

# Hoffman-Boston Elementary Family Handbook 2024-2025



## **Home of the All-Stars**

1415 S. Queen St

Arlington VA 22204

Phone Number: 703-228-5845

Fax Number: 703-892-4526

Helena Payne Chauvenet, Principal  
Autumn Workman, Assistant Principal

## **Helpful Websites:**

[Arlington Public Schools \(APS\) county handbook](#)

[APS Student Registration](#)

[Online Back to School Packet](#)

[Hoffman-Boston Elementary \(HFB\) Website](#)

[Arlington County Home Page](#)

[Arlington County Police Department](#)

[Arlington County Fire Department](#)

## **Important Dates for 2024-2025 Academic Year**

[APS calendar link](#)

August	
Monday 26	First Day of School -Kindergarten-5th grades
Tuesday 27	First Day of School- Early Childhood
Friday 30	Labor Day Weekend - No School
September	
Monday 2	Labor Day Weekend- No School
Thursday 12	Back to School Night
October	
Thursday 3	Rosh Hashanah - No School
Thursday 10	1:30 p.m. Early Release for Parent-Teacher Conferences
Friday 11	No School for students for Parent Teacher Conferences
Monday 14	No School for Students- Countywide PL for Staff
Wednesday 30	Early Release for Students- School-Based Professional Learning for Staff
Thursday 31	End of 1st Quarter

November	
Friday 1	Diwali- No School
Monday 4	No School for Students- School Based Professional Learning for Staff- End of 1st Quarter
Tuesday 5	No School for Students- Grade Preparation Day
Monday 11	Veterans Day- No School
Wednesday- Friday 27-29	Thanksgiving Break- No School
December	
Wednesday 11	1:30 p.m. Early Release for Students- School Based Professional Learning for Staff
Monday-Tuesday 23-31	Winter Break- No School
January	
Wednesday-Friday 1-3	Winter Break- No School
Wednesday 15	1:30 p.m. Early Release for Students- School Based Professional Learning for Staff
Monday 20	Dr. Martin Luther King, Jr. Day- No School
Wednesday 29	End of 2nd Quarter
Thursday 30	No School for Students- School Based Professional Learning for Staff- End of 2nd Quarter
Friday 31	No School for Students- Grade Preparation Day
February	
Wednesday 5	1:30 p.m. Early Release for Students- School Based Professional Learning for Staff
Monday 17	Presidents Day- No School
March	
Wednesday 5	1:30 p.m. Early Release for Students- School Based Professional Learning for Staff

Thursday 13	1:30 p.m. Early Release for Parent-Teacher Conferences
Friday 14	No School for students for Parent Teacher Conferences
Monday 31	Eid al-Fitr- No School
April	
Friday 11	3rd Quarter Ends
Monday- Friday 14-18	Spring Break- No School
Monday 21	No School for Students- Grade Preparation Day
May	
Monday 26	Memorial Day- No School
June	
Wednesday 4	1:30 p.m. Early Release
Wednesday 11	1:30 p.m. Early Release
Wednesday 18	1:30 p.m. Early Release- Last Day of School

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## Administration

The office has daily coverage from 8:00 a.m. to 5:00 p.m. (See office staff below.) Ms. Payne Chauvenet and Ms. Workman invite you to meet with them when you have a question or concern. They are available via email, in-person meetings, or virtual meetings. Please call 703-228-5845 to make an appointment.

### **School Board Meetings**

The Arlington County School Board meets at 7:00 p.m. on the first and third Thursday of each month at Syphax Education 17 Center, 2110 Washington Blvd. Meetings are open to all interested parties. Sessions are broadcast live on Arlington cable, Comcast Cable Channel 70 and Verizon FiOS Channel 41, and at <https://livestream.com/AETVaps>. Reruns are on the following Friday at 9 p.m. and the following Monday at 7:30 p.m.

