



**Dennis C. Haley Pilot School**

# **Parent Handbook**

**2016-17**

# **Equity Engagement Community**

Dennis C. Haley Pilot School  
570 American Legion Highway  
617-635-8169

Principal: Kathleen Sullivan [ksullivan2@bostonpublicschools.org](mailto:ksullivan2@bostonpublicschools.org)  
Coordinator of Culture: Raymond Porch [rporch@bostonpublicschools.org](mailto:rporch@bostonpublicschools.org)

# Haley Pilot School:

**“Where every student is inspired to achieve their highest potential.”**

- Our instruction is inclusive, individualized, and based on students’ diverse strengths and needs. **(Equity)**
- Every child is motivated to learn through memorable experiences and connections to our community. **(Engagement)**
- Children and their families are affirmed, respected and engaged. **(Community)**

## **Core Values and Expectations for Behavior**

It is the responsibility for every member within the Haley community to model our core values and hold each other accountable.

### Respect

- Respect all opinions, be an active listener
- Agree to disagree while working towards common understanding

### Positivity

- Use strength based approach, reinforce positive behavior
- Give constructive feedback, use positive tone
- Maintain open and honest communication

### Responsibility

- Share responsibility for all Haley students
- Model appropriate behavior, create safe comfortable environment to make students successful and feel confident

### Diversity

- Celebrate diversity and achievement
- Acknowledge, understand and respect cultural differences of students and families

### High Expectations

- Hold high expectations for all students

**\*The Haley Pilot School is designated as a Peace Zone School and the Pledge for Peace is recited every morning.**

Students are expected to conduct themselves in the spirit of the Pledge for Peace each day:



## **Haley's Pledge for Peace**

### **I WILL TREAT OTHERS THE WAY I WANT TO BE TREATED:**

Caring about others makes me and those around me feel good. Pushing, fighting, bullying, name-calling and treating others badly hurts them and me.

### **I WILL RESPECT THE DIVERSITY OF ALL PEOPLE:**

Whether we are the same or different on the outside, it's the person we are on the inside that counts.

### **I WILL USE PEACEFUL WORDS:**

Using words that are kind and friendly will help me create a peaceful home, school and community.

### **I WILL HAVE A POSITIVE ATTITUDE:**

Thinking and believing that "I can" instead of "I can't" helps me be successful in life.

# HALEY PILOT SCHOOL STAFF

2016-17

Administration: Kathleen Sullivan, Principal  
Raymond Porch, Coordinator of Culture  
Administrative Support: Mary Duhaime, Secretary

## Classroom Teams

K0-K1A	Marissa Brown /Emma Bullock
K1B	Maureen Mahoney/ Nancy Balzano
K2A	Rina Cimino/Martha Butler/ Joanne Connerty
K2B	Ernsie Noel/ Marie McDonough
1A	Amy Tierney/Nada Heredia/Ann Hawkes
1B	Cho Yu/ Ludovina Teixeira
2A	Jillian Barker / Erin Burns
2B	Julie Flaherty/Ami Molkentine
3A	Mary Yaya-Davis / Edwin Francois
3B	Tess Milliken/Janine Casapulla
4A	Linnea Guinan / Alyson Perschke
4B	Lisa Carter/ Melissa Nettleton/ Kimberly Wilkes
4C	Annie Shah/ Heidi Fessenden
5A	Anne Patrick/Bridget Galvin
5B	Kelly Greene/Alana Balzarini/ Sarah Stuart
6 Humanities	Amy Higginbotham / Amy Donovan
6 STEM	Meredith Hart / Leigh Cirusuolo
7/8 SS/Civics	Pam Clegg / James Gallivan
7/8 Math	Jon Bowman / Susan Young
7/8 ELA	Kristin Seekircher / Dr. Laura Williams
7/8 Science	Steve Cahill / Paul Connor
3-5 paraeducators:	April Alston / Nelcy LaClair/ Vladimir Sterling (1:1)

## Specialist Teams / Support Staff:

Art	Amy Wedge
Special Education Coordinator	Joshua Armentrout
Reading Recovery and LLI	Ann Hawkes
Wilson Reading/ESL	Laura Brody Young
Music	Dan Dehart / Willow Murray
Physical Education	Teresa Starble/ Nadar Tahlil
Theatre	Jason Wise
Health/Physical Education	Angel Scott / Nadar Tahlil
Boatbuilding/ BNC	Sarah Besse / Kim Baker
After School Coordinator	Sam Mitchell
Nurse	Kristina Donovan
School Psychologist	Alex Freeman
Counseling	
Speech	Marci Goldowsky
	Kate Thiboutot
Occupational Therapy	Ann Farricy

Physical Therapy  
Custodian  
Cafeteria  
Lunch Monitors

Darnell Campbell / Jean Baptiste  
Francesca Corigliano  
Jasenta Adams, Michelle Davey, Anisha  
Royston-Jordan, Elizabeth Ho-Sang

## SCHOOL HOURS

- **School hours are 8:30 am – 2:30 pm.**

**Morning Arrival:** Children must arrive at school on time. The first few minutes of the school day are extremely valuable since this is when the day's schedule and expectations are discussed. When children are late, it is disruptive for the whole class and makes it difficult for everyone to start the day smoothly.

