

**Milton Public Schools
Elementary Parent/Guardian &
Student Handbook
2019-2020**

Glover Elementary School



Respect, Achievement, Citizenship

****SIGNATURE PAGE MUST BE SIGNED & RETURNED TO THE
SCHOOL OFFICE BY 09/09/19***

School Contact Information:

Karen McDavitt Principal	617.696.4288 ext. 4100	kmcdavitt@miltonps.org
Deb Woods Administrative Assistant	617.696.4288 ext. 4101	dwoods@miltonps.org
Sara MacNeil, Assistant Principal and Curriculum Coordinator	617.696.4288 ext. 4102	smacneil@miltonps.org
Elizabeth Bowen, Special Education Team Chair	617.696.4288 ext. 4103	ebowen@miltonps.org

Table of Contents	
Glover Elementary School Procedures Glover School Hours, Early Arrival/ Extended Day Program, Glover School Arrival and Dismissal Procedures, Early Dismissal, Security Procedures, Late Student Pick-up Policy, Lunch	
Glover School and District Directory	
Milton Public Schools Parent/Guardian & Student Handbook 2019-2020 School Cancellations, Home/ School Communication, Attendance, Residency, Celebrations, Homework and Reading Policy, Family Educational Rights and Privacy Act (FERPA), Security Camera System Policy	
Programming and Accountability Two Stream Curriculum, Services for Students with Disabilities; Special Education, Section 504, Guidance and Counseling, Mass Dept. of Elementary & Secondary Education Mandated Assessments	
Health & Wellness Health Services, Physical Examination, Immunizations, Medication at School, Allergies or Chronic Health Care Issues, First Aid, Illness, Communicable Disease, Vision and Hearing Screening, Scoliosis, Individual Health Care Plan, Teaching about Alcohol, Tobacco, and Drugs	
School PTO Purpose, Membership, Executive Board	
MPS Behavioral Expectations, Consequences, and Related Policies Consequences, School-Based Rules, Bus Rules, Cafeteria Rules, Recess Rules, Suspension, Expulsion & Due Process, Dress Code, Cell Phones, Defacement of Property, Weapons on School Grounds, Physical Restraint, Discipline of Students with Special Needs, Bullying/Peer Aggression Policy, Anti-Hazing Law, Anti-Discrimination and Anti-Harassment Policy, Internet User Agreement, Food Service Announcements	

Glover Elementary School Procedures
--

Message from the Principal:

At the Glover School, there is a commitment to academic excellence and high standards for administrators, teachers, and students. The dedicated and creative Glover teachers and staff are committed to maximizing the individual potential of **all** children. Through a wide variety of challenging activities and experiences, we strive to provide a strong academic foundation and a love of learning in a secure, safe, and stimulating environment that values individual differences.

The Glover School Promotes Milton Public Schools Core Values:

- High Academic Achievement for All
- Excellence in the Classroom
- Collaborative Relationships and Communication
- Respect for Human Differences
- Risk Taking and Innovation for Education

Family interest and involvement are at the foundation of the Glover School's success. We look forward to nurturing this relationship and to continuing this educational partnership with all Glover families.

The Glover School Shares the Milton Public Schools Vision:

We, the Milton Public Schools, envision a district with excellent instruction in every classroom, where learning experiences are aligned with students' individual strengths and needs, and where attention to academic and social emotional growth are balanced so that every child achieves at high levels and develops a strong sense of

self. We see a district of intellectual discourse and professional learning at all levels- students, faculty, and administration- in which there are structures and processes for continual reflection, innovation, and data driven decision-making. We know that such a district is achievable if: we facilitate instruction that instills a passion for learning, curiosity, and critical thinking skills; we are committed to cultural competency; we foster a positive approach to the behavioral health of children; and we build strong partnerships with families and the community.

Glover School Hours:

Glover Elementary School hours are 8:50-3:19. Students may enter the building starting at 8:35. All students are dismissed to either the bus, after school, pick up line, or as walkers/bikers at 3:19.