### **Office Staff**

Staff	Email
Ms. Elizabeth Clavel Love - Educational Administrative Coordinator (Registrar)	<a href="mailto:elizabeth.clavellove@apsva.us">elizabeth.clavellove@apsva.us</a>
Ms. Duana Brooks - Education Administrative Coordinator (Special Education)	<a href="mailto:duana.brooks@apsva.us">duana.brooks@apsva.us</a>
Ms. Jessica Centeno- Educational Administrative Coordinator (Attendance)	<a href="mailto:jessica.centeno@apsva.us">jessica.centeno@apsva.us</a>
Mr. Binh Tran - Administrative Coordinator (Timekeeper/Supplies/Substitute)	<a href="mailto:Binh.tran@aps">Binh.tran@aps</a>
Ms. Jennifer Bream - Volunteer Coordinator:	<a href="mailto:jennifer.fellows@apsva.us">jennifer.fellows@apsva.us</a>
Mr. Carlos Murillo- Family Bilingual Assistant:	<a href="mailto:carlos.murill@apsva.us">carlos.murill@apsva.us</a>
Ms. Marlene Alvarez Zuniga- Family Bilingual Assistant	<a href="mailto:marlene.alvarez@apsva.us">marlene.alvarez@apsva.us</a>



## **Attendance**

### **Attendance Policy and Practice**

School Instructional Hours: 9:00 a.m.- 3:50 p.m.

All-Star students are expected to attend school every day that school is in session unless they are sick or there is a family emergency (i.e. death in immediate family).

Daily participation in classroom activities is important to academic and social success.

To report an absence, please leave a message on the attendance line at 703-228-5845, [ParentVue](#), or go to our website: [Absence Report Form - Hoffman-Boston](#) to complete the Absence Report Form. After three or more consecutive days of absence, a doctor's note is required.

If a pattern of absenteeism or tardiness develops, the principal, assistant principal and/or social worker will call and develop a plan to ensure that your child is at school to receive instruction. Family vacations should be planned for times when school is not in session. Family vacations during scheduled school days are unexcused.

### **Late Arrival/Early Departure**

When arriving after 9:00 a.m., your child must report to the office before going to class.

If your child needs to leave before the regular dismissal hour, the school office should be notified in writing that morning. When you arrive to pick your child up, the office will call the classroom for your child. **Please note:** Students will not be dismissed early after 3:15 p.m., unless previously arranged with the front office. This is to ensure safety and accountability of all students during our daily dismissal routine.

### **Release During the School Day**

To take a child out of school during the school day, a parent or guardian must come to the office and sign the child out. A valid government issued ID is required for anyone picking a student. Parents are not permitted to go directly to the child's classroom. The teacher should be notified in writing that morning regarding your plans. If a student is to be picked up by someone other than the parent or guardian, parents must send a written note to school stating why, when, and with whom the child will be leaving.

Children will not be released to anyone without parent or guardian permission. Please make sure your information is updated with the most current emergency contact names and numbers to ensure your child is safe. It is important that children understand the necessity of arriving on time and attending school daily. Therefore, we ask that you limit excused absences and tardiness. Your positive support is very important!

### **Before School Arrival Procedures**

Students will be permitted to enter the building starting at 8:35a.m.. At 8:45 a.m., students will be allowed to enter classrooms. **Please do not allow your child(ren) to arrive prior to 8:35 a.m., as they will not be supervised.**

### **Emergency Closings**

In case of snow, ice, or other dangerous conditions, Arlington Public Schools' officials may decide to change the normal school schedule. Information about school schedule changes and emergency closing will be posted on the website, sent out via SchoolTalk, and publicized to local TV stations.

### **Delayed Opening**

If morning weather conditions exist, schools will open one or two hours later than usual. Bus schedules are adjusted by one to two hours to correspond with the delayed opening. All field trips are canceled. Extended Day will be delayed as well. If there is a delay, Hoffman-Boston will open at 9:40 a.m. or 10:40 a.m.. Please monitor ParentSquare, [APS website](#), or the local news to be the most updated.

### **Snow/Inclement Weather Days**

Instructional hours for the first ten equivalent days lost are not made up. Instructional hours missed will be monitored.

### **Inclement Weather Early Dismissal Plan**

Schools will close early if weather conditions require. Dismissal times will be announced via ParentSquare, [APS website](#), social media, and local TV stations. Buses will run their regular routes, and Extended Day will close at 4:00 p.m. Afternoon and evening activities will be canceled. It is important that parents provide specific instructions about where children will go when school is dismissed early unexpectedly. You will enter this information at the beginning of the school year as part of the first day packet on ParentVUE. Please do not call the school to make a day of arrangements. Telephone lines must be kept open to receive emergency information. Children cannot be permitted to make telephone calls to arrange transportation

### **Schools Closed**

All school buildings will be closed and all activities will be canceled, including evening sports, recreation programs and Extended Day. In most cases, the decision to close schools will be made by 5:00 a.m.