- Students (K-5) are allowed in the building at 7:30 am for the before school program (you must be registered with Mrs. Murray) for the cost of \$1.00 a day.
- Our school hours are from 8:15 AM to 2:45 PM with the academic day running from 8:30 AM to 2:30 PM. Please be sure that your child **arrives on time and is in his or her classroom** every day by **8:25 AM**. The Pledge of Allegiance and morning announcements will begin at **8:25 AM** and instruction will begin promptly at **8:30 AM**.
- At **8:30 AM** students will recite the **Pledge of Allegiance** and **Pledge for Peace** in their classrooms and, immediately following announcements, teachers and students will begin their instructional day.
- If your child arrives at the Haley **after 8:15 a.m.:** S/he may eat breakfast in the cafeteria, then report to class. If breakfast is not needed, s/he may report directly to class.
- If your child arrives at the Haley **after 8:30 a.m.:** S/he should enter through the **front door** and report directly to the office to sign in and obtain a late slip before reporting to class. We understand that some parents may wish to escort their children, particularly those in the early grades, to their classrooms until they have become accustomed to school routines. Please know that our goal is to support students in developing their independence in following arrival routines and expect parents to depart by 8:25 to allow the morning routines to begin on time.
- Live drop off and pick up will only be allowed in front of cafeteria door. **Please remain in your cars and a staff member or parent volunteer will support you. Absolutely NO vehicles are allowed in the bus loop.**

## Dismissal begins at 2:30 p.m.

### Afternoon Dismissal

- o Students will not be dismissed from class before 2:30 p.m. without prior **WRITTEN** notification. Picking up your child early, even 5 minutes, is disruptive to our teachers and students. **Please help us by adhering to the 2:30 p.m. pick-up time.**
- o We ask parents/ guardians who are picking up their children to wait in the cafeteria (K-5) or outside the middle school door (6-8). Students will be released from their classrooms and will meet you there. We must ensure the safety of all students and **ask each student to be signed out by an adult (K-5)**. Families are not allowed to remain in the lobby or cafeteria after meeting your child. This time of day is very busy for us. There are many children who will be traveling to the lobby; it can be confusing and even frightening for them if things appear chaotic.
- o Bus students will wait in their classrooms until their bus is called. Then they will walk to the lobby and be escorted to their bus by an adult.
- o Students taking the MBTA (grades 7 & 8 only) will be escorted to the end of the parking lot by a staff member where they will be released to walk to the MBTA bus stop.
- o **Students whose families are their dismissal plan from school and have not been retrieved by 2:45PM, and are not registered in the after school program, will be considered as not picked up from school. Families will be contacted. However, if families cannot be reached, or if a pattern of tardiness exists, school officials will be contacted.**

## **Boston Public Schools Code of Conduct**

Each family will receive a copy of the BPS Code of Conduct. The Code of Conduct details Boston Public Schools policy about appropriate student behavior, as well as procedures for disciplinary action. All families should be aware of these policies. The Code is designed to emphasize the importance of creating safe, welcoming school environments that support student learning and can be found online at <http://www.bostonpublicschools.org/Page/688>.

## **Visiting the Haley**

Visitors are always welcome at the Haley Pilot School. When coming to visit, please stop by the office to sign in and receive a visitor's pass. **No parent is permitted inside the building to visit classrooms unless they have a completed and approved CORI/SORI application (available on the school website and/or in the school office) on file in the office.**

- Parents dropping off lunch, clothing, instruments for their children may leave them in the main office. Items will be given to students during transitions between periods.
- Parents may not go to their children's classrooms unless the teacher is expecting them. Additionally, parents are not allowed to remain in the lobby during school hours without reason. Please respect this rule and help us maintain a safe environment.

## **Teacher Gift-giving Regulations**

While we appreciate the desire of families to show their appreciation to our staff with gifts, as City of Boston employees, we are governed by Conflict of Interest regulations which set guidelines for staff gifts:

<http://www.mass.gov/ethics/education-and-training-resources/implementation-procedures/municipal-employee-summary.html>

## **Communication**

### **EMERGENCY CARDS:**

Emergency contact cards are sent home the first week of school. They are essential. These cards must be filled out **completely and legibly** (including zip code and apartment number) and returned to school ASAP so that we know how best to contact you. **Be sure that you update the card in the main office if there are any changes during the school year.**

### **NOTES:**

Written correspondence is the required method of communication at the Haley. When you send a note to your child's teacher, you will receive a response within 48 hours. Please note, teachers cannot make or receive calls while in their classrooms. Lengthy conversations with your child's teacher during arrival and dismissal make it difficult for the teacher to monitor the class. However, teachers are always willing to schedule appointments to discuss important matters.

