2nd offense - Phone is turned into the office at the start of each day for 5 school days and returned at the end of each of the 5 days. Parents/guardians will be contacted.



- 3rd and subsequent offense(s) - Phone is turned into the office and only returned to a parent/guardian. Additional consequences may be given.

### **Bullying**

The Boston Public Schools and the Conley Elementary School will not tolerate any unlawful or disruptive behavior, including bullying in all forms and types, cyber-bullying or retaliation, in our school buildings, on school grounds, on school buses and at school bus stops or in school-related activities.

BPS anti-bullying resources can be found [here](#).

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

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

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

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

The SSC is an elected team of teachers and parents/guardians who work together with the Principal for the benefit of the students. The principal serves as the chairperson of the SSC with one teacher or one parent serving as co-chairs. Parent representatives on the SSC will be elected at the SPC's annual spring elections. Meetings are held monthly at school at a day/time to be determined at the first meeting. All meetings are public and all are welcome to attend. Meeting dates/times will be posted on the school website.