## **Building Information**

### **Visitors**

All visitors must report to the office to sign into our visitor management system (RAPTOR). You must have official identification (eg. drivers license, state/ country issued ID, military ID, passport) to be allowed entry past the front office. Your cooperation is needed to maintain security in the building. Door #1 is attended by a Staff member during student arrival (8:35 a.m. - 9:00 a.m.). At all other times, the doors are locked and the button to the right of the doors must be pushed in order to enter the building. You will be asked a series of questions before being allowed entry into the building. Please be respectful and kind to the front office staff as they maintain the safety and security of Hoffman-Boston and your children. Classroom observations and staff meetings are available by appointment.

### **Carver Community Center**

Hoffman-Boston is a community school! We are lucky enough to have the Carver Community Center attached to the school. Note: The Carver Center is not open to the public during school hours. The Carver Center is a part of Arlington Parks and Recreation Department. Please look at - [Carver Community Center website](#) for more information.

### **Facilities Manager**

Edwin Hernandez serves as the Facility Manager. He is responsible for the overall facility use and maintenance. Questions regarding the facility and rental options can be directed to him: [Edwin.Hernandez@apsva.us](mailto:Edwin.Hernandez@apsva.us).

### **Parking**

Parents may park in visitor spaces in the parking lot or on the street, as signage permits. Parents should remain in their vehicles in the Kiss & Ride loop during arrival and dismissal. Parking in the Kiss & Ride loop at any time is not permitted. No vehicles are permitted in the bus loop between 8:30-9:15 a.m. and 3:15-4:15 p.m..

### **School Hours**

Students may be dropped off beginning at 8:35 a.m.. They will begin entering their classrooms at 8:45 a.m. and the instructional day begins at 9:00a.m.. School is dismissed at 3:50 p.m. The dismissal time for early release days (professional learning and conferences days) will be at 1:30 p.m..

## **Clinic Information**

Hoffman-Boston Elementary clinic phone number is 703-228-8605. We will continue to follow APS policies and procedures for maintaining the health and safety of our students and families. Please do not send your child to school if they are sick. Children will be sent to the school clinic if they become sick at school. If your child is too sick to remain in school or has a fever, parents or the person named by you on the emergency card will be notified to take the child home. Students must be picked up from the clinic within two hours of the phone call from the clinic. In emergency situations, 911 will be called and families will be notified.

It is important to remember that school staff members cannot administer any type of medication to children (without written permission), remove deep splinters, or probe wounds. We can do such things as check temperatures, clean cuts, and apply bandages. Doctor-prescribed and over-the-counter medicines can be administered after a permission slip is filled out by both the doctor and the parents (see "Medication Policy"). In such cases, contact the nurse, Karen Hartzler, (703-228-8611) or Houda Faakar (703-228-8605), who will administer the medication. In their absence, the Clinic Designees will dispense medication.

Please make certain that your child is well before returning to school. If there is a fever or remaining symptoms of illness, it is advisable to keep your child home for an additional school day. ***Students must be fever free for 24 hours before he/she returns to school.***

### **Medication Policy**

Arlington County Public Schools' policy for administering prescribed medication to students is as follows:

- No medication may be given without a physician's order.
- Long-term medication orders, valid for one year only, must be completed and signed by both physician and parent.
- Short-term medication forms, valid for ten days, must be completed by a parent for each physician-prescribed medicine.
- All medicine must be sent to school in a current pharmacy-labeled container with the child's name for that prescription.
- The parent or guardian is responsible for submitting a new form to the school clinic whenever there is a change in the dosage or time administered.

- No child may carry medication on his/her person except those children who have permission from their physician.
- All medication in the school will be stored in a locked area accessible only to authorized personnel.
- For students requiring daily medication, every effort should be made to have the dosage schedule adjusted so that it will not be necessary to take medicine during school hours.