Early Arrival/Extended Day Programs:

All days that Milton Public Schools are in session, Milton Community Schools offers both before and after school programs housed at all four elementary schools. A wide variety of programs are offered to the students and costs vary depending upon level of participation. Discounts are available for full-time program use and for additional siblings in the program. Financial aid is available to qualified applicants. School vacation and early release day programs are offered for an additional fee. For more information, please contact Program Coordinator Martha Sandoval at 617-696-6978 or visit the Milton Community Schools website at www.miltoncommunityschools.org.

Glover School Arrival and Dismissal Procedures:

Arrival Procedures:

Students should arrive between 8:35am and 8:45am. As there is no supervision prior to 8:35am, families requiring an earlier drop off should contact Martha Sandoval at msandoval@miltonps.org to enroll their child/ren in the Before School Program. Upon arrival, students will travel to their classrooms where they will wait outside of their classrooms at their lockers until 8:50. Kindergarten students will go directly to the cafeteria where they will be greeted by staff. Staff will monitor hallways, doors, and entry/exit from building. To ensure we are efficiently using time on learning and providing the safest environment for our students, we do NOT allow parents to accompany students to their classrooms during morning drop off.

Dismissal Procedures:

Dismissal takes place at 3:19 pm. Students who take the bus will convene in the cafeteria and be escorted to their buses. Kindergarten students will exit through the main doors of the school a few minutes earlier than Grades 1-5. Grades 2-3 will exit through Exit "B" located immediately in front of the small playground. Grades 1, 4, and 5 will exit through the main doors of the school.

Car Drop Off/Pick Up:

- Cars must only take a right turn into the parking lot via Entrance "1" (closest to Brook Road) and proceed through the parking lot to the curb at the end of the footpath. Please do not take a left into the car line from Brook Road.
- Vehicles should pull as far forward as possible, and most importantly, remain in the car at all times.
- No driver, passenger or student should EVER exit the driver's side doors. Do not get out of your vehicle to get your child out. We have staff to assist with this. Please strategically seat your children so that they can exit the passenger side only.
- The Turner's Pond parking lot is not accessible during drop off and pick up as it is not monitored by staff.
- Do not enter the parking lot via Entrance "2" (bus entrance).

- If you are using Whitelawn Avenue to park and walk up to the school, please enter on the far end (towards School Street) only.
- Do not let your child out of your vehicle on Canton Avenue at any time.

Walkers/Bikers:

- Second, third, and fourth grade walkers exit out the side doors (closest to the Turner's Pond gate) at 3:19. Kindergarten, first grade, and fifth grade walkers exit out the main doors of Glover. We ask parents/guardians to meet their walkers at the designated doors. If you are picking up at multiple doors, please make a plan with your children and their teachers as to where you will be.
- Students who are walkers will not be dismissed from their teacher's care until a designated and approved adult has checked in with the teacher and dismissed them.
- Only fourth and fifth grade students (and siblings of these students) who have a walk/bike to school permission slip signed in the front office may be dismissed without an adult present.
- Students who have not provided written or oral notification of a change in dismissal will not be released to anyone other than designated adult.

Independent Walkers/Bikers:

Walkers and bikers must use crosswalks with the assistance of the crossing guard to cross at the intersection of Brook Road and Central Avenue. Fourth and fifth grade students can receive written permission to walk/ bike independently to and from school. Permission slips, which include specific bike safety rules, can be found in the main office. Permission slips **must** be signed and returned in order for students to walk/bike independently to and from school. If younger siblings are going to walk independently with older siblings, it must be denoted on the permission slip. If your child is walking independently with a neighbor or friend, it must also be submitted in writing by both parties.

Buses:

Buses will use **Entrance/ Exit "2"** (closest to and across the street from Whitelawn) and drop off/pick up students at the side parking area. To ensure the safety of ALL students, teachers will escort students to and from buses. For information regarding bus pick up/drop off locations, please contact Rachel Schewe at bus@miltonps.org or by calling 617-696-5040, extension 5510.

Early Dismissal:

- Request to change dismissal plans should be submitted in writing to your child's teacher via email **and** folder.
- If dismissal plans change after **12:00** during the school day, parents/guardians **must** call the main office. Teachers may not be able to check email and all dismissal changes should be made through the main office.
- Parents/guardians must come to the main office to sign their child out of school.
- Without notification, students will not be dismissed between 3:00-3:19 unless there is an emergency.
- If you change dismissal plans on a day when your child normally attends the after school program, you must notify ASE.

