

LAPS Family Handbook SY23-24

RESPECTFUL

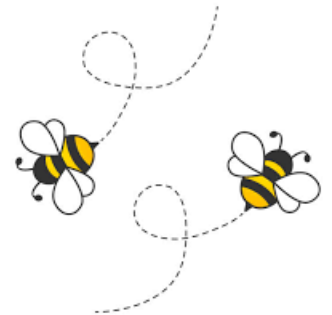
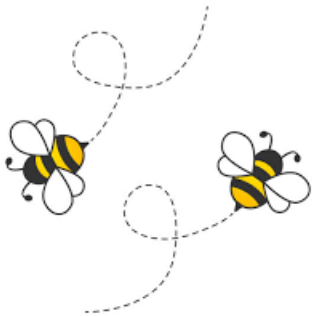
I Will be Respectful by using the golden rule, I will treat others the way I'd like to be treated.

RESPONSIBLE

I will be responsible by trying my very best.

SAFE

I will be safe and have fun.



Our mission at The Lee Academy School is to provide a challenging and supportive learning environment that empowers students to become critical thinkers, lifelong learners, and responsible citizens. We are committed to fostering a love of learning and a desire to make a positive impact on the world.

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The Lee Academy Pilot School is a fully inclusive, autonomous school, built on partnerships with families, educators, and community members. By meeting children's social-emotional needs and by guiding them to strive for academic excellence, we are a community which is inclusive, diverse, and equitable valuing all kinds of learners and backgrounds. We celebrate the joy of learning by fostering creativity and curiosity while nurturing the individual genius in every child.

School Hours: 9:30 a.m. - 3:25 p.m.

Breakfast available starting at 9:05 a.m.

Early Dismissal, the day before Thanksgiving, and the last two days of school: 12:45 p.m.

Grades: K0-3

Level: Early Childhood

School Type: Pilot

Special Academics Curriculum

Students find joy in learning through multiple, diverse experiences. Academically, we use a tiered system of support to address the academic and behavioral needs of each student. We continually monitor students' academic progress.

- General education/special education inclusion classrooms in all grades
- A pilot school offering a comprehensive program with high-quality instruction and support for children ages 3-8 (grades K0-3) and their families
- An inclusive community of learners
- Looping in some grades: children have the same teacher for two years
- Social skills curriculum: Second Steps certified teachers to help foster social-emotional development.

Exciting Extracurriculars

We offer a wide variety of extracurricular activities; ranging from music, physical education, yoga, art, science, Tae Kwon Do, and dance. A partnership with Urbanity Dance in the fall and Tae Kwon Do lessons in the winter.

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:

- Talking Points & Email blast
- LAPS Website www.LeeAcademyPilotSchool.org
- Classroom newsletters, flyers, and updates

Lee Academy Pilot School

25 Dunbar Ave, Dorchester MA 02124

Phone Number: (617)635-8618

<http://www.LeeAcademyPilotSchool.org>

Arrival & Dismissal Procedures

Arrival and Breakfast

- o **The LAPS School hours are from 9:15 AM (instruction begins at 9:30) to 3:25 PM.** It is very important that our students arrive on time and ready to learn. The school doors will open at 9:05 am in the back of the school. Students will be allowed to enter and eat breakfast in the cafeteria and then be allowed to transition to their classroom at 9:15.
- o Staff personnel will be stationed throughout the school and will help guide students.
- o The academic day begins at 9:30, but we all know that learning begins the moment a student enters the classroom.
- o The back door will close at 9:30 am and then students will have to enter through the front door to go to the main office for a late pass.