### **School Nurse**

A school nurse, Karen Hartzler, is assigned to Hoffman-Boston Elementary on a part-time basis. Ms. Houda Fakkar, nurse assistant, is on duty daily. The Clinic can be reached by calling 703-228-8611. Please contact the Clinic and office if any phone numbers change for you or your emergency contact. Hours of operation are 9:00 a.m. – 4:00 p.m..

### **Communicable Diseases & Head Lice**

If your child has a communicable disease or head lice, please notify the school promptly so that controls can be set to prevent the spread of the infection. The list below includes a few reminders about illness and infection among children. Following these simple guidelines can help protect your child and others from becoming ill.

### ***PLEASE DO NOT SEND YOUR CHILD TO SCHOOL IF YOUR CHILD HAS ANY OF THE FOLLOWING:***

- Has had a fever of 100.4 degrees Fahrenheit or higher within the past 24 hours. Children must be free of fever for 24 hours before returning to school.
- Has been diagnosed with a contagious illness and has not yet received medication for a minimum of 24 hours (or longer if recommended by your doctor).
- Has received medication for the required 24 hours but still has a fever.
- Has vomited the night before or in the morning before going to school.
- Has diarrhea, stomach pain or cramping.
- Is complaining of generally not feeling well.
- Has nasal drainage requiring constant wiping and blowing.
- Has frequent coughing throughout the day or night.
- Has any combination of the above symptoms.
- Has received a positive COVID test.

### **Health (Vision) Screening**

On several days in the fall, the nurse and her assistant conduct vision screening for all first, third, and fifth graders. Parents are notified if their child's results warrant a

professional vision evaluation.

## **COMMUNICATION**

We believe it is important to maintain open communication throughout the year between families and the school. We are a team, and we can best support your children when we work together. Please reach out to us via email or phone call at any time. We are committed to respond to any communication within 48 hours.

### **ParentSquare**

Families can receive messages from school via email, text or mobile app. This service provides two-way communication with teachers and administrators. You can communicate in your preferred language. Keep track of important information and connect with your school community.

### **Conferences**

There are two opportunities during the year for families to meet with teachers at a formal parent teacher conference. The fall conferences are on Thursday, October 10th and Friday, October 11th. The spring conferences are on Thursday, March 13th and Friday, March 14th. Students will have an early release day on each Thursday and no school on the Friday of conferences. School is closed while teachers meet with parents to discuss their children's progress in school. Teachers will send home notices at least a week in advance to schedule conferences. Teachers make their best effort to accommodate everyone's needs, within the obvious limitations. Conferences can take place in person or virtually.

### **Friday Folder**

Notices from the school, the teachers, and the PTA may be sent home with your child on Fridays in their Friday Folder. Please check this folder and return any required information. APS also sends home communication electronically using [Peach Jar](#).

### **Weekly Grade Level Newsletters**

Grade levels will send home a weekly newsletter highlighting learning and upcoming events. Administration will send home a weekly newsletter on Tuesdays to highlight school wide events and information.

### **Progress Reports**

[VDOE link to standards of learning](#)

Hoffman-Boston Elementary uses the Virginia Department of Education Standards of Learning as the framework for our progress reports. This means your child's progress reports will report your child's progress toward mastery of standards across content areas. Report cards are issued four times per year for grades 1-5. Early Childhood and Kindergarten students receive a written progress report twice per year.

## Expectations

### Behavioral Expectations

Hoffman-Boston Elementary is transitioning to a schoolwide social-emotional learning CARES framework. This framework emphasizes responsibility, assertiveness, empathy, cooperation, and self-control.



Please contact [Brenna McGreevy](#), Hoffman-Boston's Behavior Specialist/Social Emotional Lead, with any questions.

It is understood that children will struggle with behavior at times as they adjust to school and being back together with a larger community. When this happens, it is important to step in quickly to get children back on track using simple, respectful, and supportive redirection. Open communication and a positive relationship with families is important so that children receive a consistent message about expected behaviors. We will work together with families if more support is needed for a child to achieve success at school.

We will respond to behaviors using the Responsive Classroom approach, which emphasizes building a positive, respectful classroom climate and using consequences as opportunities for learning and growth. We believe in students taking responsibility for their actions. An example may be, if you spill something or create a mess, it's important to clean it up. Taking responsibility for your actions helps maintain a respectful and clean environment.

