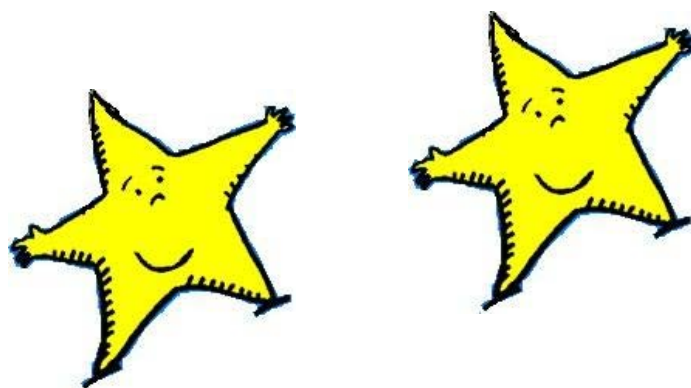


Hoffman-Boston Elementary School



Family Handbook 2019- 2020

1415 South Queen Street
Arlington, Virginia 22204
(703) 228-5845

<http://www.apsva.us/hoffmanboston/>

Heidi Smith, Principal
Catherine Han, Assistant Principal

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APS 2018-24 Strategic Plan

On June 7, 2018 the APS School Board adopted a new strategic plan for the 2018-2024 school years. This plan focuses on five important goal areas:

APS Strategic Goals:

- **Multiple Pathways to Success for All Students**
Ensure that every student is challenged and engaged while providing multiple pathways for student success by broadening opportunities, building support systems, and eliminating barriers. APS will eliminate opportunity gaps so all students achieve excellence.
- **Healthy, Safe, and Supported Students**
Create an environment that fosters the growth of the whole child. APS will nurture all students' intellectual, physical, mental, and social-emotional growth in healthy, safe, and supportive learning environments.
- **Engaged Workforce**
Recruit, hire, and invest in a high-quality and diverse workforce to ensure APS is the place where talented individuals choose to work.
- **Operational Excellence**
Strengthen and improve system-wide operations to meet the needs of Arlington's growing and changing community.
- **Strong and Mutually Supportive Partnerships**
Develop and support strong connections among schools, families, and the community to broaden opportunities for student learning, development, and growth.



Hoffman-Boston Elementary School

Mission Statement

Hoffman-Boston Elementary School is dedicated to providing authentic, inquiry-based learning experiences that encourage students to collaborate, experiment, and create solutions to real-life problems. We dare to use innovative techniques and technology to enhance lifelong learning. Hoffman-Boston Elementary School staff use differentiated instructional practices that promote critical thinking and embrace diverse learning styles. As a community, we demonstrate respect, integrity, perseverance and self-worth.

Vision Statement

At Hoffman Boston, every student can and will learn in an engaging, inspiring and challenging learning environment.

Our Beliefs

Hoffman Boston All Stars

We are a community of learners.

We explore, question, and seek answers to understand our world.

We value, celebrate, and embrace our many cultures.

We respect ourselves, others and the environment.

We model integrity, dignity, and self-worth.

We strive to develop innovators, problem-solvers, independent thinkers and risk-takers.

STEM Student Profile

Innovators

Critical Thinkers

Problem Solvers

Decision makers

Self-Confident Learners

Cooperative Learners

Independent Thinkers

Motivated Learners

Effective Communicators

Updated 9.2.19

Who's Who at Hoffman-Boston

Grade Level/Department	Teacher Name	Email Address @apsva.us
Pre-K (VPI)	Julie Freeman-Moore	Julie.Freemanmoore
	Vivian Pelletier	Vivian.Pelletier
	Alex Tagle	Alexandra.Tagle
	Helena Taylor	Helena.Taylor
Kindergarten	Kaitlin Chmelik	Kaitlin.Wolla
	Lila Vega	Lila.Vega2
	Belinda Folb	Belinda.Folb
	Vonique Bullock	vonique.bullock
First Grade	Deitra Brady-Pulliam	Deitra.Pulliam
	Allison Brown	Allison.Brown
	Claudia Campos	Claudia.Campos
	Jaime Chervin	Jamie.Chervin
Second Grade	Megan Cleary	Megan.Cleary
	Laila Leikvold	Laila.Leikvold
	Wendy Yarborough	Wendy.Yarborough
	Nora Garcia	Nora.Garcia
Third Grade	Maryanne Mercede	Maryanne.Mercede
	Erynn Viinanen O'Mahen	Erynn.Omahen
	Zachary Fritz	Zachary.Fritz
Fourth Grade	Sierra Marsicek	Sierra.Marsicek
	Breanna McGreevy	Breanna.Mcgreevy
	Kelly Barrett	Kelly.Barrett
Fifth Grade	Emily Bye	Emily.Bye
	Melissa Hinkson	Melissa.Hinkson
	Debbie Casalengo	Deborah.Casalengo

Daily Operations

Students' Daily Schedule

- 8:35 a.m. Building Opens for students.
8:45 a.m. Children are greeted by their teachers at their classrooms to begin the day. Breakfast begins.
9:00 a.m. Instruction begins.
3:41 p.m. Dismissal procedures begin.