Dismissal

- o **Please note there is a change in our dismissal time. Dismissal is at 3:25 pm.**
- o A safe and consistent dismissal is equally important. **On the first day of school, please send a note with the plan for your child's dismissal for the first two days of school (walker, busser, or in the Champions after-school program).** Dismissal begins promptly at 3:25 PM.
- o Families should wait in the back of the school at 3:15 to pick up their children on time. Changes in routine are discouraged because they cause confusion and have a higher risk for errors. Again, your child's safe arrival and dismissal are our priority. **If there is an emergency requiring a change in dismissal plan please call the main office before 11:30 AM and/or send a note to your child's teacher if possible.**
- o **Please refrain from dismissing your child after 2:45 pm or pick them up just before dismissal.** The end of the day tends to be the busiest time of the day and we want to ensure the safety and whereabouts of all students at all times.
- o **We strongly encourage K0/K1-K2 parents to use Torrey Street when picking up and dropping off their children. The back gate will be open and accessible. Families of students in grades 1-3 should use Dunbar Ave. This will help reduce traffic and congestion in front of the school.**

Early Dismissal

- Early dismissal should only occur in the event of an emergency, appointments etc. If you need early dismissal please contact the front office and dismiss your child by 3:00pm. To avoid confusion, parents/guardians will not be allowed to dismiss their children from the front office after 3:00pm, at this point dismissal will be held in the back of the school at 3:25pm.

***please send a note with the plan for your child's dismissal for the first two days of school (walker, busser, or in the Champions after-school program)**

Attendance Policy

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. You must send in a note the following day. Your child's absence will not be excused if a note or a letter with a reasonable excuse is not received. Letters and notes will not be accepted after seven 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. Though you call the school, you will still receive an automated call from the Boston Public Schools All Call System. We want to ensure that your child is safe and in school. Please see the Guide to the Boston Public Schools for Families and Students for more details on what is an excused absence.

- A student must attend school for at least a half-day to be marked "present." Check with the Principal or Head of School to find out what a half-day is. In most schools, it is: 3 Hours in elementary.
- Students who arrive after the beginning of the day must follow the school's tardy procedures in order to be considered present for the day.

2 nd Absence Action:

- 1. Parents will receive a phone call and remind parents to call and to send a note explaining the absences.
- 2. A Panorama Tier 2 Attendance Student Success Plan will be developed to address the absences by the classroom teacher.
- 3. The school will update the student attendance record.

4 th 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 8 developed by the SST and discuss implications of absences

5 th thru 7th Absence Action:

- 1. If the student's absences continue to increase in the term, a Panorama Tier 3 Student Success Plan will be then created to assist in removing the barrier and learning about the reason or root cause as to why the student is not attending everyday.
- 2. The 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

8 th Absence Action:

- 1. CRA Petition Filed
- 2. Adult Failure to Cause

*Student absences will not be excused if letters are not submitted within 2 school days. Extended absences will not be approved or excused unless a student has medical documentation to support the absences.

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

Excused Absences

Certain absences may be excused, meaning they will not be considered as it relates to a referral to truancy court by a Supervisor of Attendance under Massachusetts General Law (M.G.L. c.119). However, it is important to understand that all missed instructional time has the potential to negatively impact student outcomes. In addition, all absences are included as they relate to chronic absenteeism, regardless of whether the absence is excused or unexcused. For an absence to be excused, students must bring in a note after each day they are absent.

An illness or injury that prevents the student from attending school.

- If the illness or hospitalization results in absence for three or more consecutive days, a note from a health care provider documenting the health problem or hospitalization should be attached to the parent/caregiver note.
- Parents/caregivers are not expected to have a note from a health care provider for an illness of fewer than three days.
- These requirements may be adjusted based on specific public health guidance. Contact your school nurse regarding any questions or changes to this policy based on specific circumstances.
- A death in the immediate family (parent/caregiver, sibling, grandparent, aunt, uncle, cousin) or other significant personal or family crisis
- Medical or psychological tests during the school day: The parent/ caregiver must show evidence (such as a note from the health center) that the tests could not be scheduled after school.
- Visits to special education schools in some cases for students with disabilities. | Other situations: From time to time, situations over which the school, parent/caregiver, and student have little or no control may cause absences (for example, transportation that does not operate during inclement weather). These absences are excusable. The school leader may determine that the students impacted shall be marked with an excused absence.
- Other extraordinary situations, such as a family emergency, as approved by the School Site Council.
- Cultural holidays and religious holy days.
- Absences that do not meet the above criteria will be considered unexcused. In all instances of student absence, students must be given the opportunity to equitably recover any missed work or learning loss during a marking period.