Late Student Pick-Up Policy:

Similar to the concerns for student safety during the early morning hours is the concern for student safety after normal school hours. Therefore, if your child rides the bus, we ask parents/guardians to please make sure an adult is present to greet their child/children at the designated bus stops. If you pick-up your child from school, we ask that you arrive no later than **3:19pm**. We recognize that emergencies arise and ask that you please call

the main office in the event you will be later than **3:19pm** so we can arrange for supervision. However, parents/guardians, who pick their child/children up late more than two times, will be required to enroll their child/children in the Afterschool Program. Again, you may contact Martha Sandoval at msandoval@miltonps.org.

Parents/Guardians who want a student(s) to be released to an alternate adult should notify the teacher and office staff (via email or note). Office staff emails are listed on the bottom of this memo. All adults must be prepared to present a state-issued ID to office staff.

Security Procedures at Glover:

We value a strong community presence here at Glover but balance this with the importance of ensuring student safety at all times by closely monitoring access, entry, and movement of all adults around the building. In order to ensure student and staff safety, please adhere to the following procedures:

- All adults/visitors must use the main entrance of Glover School. Entry through any other door during the school day (8:50-3:19) is prohibited. Only students and employees may enter the building through entrances other than the main entrance.
- During the school day, guests must ring the doorbell to gain access to the vestibule and once again to gain access to the school. Office staff must be able to clearly see your face on the camera before you gain entry.
- All adults who plan to stay in the building should give the office staff a valid state-issued ID so that a Visitor's Badge can be printed. All adults without a badge will be asked to immediately return to the office to receive one. Badges must be visible at all times.
- All adults must sign in on the Visitor's sheet located in the main office. Upon leaving, guests should sign out and return their badge to office staff. Guests should always exit through the main entrance unless escorted by an employee to a different exit in the building.
- All adults who stay in the building need a CORI form on file. CORI forms need to be filled out through the office.

School Lunch:

Your child has the option to buy a delicious and healthy lunch every day. A full lunch is \$2.00. Milk and water are an additional \$0.50. Discounted and free lunch programs are available to qualifying families through the Milton Public Schools. Forms are sent home with each child at the beginning of the school year or you may contact the Food Service Director for further information. In an attempt to simplify the payment process for your child's breakfast/lunch, we have installed 2 mailboxes within the school; one mailbox is located in the main office and the other is on the wall in the cafeteria. Checks should be made payable to the Milton Food Service Program.

Please remember that parents are encouraged to set up an online account at www.myschoolbucks.com. Families can manage their child's account on this site and sign up for low balance email alerts to manage debt.

Glover School Lunch and Recess Schedule:

Grade	Lunch	Recess
K	12:45-1:10	1:10-1:35
1	11:55-12:20	12:20-12:45
2	12:20-12:45	11:55-12:20
3	11:05-11:30	11:30-11:55
4	11:30-11:55	11:05-11:30
5	1:10-1:35	12:45-1:10

School Breakfast

We serve a hot breakfast every day starting at 8:15. Students may be dropped off at the side door (by the cafeteria) starting at 8:15am on a walk-in basis (no registration required) and can purchase breakfast. As with lunch, discounted and free breakfast programs are available to qualifying families.

MEAL CHARGE POLICY

The Milton Public School System participates in the National School Lunch Program sponsored by the United States Department of Agriculture (USDA) which permits the school system to offer free and reduced priced meals to students who qualify. Families who wish to apply for free or reduced meals must complete an application each year. The family of any Milton Public school student may submit an application at any time during the school year. Applications are available in each school's main office, at the food service office and online at www.miltonps.org

STUDENT ACCOUNTS

Any student whose school meal account has a zero or negative balance **will be allowed to charge a reimbursable meal and/or milk**. A "reimbursable meal" is defined as a meal consisting of at least three (3) of the five (5) offered meal components (grain, meat or meat alternative, fruit, vegetable and milk) and must include a fruit and/or vegetable component. This will result in a negative balance on the student's account until funds are added to the student's account.