On early dismissal days, the school day ends at 1:26 p.m.

All visitors must report to the Main Office after the instructional day begins to sign in for safety and security purposes. Visitors may obtain entry into the building by ringing the bell at Door #1.

Attendance

Daily attendance to school is very important to your child's academic progress. Instruction begins promptly at 9:00 a.m. Children arriving after 9:00 a.m. are considered tardy and must report to the main office for a tardy slip in order to be admitted into class.

If your child is absent from school, please complete the Absence Report online (<https://hoffmanboston.apsva.us/post/absence-report-form/>) or call the school office at (703) 228-5845 to report their absence. Please provide the following information when leaving your message:

- child's name,
- teacher, and
- reason for absence.

Parents and families also must send a signed and dated written note when the student returns to school explaining the reason for the absence.

Arrival

Students will not be permitted to enter the building prior to 8:35 am unless they are attending pre-scheduled activities such as tutoring sessions or clubs. Students will be permitted to enter at 8:35 am to report to their classrooms. Upon entering the building, students will be directed to sit along the hallways outside of their classroom, choose a book from the book bins located in the hallway, and read until 8:45 am.

Breakfast will be served in the classroom from 8:45 to 9:00 a.m.

Walkers and Car Riders should enter the school at the main entrance.

There is absolutely **NO PARKING in the "Kiss and Ride" zone**. Please park in the Visitor's spaces or on the street.

For the security of our students and staff, we adhere to the expectation that **all students will walk by themselves to their classroom after the 2nd week of school.**

Early Dismissal

Parents are encouraged to arrange appointments, trips, or other activities on early dismissal days to ensure that their child does not miss instructional time. Occasionally it may be necessary to pick up your child during school hours. **Please send a note to the classroom teacher on the morning of the early dismissal.** Upon arrival at school, please report to the office to sign out your child. The student will be called to the office. **Unless there is a court order on file at the school specifying restrictions, students will be released to either parent or guardian.** Please indicate on the emergency card if there are other

adults who may be called in the event of your child's illness.

Dismissal

Children will remain in the classrooms until they are released during afternoon announcements.

Parents will not be permitted to go to the classroom to pick up their child. Students will be dismissed via announcements. Car riders and walkers should be picked up by the main entrance.

Any changes to your child's dismissal plan should be communicated to staff as soon as possible. **For the safety of our students, please be advised that we will not be honoring changes to your child's dismissal plan after 3:15 pm.**

Parents are required to send in written permission to their child's teacher for any change in a student's regularly scheduled dismissal routine (e.g., play date, enrichment class.) A note is also required for Extended Day if there is a change in the child's attendance. Written notices are the preferred means of communicating the change. Please note that there will be no change to your child's dismissal routine unless notification is received in a timely fashion.

Answering Machine

The school's answering machine can be accessed after office hours by calling (703) 228-5845. You may also access the voicemail system at (703) 228-2800 to leave a message for your child's teacher.

Evaluation and Assessment

Throughout the course of the school year, your child will participate in a number of formative and summative assessments to monitor and measure student academic

progress. Classroom teachers will administer informal tests and quizzes on a consistent basis. Specific information regarding assessments will be provided to parents during testing windows.

Nuts & Bolts of Life at Hoffman-Boston

Supply Needs

Supply lists may be accessed on the school website. Preschool classes will inform parents of requested supplies on the first day of school. Children are asked to provide the items on their grade level supply list. Supply Lists can be found at: <http://www.apsva.us/hoffmanboston/>

Cafeteria Services

Menus are no longer sent home at the beginning of each month. You may view the menu at:

[Arlington Public Schools Menu](#)

Breakfast: \$1.70 (Regular) or Free (Reduced)
Lunch: \$2.90 (Regular) or \$0.40 (Reduced)
Milk: 75¢

Your child can also purchase items á la carte.

You can pre-purchase your child's meals at www.MySchoolBucks.com. Also, families may send cash or check with your child to be given to the Cafeteria Manager.