Unexcused Absences

- Some parents think that any absence will be excused as long as the parent sends a note. This is not true. Here are a few examples of unexcused absences—even if the parent sends a note:
- Repetitive and chronic absence due to illness or injury without a letter from a healthcare provider verifying that the student was too sick or injured to go to school. Students who will be out for 14 or more days during a school year due to illness or injury should be referred to the Home and Hospital Instruction Program (see page 25).
- The student needed to babysit • Cutting class (including checking in and leaving the building early)

- Family vacation during a time when school is in session
- Trip to the homeland extended beyond school vacation
- Extension of a religious or cultural holiday beyond the designated day or days on the school calendar

School Bus Transportation

Please review the notice mailed to you from the Transportation Department. Although the notice states a pick up and drop off time, please be at the bus stop at least 10 minutes prior to pick up and drop off. The schedule may be inconsistent at the beginning of the year. If your child rides the bus home, a responsible adult must be there to greet them. The bus driver cannot release your children ages 3 -5 if no one is at the bus stop waiting. You may want to have your cell phone with you when you are dropping off and picking up your child. In the event a bus is late picking up or dropping your child off, you may want to contact the Transportation Department. The phone number is 617-635-9520.

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. To register using this link [Where's my school bus](#).

Emergency Forms

*There will be a two-sided sheet given to students on the first day of school. The information you provide must be accurate and reliable. Copies of the Emergency Forms are kept on file in the office, nurse's office and with the classroom teacher. In the event of an emergency we will look at the emergency form and follow the information you have indicated. Please contact the office immediately should you have any changes to add or delete from the emergency form. An updated form will be requested mid year. We do our best to communicate with both parents/guardians. If there are any custody situations, a copy of the court order is needed in order to follow the court order.

Other Forms to be on the look out for are

- Needs assessment page
- Home to school compact page
- Attendance pledge page
- Media permission page

UNIFORM: The LAPS School is not a “uniform school”. Students are welcome to dress in what makes them comfortable.

***Clothing- (For ALL Students K0 – 1st)** - Considering your child’s age, and or a new school experience, you may want to consider sending in two sets of clothing. Please send in two complete changes of clothing (pants, shirts, underwear and socks) in case a change is needed. Please label each clothing item, as well as your child’s sweaters, coats, bags, etc. For all students we have a resource partnership with Catie's Closet.

- o **Catie's Closet:** Is a non-profit organization that provides clothes, toiletries, and other basic essentials to students living in poverty right within their schools.

Book Bags: The Lee Academy will provide backpacks and supplies to every child enrolled at our school this year. Your child will need a bookbag to fit notices, activity papers, homework, artwork and schoolbooks. Please label your child’s book bag. It is important to check your child’s book bag daily. There will be school related notices sent home regularly. **Please make sure your child has personal identification information that will remain in their book bags and used only in case of emergency.**

School Lunch: All Boston Public School students will receive FREE breakfast and lunch at school, regardless of family income. Students will have to use their Boston Public School Identification number in order to receive a meal this school year

Community Celebrations

Students who have embodied the Lee Core Values are recognized at the end of the school day Friday afternoons as they are announced “Student of the Week”. Each individual student has the ability to earn honey money by displaying core value behavior where they can buy little trinkets at our school store. At the end of each month classrooms who fill their honey pots will be able to engage in a themed school wide Celebration assembly (TownHall).