Families will be notified weekly by the food service program if their account is negative. The food service program will work together with the school administration in a joint effort to contact students/parents to assist with collections.

Student with a negative account balance will not be allowed to purchase a la carte items until the student's account is in good standing. "Good standing" for the purchase of a la carte items is defined as an account with a positive balance.

Payment Options

The Milton School Food Service Program offers an online payment option as well as a payment by check. Our online website is www.myschoolbucks.com

We encourage our families to pre-pay for meals at the paid or reduced price rate to help to ensure children have consistent access to meals without accruing unpaid meal charges. This pre-payment system includes a feature to allow for parental restrictions limiting a child's spending at the point of service. For example, the system could allow families to place specific limits on à la carte purchases. Families can contact the food service office for further information.. We also accept checks at all six of our schools. We have locked mail boxes in the cafeteria and main office of each school. Checks should be made out to the Milton School Food Service Program.

Online Payment

We allow families to add money to their child's account from a computer or mobile device which makes payment more convenient for families.

Often, even families who do not opt to pay using the online system can access the system to check their child's account balance. Many families may not realize how much their child is spending in the cafeteria each day, especially if the child is purchasing à la carte items in addition to their reimbursable breakfast and lunch. We encourage families to regularly check their account balance and track their child's spending can help prevent households from accruing unpaid meal charges.

Automatic Payment

We also offer online payment platforms that include an optional feature families may use to automatically add money to their account when they reach a set dollar amount. Families using these systems may also set up a "low balance warning" to ensure they are notified promptly when a payment is needed.

The Milton Public Schools will work together with all of the fee based programs and activities. At the end of each school year students with an outstanding food bill above (\$20.00) will not be allowed to register for any fee based program until the food balance has been paid off.

Milton Public Schools

Mary C. Gormley, Superintendent	617.696.4808	mgormley@miltonps.org
Dr. Karen Spaulding, Assistant Superintendent for Curriculum and Human Resources	617.696.4812	kspaulding@miltonps.org
Dr. Glenn H. Pavlicek, Assistant Superintendent of Business Affairs	617.696.5041	gpavlicek@miltonps.org
Susan Maselli, Administrator of Pupil Personnel Services	617.696.5040 ext 5574	smaselli@miltonps.org
Dawn Sykes, K-12 Director of Fine Arts & Family and Consumer Sciences	617.696.4470 x5518	dsykes@miltonps.org
Ellen Lohan, Elementary Science Coordinator	617-696-4282	elohan@miltonps.org
Dr. Martine Fisher, K-12 Director of World Languages	617.696.4470 x5532	mfisher@miltonps.org
Ryan Madden, Athletic Director	617.696-4470 x5515	rmadden@miltonps.org
Noel Vigue, K-12 PE/Health Director	617.696.4470 x5547	nvigue@miltonps.org
Martha Sandoval, Community Schools (Morning & After School Programs)	617.696.5040 x5543	msandoval@miltonps.org
Jackie Morgan, Food Services Director	617.696.5040 x5514	jmorgan@miltonps.org
Allen J. Melanson, K-12 Educational Technology Director	617.696.5040 x5586	amelanson@miltonps.org
Marti O'Keefe-McKenna, Family Outreach Liaison	617.980.7343	mmckenna@miltonps.org
Dr. Maureen Butler, Elementary Inclusion Specialist	617.696.4288 x4038	mbutler@miltonps.org
Maura Middleton, K-2 Math Coach		mmiddleton@miltonps.org
Mary Shapiro, 3-5 Math Coach		mshapiro@miltonps.org

School Committee Members

School Committee Contact Info.	schoolcommittee@miltonps.org
Dr. Kevin Donahue	kdonahue@miltonps.org
Sheila Varela, Chair	svarela@miltonps.org
Dr. Elaine Craghead, Vice Chair	ecraghead@miltonps.org
Margaret Eberhardt, Member	meberhardt@miltonps.org
Ada Rosmarin, Member	arosmarin@miltonps.org
Elizabeth White, Member	ewhite@miltonps.org