For ongoing or more persistent issues (disrupting class, making unsafe choices, inappropriate language) you may be temporarily removed from the class or loss of an activity. This time away is to help the student reset and think about how to improve their behavior. If behavior concerns continue, we may arrange a meeting with parents or guardians to discuss strategies and support to help the student succeed. Suspension will be considered for severe behaviors that compromise safety. It is a last resort, and our goal is to ensure a safe and supportive learning environment. Our Student Support Team will work with your family to identify and implement interventions that support your needs and help improve behavior.

### [APS Student Code of Conduct](#)

Hoffman-Boston has also been designated as No Place for Hate school. Students will sign a pledge at the beginning of the year and take part in activities throughout the year to ensure Hoffman-Boston is a safe and welcoming place for all students and families. Link to county info: [APS No Place for Hate information](#)

### **Dress Code**

Hoffman-Boston students should wear clothing suitable for school activities. Clothes should be appropriate for the weather and activity and manageable by the student. In addition, clothes must cover students adequately. It is required that all children have sneakers appropriate for Physical Education (PE) classes and recess; flip-flops and sandals are not appropriate. In cases where clothing is deemed inappropriate or unsafe by school staff members, your child may be counseled on appropriate clothing



options. If you need assistance with acquiring school-appropriate clothing, please contact our School Social Worker, Charlotte Campbell [charlotte.campbell@apsva.us](mailto:charlotte.campbell@apsva.us).

### **Homework**

Students are encouraged to read nightly. Students in all grades may have additional assignments that require out-of-class time. In these cases, the teachers will communicate directly with families. Homework for lower grades will be limited. If your student is having trouble completing assignments at home, please reach out to your student's teacher.

### **Items from Home**

Toys from home should not be brought to school unless a special activity is pre-approved by the classroom teacher. This includes sports balls. Gum and candy are not allowed in school or on the bus, unless medically necessary.

### **Lost and Found**

Each year children lose many pieces of useful and valuable clothing. Please clearly mark your child's belongings. The "lost and found" clothing rack is located by Door 1. Please check the lost and found periodically throughout the year for lost items. The "Lost and Found" rack will be emptied before major breaks and donated.

### **Cell Phone Usage**

Cell phones may not be used during the school day. Students are to keep cell phones in lockers on silent mode. Smart watches may not have texting and calling features activated during school hours. If you have an emergency and need to communicate with your child during the school day call the office at 703-228-5845. More information on the APS cell phone policy is here:

<https://www.apsva.us/health-safety/cell-phone-policy-guidance>.

## **Extended Day**

### **[Extended Day Website Link](#)**

#### **Hours/ Location**

Extended Day is open 7:00 a.m.- 6:00 p.m.. Drop off and pick up is at Door 8 (rear of the school building)

#### **Registration**

Please use provided link to register for Extended Day

#### **Supervisor**

- Ashley Brewton- [ashley.brewton@apsva.us](mailto:ashley.brewton@apsva.us)

## **Food and Nutrition Services**

[Food Services webpage link](#)

### **Breakfast and Lunch**

Both breakfast and lunch are available for purchase at school. Monies can be added to your child's MySchoolBucks account [Online Payment Center - Arlington Public Schools](#). Families are encouraged to apply for Free and Reduced Meals benefit: [MySchoolApps](#). Students will have breakfast in the classroom and lunch in the cafeteria (indoors and outdoors).

A hot lunch and cold lunch options are served daily. Hot lunches are prepared on site. You may also choose to send your child to school with lunch from home. Please send food in containers that your child is able to open on their own. Avoid sending candy or soda.

**Please Note:** There is not a microwave or refrigerator for student use. Your child's teacher will alert the class if there is a severe nut allergy in the classroom. For safety reasons, please do not send any glass containers to school in lunch boxes or backpacks. Broken glass could lead to serious injuries.

### **Dietary restrictions**

APS always includes a vegetarian option in the daily breakfast and lunch options. APS does not use pork products in any meals provided by the food services department. Lunch menus can be found here: <https://apsva.nutrislice.com/menus-eula> . Please alert your child's teacher to food related allergies; depending on the severity of allergy, a restricted eating option can be arranged.