Allergies

Parents should write a note to the school nurse alerting staff of any of your child's food allergies. It is very important that parents provide detailed information to the school nurse to ensure the safety of their child.

What can my child bring to school?

Cell phones: Students are permitted to bring cellular phones to school. Please note that the cell phone must be turned off and kept in backpacks during school hours. If you need to contact your student during the day, please call 703-228-5845.

Other electronics: Electronic Devices are not allowed at Hoffman-Boston including, MP3 players, Game devices, etc. Devices will be confiscated and parents will be required to pick it up from the school.

Medications (including cold remedies and cough drops): Over the counter medications must be accompanied by a note from the parent and kept in the clinic. If your child takes prescription medication, please visit the clinic where the nurse will guide you through the proper procedures for administration of prescription medications during the school day.

Emergency Drills

The following drills are performed to familiarize students with the procedures to follow in case of an emergency situation:

Fire Drills - Fire drills familiarize occupants with the orderly evacuation of the buildings to a point of safety in case of a fire.

Tornado Drills -Tornado Drills are required annually and are conducted each spring.

Lockdown Drills - Lockdown will be initiated in the event of an emergency that affects the daily operations of the building, and it is determined that all staff and children should remain in the building. Staff and children will practice the drill annually.

Shelter in Place – Shelter in Place drills will be initiated when it is determined that it is not safe for staff or children to leave the building due to unsafe air quality or environmental conditions. For additional information see the APS website.

Be advised, signs stating that a drill is taking place are posted on the main doors of the building. No visitors are allowed to access the building during any drill.

APS Parent Vue:

ParentVUE is an online service available to parents of ACTIVE Arlington Public Schools students. ParentVUE is an online tool to help you monitor your student's education. It allows you to update contact information and provides you with access to the latest information about your child's attendance and scheduling. Middle and high school families can view class assignments, scores, report card grades and course history with ParentVUE.

Classroom/Parent Communication

Communicating with Staff

You may contact your child's teacher via email, phone calls, or written notes.

You are welcome to schedule an appointment to meet personally with your child's teacher to discuss any concerns you may have regarding your child.

Back to School Night

Back-to-School Night provides you with an opportunity to visit your child's classroom. You meet with your child's teacher and other parents to learn about expectations, discuss the instructional plan for the year, and ask questions. You will have the

opportunity to meet for a one-on-one conference with your child's teacher to discuss your child's individual needs at Parent-Teacher Conferences later in the school year. This year's Back-to-School night is scheduled to take place on Wednesday, September 11th.

Parent Teacher Conferences

Parent Teacher Conferences are a special time set aside for you and your child's teacher to meet individually. The goal of the fall conference is for you and the teacher to talk specifically about your child. In the spring, you will discuss your child's progress and set goals for the rest of the school year. **Please be advised that October 24, 2019 and March 5, 2020 are early release days! The school will dismiss at 1:26pm.**

Fall Conference Days: October 24-25, 2019
Spring Conference Day: March 5-6, 2020

Keep in mind that you may request to meet with your child's teacher at any time during the year to discuss any concerns or to review student progress.

Grading/Report Cards/Progress Reports

Child will receive a report card two to three weeks after the end of each quarter. Child will receive progress reports at the midpoint during each quarter.

Field Trips

Permission to attend any field trip must be granted by parents and guardian(s). Permission slips will be sent home prior to a trip. Child will not be allowed to attend without a signed slip. Teachers are grateful to receive signed field trip slips in a timely manner. It helps them plan successful and engaging field trips.

Parents may be asked to chaperone. If you are available, please do not bring any younger children along since this is a special time with your child and his or her classmates. The parent form must be signed.

Visitors

All visitors to the building must report to the main office to check in. Parents and visitors may not directly report to their child's class room without checking into the main office. Visitors will be required to wear a visitor sticker throughout the building. Visitors without proper identification will be referred back to the office.

Parent Teacher Association (PTA)

The Parent Teacher Association invites all to join! The PTA meets monthly to discuss events and plans that help Hoffman-Boston grow as a school and community. There is a role for everyone. Please consider getting involved in our school!

<https://hbpta.wordpress.com/>

PTA Meeting Schedule: 2nd Tuesday of Each Month

School Celebrations and Parties

Birthday parties are held at the discretion of the teacher and are generally limited to about 10-15 minutes in order to preserve instructional time.

Students are encouraged to share birthday treats in the cafeteria during the last 10 minutes of their lunch time. Due to the health needs of students in the building, it is critical that families communicate directly with the classroom teacher. Please check with your child's teacher before scheduling.