Support: At the Lee, we believe that scholars must take personal responsibility for their behaviors in order to contribute to a positive learning community. We have initiated a Positive Behavioral Intervention Systems (PBIS) 16 with various levels of support for students struggling with behaviors. If a student is identified as having repeated struggles, we will work collaboratively with home and staff to create a plan of support to help student behavior improve. If a student continues to violate rules with the same behavior over many days, teachers may make a home contact, request a meeting, and/or hold a classroom detention.

Home Visits: At Lee Academy, we know and understand that families have a wealth of knowledge and cultural capital that will inform us on how we partner with you and how we interact with your child(ren), and how they best learn to inform our practice, instruction, and classroom environment. Teachers have begun to reach out to families to schedule home visits outside of school. The goal and purpose are for teachers and staff to go out and meet with families in their homes and community. This is an opportunity for teachers and staff to get to know students and families better and in a very different context than the classroom. One way for children to be successful this year is by cultivating a strong partnership with our families and that is our goal with visits. Home Visits are a tradition here at Lee Academy and teachers conduct them with great zeal, pride, and sensitivity. It is our hope for teachers to begin scheduling visits soon with families.

Before and after school programs in our building

Before School Program

Our wonderful paraprofessionals will continue to provide before-school services starting from 7:30 am-9:15 am. To register before school, please use this [Google form](#). Staff will follow up with you soon after.

Mr. Anthony Nicholson, cellphone: 857-318-5686

Additional Before School Staff:

Denise Devaney

Sylvia Mendez

Drop off at the side entrance of the school. Blue door near the parking lot gate.

Program	Hours	Rate
Before School	7:30-9:15	\$50 weekly

After School Program

To enroll your child, please visit:

<https://www.discoverchampions.com/our-locations/dorchester/ma/002543> and click “Enroll Now”

If you are a family in need of a voucher, vouchers will be available through Child Care Choices of Boston: <https://cccboston.org/>. If you need assistance with filling out the forms, please contact Courtney at Courtney.Chase@discoverchampions.com or at 971-212-4408.

Lee Academy Champions 2023-2024 School Year Weekly Tuition:

Registration Fee: \$50 per child, \$75 per Family

Program	Hours	1-2 Days	3-5 Days
After School	School Dismissal- 6pm	\$61	\$94

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Community & Family Engagement

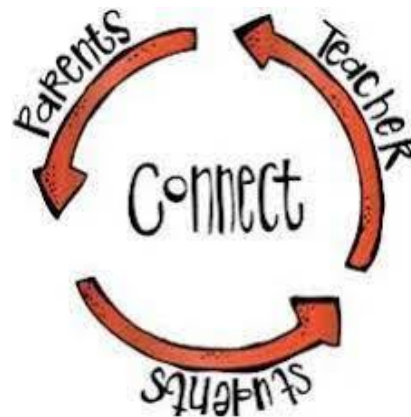
We believe that education is a collaborative effort between students, families, and educators. At The Lee Academy School, we are committed to fostering strong relationships with our students' families and the broader community. We offer a variety of ways for families and community members to get involved and support our school

School Parent Council: Every First Tuesday of the month at 6pm Via Zoom (Link: <https://k12-bostonpublicschools.zoom.us/j/87118602618>)

Every school must have a School Parent Council (SPC). All parents who have children at that school are members. The SPC is where parents can express their concerns, advocate for the school, and plan school activities and events. The School Parent Council advocates for the students and the school, elects representatives to sit on the School Site Council, raises funds to support school activities, takes a leadership role in promoting parent engagement at the school, and promotes an environment of understanding and common purpose among parents and teachers.

Additional information: LAPS fundraising and donations goes toward the Lee Academy Pilot School Foundation which is overseen by the treasurer of the Governing Board. Funds can be used for social events like the year end party and enrichment activities like field trips. We raise funds because as a small K0-3rd Grade Elementary School that is heavily Black and Brown, the disparity of money and access compared to other schools can be wide and inequitable. Field trips, supplemental programming and tools help to round out our children's education. The Family Council has supported and assisted in events in the school including:

- Refrigerator Replacement for Faculty/Staff
- Prizes for Talent Show
- Gardening Days
- End of the Year Party
- Teacher Appreciation Day/Week
- Kid Movies for parents who need a break



We will continue to strive to help LAPS' students and teachers. Your help and support makes it possible.