### **Lunch with Your Child**

Lunchtime is an important part of your child's instructional day. Eating lunch with peers is a great way to practice social skills. Parents joining their child for lunch should be on a limited basis for families who have completed the APS background check and reserved for special occasions.

## **PTA/ Family Involvement**

[HFB PTA webpage](#)

### **Parent Teacher Association (PTA)**

All Hoffman-Boston families are invited and encouraged to join the Parent Teacher Association. Monthly meetings are held on the third Tuesday of each month at 6:30 p.m. Meetings will be held virtual or in person. They generally include an instructional

presentation, Principal's Report and a business meeting where updates are given and topics discussed. For specific dates and further information please visit the PTA website. A list of PTA Executive Committee members and their contact information appears on the PTA Website. Please contact the appropriate committee chair when you have questions or wish to volunteer for a PTA activity.

### **Parent Coffee Chat**

The PTA will sponsor grade level coffee chats with Ms. Payne Chauvenet and Ms. Workman, as well as other school staff during the year. More information will be sent out via ParentSquare, shared at PTA meetings and on the Hoffman-Boston PTA webpage.

### **Grounds Committee**

The PTA has a grounds committee, who are dedicated to maintaining and developing outdoor spaces in collaboration with Hoffman-Boston and APS. If you are interested in being a part of this group, please contact the PTA.

### **Room Parents/ Volunteers**

Parents who volunteer to organize and help with class activities are called room parents. Generally, 1-2 parents are designated as lead room parents. If you have questions about class activities, or can volunteer to help, please contact Ms. Bream, Hoffman-Boston's volunteer coordinator [jennifer.fellows@apsva.us](mailto:jennifer.fellows@apsva.us). Parents can also sign up at Back-To-School Night. Specific guidelines will be shared with volunteers at a fall meeting. Room parents will need to complete the APS background check.

### **Visitors**

Hoffman-Boston welcomes visitors! If you wish to observe in your child's classroom, a week's notice must be provided and an administrative staff member must be available to escort visitors to classrooms, for the duration of the visit. Due to this, visitors have a 30 minute appointment. All visitors must report to the office through Door 1, when entering the school to maintain building security, and must wear a "Visitor" tag. Your cooperation is appreciated. All first time visitors must show their identification and be entered into our visitor management database. After your initial visit, you will be able to scan your identification at our sign in station in order to print your visitor tag.

### **Volunteers**

**Volunteer Coordinator - Jennifer Bream email: [jennifer.fellows@apsva.us](mailto:jennifer.fellows@apsva.us)**

Hoffman-Boston welcomes volunteers! Families and community members can volunteer to help in the classroom, to participate in fundraising activities, to help maintain and improve the grounds, and many other activities. If you are interested in

volunteering, please reach out to Ms. Bream to get more details. Volunteers and Chaperones must be approved through the online APS application process. The process takes approximately two weeks and is good for three years.

## **Safety**

### **Bus safety**

Children are asked to remain in their seats and talk quietly while on the school bus. Any child who persists in behavior that represents a threat to the safety of others will be given an assigned seat on the bus, will need to complete a home to school safety packet and in extreme situations, be denied bus transportation. The school office will advise parents that such action is being taken, as well as set up a time to have a meeting with the transportation department. APS cannot transport students not assigned to the bus. For more information about bus routes and schedules see the Transportation website or call the Arlington County Transportation Call Center at 703-228-6640 or 703-228-8670. **NOTE:** Cars in both directions must stop when a school bus has its stop sign out or lights flashing.

### **Parking/ Traffic Safety Rules**

Only buses (no cars) are allowed in the bus loop parking lot from 8:30 a.m. to 9:15 a.m. and from 3:00 p.m. to 4:00 p.m.. On early release days from 1:00 p.m. to 1:50 p.m. traffic cones will be placed at the entrance to the parking lot. Cars may enter the lot and park in visitor spaces at other times. Please be aware that Hoffman-Boston Elementary is a neighborhood school. There is limited parking within the neighborhood and parking during arrival/ dismissal is limited. The drop off/pick up zone is on Queen Street. Please drive slowly and carefully around the school, following all traffic rules and laws.

### **Money/ Valuables**

Students should not bring money, toys, electronic devices or other valuables to school. If there is a special occasion for bringing an unusual item to school, please be certain that you clear this with your child's teacher. Hoffman-Boston and APS are not responsible for any lost or stolen items.