Holiday/other parties will be scheduled throughout the year. You will be notified in advance if the event requires additional participation from home.

APS Policies

APS Instructional Policies

Parents may access the APS Elementary Handbook can be found on the APS website under "Parents" and "Quick Picks". Information regarding instructional policies may be accessed from this document.

Homework Policy

The Arlington School Board believes that homework is one important component of the educational process. Homework consists of learning activities assigned by the teacher to be performed primarily outside of the class by the student by a certain date, without the direct supervision of the teacher, and assessed by the teacher after it is performed. Homework should:

- Prepare for, relate to, build on, reinforce, and/or enhance learning in the classroom.
- Encourage a student's sense of responsibility, develop a sense of

personal accountability, promote learning, and improve study habits.

- Strengthen the communication between home and school.
- Be appropriate for the age and stage of development of the student.
- Acknowledge individual differences among students through differentiation when feasible.

Teachers should clearly explain assignments to students and make the assignments available to students and parents by a variety of means, with the understanding that homework is primarily a student/teacher interaction.

The length of time spent on homework assignments should avoid undue intrusion on the time students may spend in other activities outside the school day.

In general, the following total amount of time spent daily on homework over four nights a week represents an average for the typical student:

Grade K: maximum of 15 minutes plus an additional minimum of 15 minutes of reading or being read to

Grade 1: maximum of 20 minutes plus an additional minimum of 20 minutes of reading or being read to

Grade 2: maximum of 30 minutes plus an additional minimum of 20 minutes of reading or being read to

Grade 3: maximum of 45 minutes plus an additional minimum of 20 minutes of reading

Grade 4: maximum of 60 minutes plus an additional minimum of 30 minutes of reading

Grade 5: maximum of 60 minutes plus an additional minimum of 30 minutes of reading

What does APS say about Discipline?

APS has a defined code of conduct for certain actions including misuse of electronics, sexual harassment, acts of violence against people or property and so on. Please refer to the APS website: www.apsva.us to review the policies.

What does APS say about Child Safety?

Please refer to the APS website www.apsva.us for additional information.

Cultural Competence

Arlington Public Schools will value all of its employees, students and parents, as evidenced by fair practices, compassion, communication, respectful behaviors, nondiscriminatory practices and high expectations.

Goals

- Create a school district climate where dignity and respect are encouraged and modeled, so that everyone enjoys equitable opportunities for professional and personal fulfillment.
- Provide and support programs that explore the experiences, perspectives and contributions of various cultures, groups and individuals.
- Implement policies and procedures that address diversity related topics and concerns.
- Provide sustained professional development on diversity related topics that support the mission.

Hoffman-Boston Codes of Conduct

Hoffman-Boston Elementary School incorporates the use of the Positive Behavior Intervention and Support (PBIS). PBIS is a school-wide system that proactively defines, teaches, and supports the demonstration of appropriate student behaviors to create a positive school environment for both students and staff.

At Hoffman-Boston, the three keys to student success are:

1. Respect for Self
2. Respect for Others, and
3. Respect for Surroundings.

These three keys have been operationally defined for both classroom and non-classroom settings. Students are recognized for demonstrating positive behaviors associated with respect. The use of PBIS enables Hoffman-Boston students and staff to have a clear and consistent understanding of behavioral expectations, a systematic method of reinforcing the development and demonstration of positive behaviors, and a method of collecting data that can be used in identifying school and student needs.

Respect for self, others, and surroundings are values that the Hoffman-Boston staff will talk regularly about with our students. We invite you to continue a similar conversation at home reinforcing these values.

APPENDIX

Quick Reference Information

Hoffman-Boston Elementary School
1415 South Queen St
Arlington, Virginia 22204

Main	(703) 228-5845
Fax	(703) 892-4526
Attendance	(703) 228-8606
Cafeteria	(703) 228-8613
Carver Center	(703) 228-5705
Clinic	(703) 228-8605
Columbia Pike Library	(703) 228-5710
School Counselor	(703) 228-8603
School Psychologist	(703) 228-2220
School Social Worker	(703) 228-8617
Family Resource	(703) 228-8607
Food Services	(703) 228-6130
Parent Resource Center	(703) 228-7239
Transportation	(703) 228-6640

Helpful Websites:

Arlington Public Schools

www.apsva.us

Hoffman-Boston Elementary School

<http://apsva.us/HoffmanBoston>

School Bucks Payment

<http://www.apsva.us/Page/2702>