Contact: LAPSresources@gmail.com

Governing Board

‡ Every school must have a School Site Council or Governing Board. The School Site Council consists of parent representatives, teachers, the Principal, and associate members. High school councils also have two student members. The number of parents must equal the number of professional educators (including the Principal/Head of School).

‡ Parent representatives on the School Site Council are elected at the annual School Parent Council (SPC) election meeting. This meeting must be held by October 15.

‡ The School Site Council:

- Reviews and approves the Quality School Plan
- Reviews and comments on the entire school budget and rates on the discretionary budget
- Develops and supports plans to increase parent engagement
- Approves waivers to BPS rules and union contracts
- Reviews and approves all recommendations that will have a significant impact on the school community
- Oversees all school-based committees.

‡ The parent representatives on the School Site Council must report back to the SPC.

‡ School Site Council meetings are public meetings, open to all.

Important Contacts:

Alexandre Chery, Principal, achery@bostonpublicschools.org

Zoraida Camacho, Secretary zcamacho@bostonpublicschools.org

Govi Tovar, Family Liaison, gtovar@bostonpublicschools.org

Marthe Jean-Jacques, Nurse, mjeanjacques2@bostonpublicschools.org

Maude Auroubgh, ABA Strand Specialist/Board Certified Behavioral Analyst,
maubourg@bostonpublicschools.org

Jennifer Medeiros-Crabbe , School Psychologist, jmedeiros@bostonpublicschools.org

Jasmin Torrejon Chu, Student, and Family Support Counselor,
jtorrejonchu@bostonpublicschools.org

TBD, Coordinator of Special Education (COSE)

If you have any questions or concerns, please feel free to reach out.

Ready For School at the Lee Academy Pilot School Check-List

- ☐ I have completed both sides and returned my child's emergency contact sheet.
- ☐ I have read, reviewed with my child and returned the school compact agreement.
- ☐ I have read and reviewed the school's attendance policy & signed and returned the attendance pledge.
- ☐ I have informed the classroom teacher and school nurse of any allergies my child has and have left necessary medicine with the nurse with the required doctor's note.
- ☐ I have written and submitted a dismissal plan for my student/s.
- ☐ I am aware of the Lee Academy Pilot School's before- and -after school program and have completed my application/s.
- ☐ I know my child's teacher's office hours in order for me to schedule meetings to discuss and for the teacher to partner with me in supporting my child's education.
- ☐ I have reviewed and signed release of media form
- ☐ I received my Boston Public School calendar that has all the dates I need to know regarding events, assessments, school closings and meetings.
- ☐ I marked my calendar for our first School Family Council Meeting, Oct 3rd.
- ☐ I marked my calendar for our Welcome Back Night, September 20.
- ☐ I know our drop off time is between 9:15am – 9:30am. The back door will close at 9:30 am and then students will have to enter through the front door to go to the main office for a late pass.
- ☐ I know dismissal time is 3:25 pm – 3:35 pm and understand that early dismissal will not be allowed after 3:00pm.



Media Appearances

- ☐ I give permission for Boston Public Schools to record, film, photograph, interview or publicly exhibit, distribute, or publish in print and in electronic media my son/daughter's name, appearance, spoken words and works during the 2023-2024 school year, whether undertaken by school staff, students, or anyone outside the school, including the media. I agree that Boston Public Schools may share, or allow others to share without limitation or compensation. I release my child's school and Boston Public Schools staff from any claims arising from my child's appearance or participation in these works.
- ☐ I DO NOT give permission for my son/daughter's name, appearance, spoken words and works to appear in the media as described above.