Glover School PTO

Christine Sullivan, Co-President	cac2083@gmail.com
Emily Duffy, Co-President	emilyzofia@yahoo.com
Suzanne Bridges, Treasurer	suzannefbbridges@yahoo.com

Staff Directory Information

Kindergarten			
Stacia Kates	7	4007	skates@miltonps.org
Kate Elovich	27	4027	kelovich@miltonps.org
Geralyn Comer	31	4031	gcomer@miltonps.org
Carolyn Brandi	33	4033	cbrandi@miltonps.org
Amanda Brink	29	4029	abrink@miltonps.org
Grade 1			
Lea Franklin/Moira Donohue	20	4020	lfranklin@miltonps.org / mdonohue@miltonps.org
Marie Laure Brown	18	4018	mlbrown@miltonps.org
Mary McCarthy	25	4025	mmccarthy@miltonps.org
Susan Bonner	22	4022	sbonner@miltonps.org
Nicole Grant-Heal	12	4012	ngrant@miltonps.org
Grade 2			
Isma Stallions	19	4019	istallions@miltonps.org
Elizabeth Coates	17	4017	ecoates@miltonps.org
Elizabeth Cardiasmenos	21	4021	ecardiasmenos@miltonps.org
Lauren Vanacore/Alanna Craven	15	4015	lvanacore@miltonps.org , acraven@miltonps.org ,
Christy Bass	24	4024	cbass@miltonps.org
Grade 3			
Amanda LeFort/Allison White	5	4005	alefort@miltonps.org , awhite@miltonps.org
Koudedji Koita	11	4011	kkoudedji@miltonps.org
Shauna O'Leary	13	4013	soleary@miltonps.org
Sarah Hammond	3	4003	shammond@miltonps.org
Grade 4			
Heather Morris	1	4001	hmorris@miltonps.org
Melissa Craven/ Bridget Renehan	2	4002	mcraven@miltonps.org / brenahan@miltonps.org
Meredith Kempf	6	4006	mkempf@miltonps.org
Bradford Hoff	4	4004	bhoff@miltonps.org
Grade 5			
Joan Dow/Kelly Ryan	30	4030	jdow@miltonps.org , kryan@miltonps.org
Katelyn Good	36	4036	kgood@miltonps.org
Katie Maliel	34	4034	cmaliel@miltonps.org
Mary Bodkin	32	4032	mbodkin@miltonps.org
Specialists/Other Staff			
Brian Powers, Adjustment Counselor	10	4010	bpowers@miltonps.org
Maureen LeBlanc, Nurse	Nurse	4035	mleblanc@miltonps.org
Josh Coben, Librarian	26	4051	jcoben@miltonps.org
Ben Jones, Physical Education	Gym	4107	bjones@miltonps.org
Kim Tolleson/Star Baylon, Art	12	4012	sbaylon@miltonps.org , ktolleson@miltonps.org
Colleen Martin, Music	37	4037	cmartin@miltonps.org
Christina Brown, Spanish teacher	26	4026	cbrown@miltonps.org
Anne Ware, Special Education	14	4014	aware@miltonps.org
Sara Murphy, Special Education	8	4008	smurphy@miltonps.org
Aly Roy, Speech Therapy	Ofc	4108	aroy@miltonps.org
Rachida Saidj, French Reading	9	4106	rsaidj@miltonps.org

Support			
Gina Cassler, English Reading	9	4009	gcassler@miltonps.org
Sarah Whitten, Occ. Therapy	16	4016	swhitten@miltonps.org
Anya Samuels	Ofc	4105	asamuels@miltonps.org
Morgan Hodlin, STEP	STEP	4039	mhodlin@miltonps.org
Kristin Collins, ELL	9	4009	kcollins@miltonps.org
Jayne Fitzgerald, Cafeteria	Café	4112	jfitzgerald@miltonps.org
James Thomas, Head Custodian	Ofc	4038	jlthomas@miltonps.org
Christine Howley, Adj Counselor	10	4047	chowley@miltonps.org
Jen Van Hill, Technology	Lib	4051	jvanhill@miltonps.org