### **SCHOOL WEBSITE:**

In an effort to conserve paper and facilitate communication, we often use our school website: [haleypilot.weebly.com](http://haleypilot.weebly.com). You do not need a password to access the website. Simply log on at any time to read school notices and find out about upcoming events.

### **PHONE CALLS:**

The school cannot deliver phone messages directly to students, and teachers may not take phone calls during the school day. In the event of an emergency, or an unforeseen change of dismissal plans, please call the school office and we will notify your child's teacher. **This service is only for emergencies; office staff cannot be responsible for frequent changes in dismissal plans.** Children are not permitted to call from the school office to make after-school arrangements. Remember, you must notify your child's teacher in writing at the start of the school day if anyone other than a parent or caregiver is picking up or if there is a change in the after school routine.

### **CURRICULUM NIGHT:**

In October, the Haley will host a Curriculum Night for parents. On this evening you will learn about the year's curriculum, as well as the details of your child's day at school. Please note, this is not a time for you to discuss your child in particular but rather a time to hear about plans for the entire class.

**PARENT TEACHER CONFERENCES:**

There are two formal parent teacher conferences each year, one in October and one in March. Teachers and parents may request an additional conference if the need arises.

**SCHOOL PARENT COUNCIL (SPC):**

The Haley has an active SPC. Through donations and fundraising events, the SPC provides essential support to the school's varied enrichment activities. The SPC also sponsors community-building events such as Winterfest and the Parent Teacher Social. SPC meetings are held monthly and every parent is encouraged to attend.

**THE HEALTH OFFICE:**

If your child becomes ill or requires medical attention during the school day, you will be contacted and asked to take your child home. In case of illness or emergency, we must be able to reach parents or emergency contacts immediately and ask that your emergency card is always up to date.

**Dress Code**

- The Haley Pilot School has a mandatory uniform policy of a navy blue collared shirt with Haley Pilot logo and tan/khaki bottoms. Middle school students are also invited to wear a light blue or white collared/button shirt with tan/khaki bottoms (leggings only are not considered bottoms). These can be purchased at L&M Bargain store in Roslindale or Landsend.com. Logo decals are available for purchase at the school office for \$.25
- Also, it is important for you to know that your child will have recess outside every day(K-5), except in the case of extreme inclement weather. Be sure your child's outer clothes are adequate for sustained time outdoors.
- Please be sure to **label all articles of clothing**—sweaters, jackets, hats, mittens, etc—and personal items such as backpacks and lunchboxes with your child's name. Should your child misplace something, you can look for it in the **Lost & Found, which is located in the cafeteria.**
- On gym days students should dress in sweatpants and sneakers. (Flip flops are not allowed)
- Hats and head coverings are not worn (unless for religious reasons).
- Pants are to be worn at waist level.
- Skirts and shorts are to be worn at mid-thigh level.

**School Cancellations:**

On occasion, the school may need to close because of bad weather or for an emergency situation. We communicate cancellation information in the following ways:

- Connect Ed telephone calls to students homes
- Major radio and television stations, beginning at 5:30 a.m.

**ATTENDANCE/EXCESSIVE ABSENCES:**

- Students are expected to be in school all day every school day.
- A student must attend school for at least a half-day (3 hours) to be marked "present".

- **Students must bring in a note after each day they are absent. The note must include the date the student was absent, the reason the student was absent and it should also include a parent/guardian's telephone number where they can be reached. The note must also be signed by the parent and or guardian.**
- Students will be provided with the opportunity to make up work for excused absences. Excused absences may include:
  - A doctor, school nurse, or parent-verified illness/injury that prevents the student from attending school
  - A death in the immediate family or other significant personal or family crisis
  - Court appearances
  - Religious holy days
  - Other reasons as agreed to by the School-Site Council.

### **BIRTHDAY POLICY:**

While we recognize that the acknowledgement of birthdays is important for students, celebrations must minimally impact instructional time and be aligned to the wellness plan of our school. **Before bringing any food items into class, parents must first connect with the homeroom teachers to ensure that every student (including those with allergies and dietary restrictions) is able to participate.**

### **HOMEWORK POLICY:**

All students receive homework **every** night, including weekends. A reading log is included as part of the homework at every grade level. Students should read every night for **20-30 minutes**. **For children who are not yet at a basic reading level, we recommend parents read to them 20-30 minutes.** Parents can help by ensuring their children are logging in their reading every night and bringing in their logs to school the following week.