Family/Guardian Signature

Date

Needs Assessment: Are you interested in information on any of the following services?
(Check all that might apply)

- ☐ Community-Based Resources: Support and referrals for substance abuse, domestic abuse, mental health, behavioral health, advocacy, homelessness, transportation, etc.
- ☐ Food Access: Grocery bag distribution, delivery to homebound individuals, summer meal sites, additional support such as SNAP
- ☐ Community based enrichment programs
- ☐ Holiday Support: Support for families during the holidays

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Family & School Compact

The Lee Academy Pilot School has developed a family, student, and school agreement to define our shared responsibility to help students succeed.

Lee Academy Student Pledge: I understand that my education is important. I know that I am responsible for my own success. Therefore, I agree to the following to the best of my ability:

- Attend school on time every day.
- Believe in myself and my ability to do my best at all times.
- Believe I should treat others as I want them to treat me.
- I will be responsible by trying my very best, I will be safe and have fun.
- Respect myself and all members of the Lee Academy Pilot School community
- Discuss my schoolwork with my family, and share with them information about my progress, achievements, and extra help needs.

Lee Academy Family/Guardian Pledge: I understand that involvement in my child's education will support his/her high achievement. Therefore, I agree to carry out the following responsibilities to the best of my ability:

- Talk to my child about his/her experience at school each day.
- Communicate with teachers about my child's progress and needs.
- Attend at least three parent/teacher meetings and one school wide event each year.
- Encourage my child to do homework and review his/her student agenda book.
- Provide a quiet space and supplies for my child to do homework.
- Encourage my child to get enough sleep and a healthy breakfast each day, and see to that he/she arrives on time each day.
- Support the LAPS Code of Conduct and reinforce the rights of adults and students.
- Encourage my child to respect him/herself and the cultural diversity of others, and to be a responsible and caring citizen.

Family/Guardian Signature

Date

Lee Academy Leadership Pledge: I understand that a productive and successful school experience is important for every child. Therefore, I pledge to carry out the following responsibilities to the best of my ability:

- Provide a high quality academic curriculum for all students, and will hold all students and staff to high standards for the achievements of all students.
- Provide after-school and extracurricular activities to support academic achievement, community building and leadership development.
- Provide a safe, positive learning community, and fairly and strictly enforce the Academy's Code of Conduct.
- Communicate regularly with students and families about student progress, achievements and needs

Alexandre Chery

August 23 2023

School Principal Signature

Date

Lee Academy Pilot School

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<http://www.LeeAcademyPilotSchool.org>

Lee Academy Attendance Pledge

Dear Parent/Guardian:

This year we want to make sure every student misses no more than 9 days of school, or 1 day each month. We need your help.

Attending school has a huge impact on student success.

We realize some absences are for health or other reasons. But when students are absent 2 or more days a month (or 18 days over the school year) they can fall far behind in what they learn. Excused and unexcused absences mean missing classroom learning time.

Some Attendance Tips:

- Make sure your children keep a regular bedtime and have a morning routine.
- Turn off all electronics, including TVs, phones and tablets, at bedtime.
- Check with our school nurse or office staff if you are not sure about when to keep your child at home due to illness, including exposure to Covid-19.
- If your child needs to stay home due to illness, ask your teacher for materials and advice about how to help your child stay involved in learning.
- Avoid scheduling vacations or doctor's appointments when school is in session.
- Talk to teachers and counselors if your student feels anxious about school.

We kindly ask that you sign our attendance pledge today for success tomorrow. Please let us know how we can best support you and your child so that they can show up for school on time every day!

Attendance Matters Pledge

I, _____ understand that • I am my child's first teacher. • I can help my child develop brain power with the activities I provide outside of school. • Every day my children miss school, they are losing a chance to learn. I pledge to: Encourage my child to go to school everyday and to communicate with the school any challenges I might face getting them to school.

Family/Guardian Signature

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