### **Weapons**

Look-alike weapons or weapons of any kind are not allowed on school property at any time.

## **School Activities**

### **After School Activities**

Hoffman-Boston offers various after school activities throughout the school year. After school activities include county wide, county sponsored, school sponsored and family sponsored events. A “late bus” is provided to allow every student to participate. Information will be provided through Friday folders.

### **Back-To-School Night**

On September 12, 2024, Hoffman-Boston will have Back-To-School Night from 6:00 p.m. - 7:30 p.m.. Teachers will offer their presentations twice. This is a time for parents to meet their child’s teachers and to learn about the expectations and curriculum of that grade level.

### **Class Celebrations/ Birthday Observances**

If you choose to send your student with any food for birthdays, it must be store-bought with clear ingredient labels and packaged. Avoid nuts and dairy products. Items will be shared during non-instructional time to limit classroom distractions. If you would like your student to hand out party invitations at school, please have an invitation for each student in the class. Your child's teacher can provide you with a class list. Teachers plan class celebrations at various times throughout the year, often tied to the curriculum. Room Parents may collaborate with teachers to support these parties.

### **Field Trips**

Field trips offer a great way to extend learning outside the classroom. Parents are encouraged to volunteer to chaperone their child's field trips. Permission slips and accompanied forms must be signed by a parent/guardian for each child taking a field trip. Siblings may not attend field trips. All field trip forms must have an emergency contact person’s cell phone number within Arlington in order to participate in any field trip. If you wish to chaperone a field trip, you must have completed your online volunteer application and received approval.

### **Halloween Expectations**

It is a tradition at Hoffman-Boston for students to participate in a school-wide Halloween parade. If you do not want your child to participate, please inform the classroom teacher one week in advance and alternate activities will be provided. If your child participates and would like to wear a costume, your child must bring all components of the costume in a separate bag.

**Please Note:** Face coverings and props are not permitted during the day so we can identify students. Costumes must be child-friendly and classroom friendly (ex: avoid scary costumes, no weapons, no high heels that prevent participation in PE/recess).

### **Instrumental Music**

Students in grades 4 and 5 may attend classes for brass, string, or woodwind instruments during the school day. Some instruments can be rented from the county. The commitment for instruments is yearly. If your child begins studying an instrument he/she is expected to complete the program.

### **Library**

The Hoffman-Boston library is designed to encourage children to develop the lifetime skills and habits associated with library use, research, and reading for pleasure. Children are allowed to check out books to take home. The teacher and the librarian will help students determine how many to check out at one time, based on grade level and reading strengths. Reference books must be used in the library unless a student has special permission from our librarian. Students are expected to return books within a reasonable length of time. If a book is lost, the student must pay for it. Student responsibility for books is important. Parents are asked to support good reading habits by encouraging library use.

Ms. Walter is our librarian and can be contacted at [jennifer.walter@apsva.us](mailto:jennifer.walter@apsva.us).

### **Performances**

Students will participate in some performances throughout the school year, some daytime and evening performances each year to which parents are invited. More information will be communicated via ParentSquare and our music teachers.

### **Safety Patrols**

Fifth grade students who are trained to encourage safe crossing of streets and good bus behavior are safety patrols for the school. Patrols are stationed at the entrances to the school and help walk younger students to class. Each school bus is monitored by bus patrols that arrive at their bus stops before the bus is scheduled to arrive. Bus patrols assume hall duty once the children are off the bus. Children should not arrive at bus stops or walk to school too early, as no supervision is provided.

Please contact Mr. Martini email: [zachary.martini@apsva.us](mailto:zachary.martini@apsva.us) for more information.

### **School Grounds**

**The School grounds and Carver Center are not open to the public during the hours of 8:35 a.m.- 6:00 p.m.. Thank you for understanding.**

### **School Pictures**

This year school pictures will be taken in the fall. The make-up day will be in the winter. Specific information is sent home in the backpacks, Friday Folders and PeachJar. No purchase is necessary to have your child's photo taken for the yearbook.

### **Standards Based Grading**

Hoffman-Boston Elementary uses the Virginia Standards of Learning. More information can be found at this link: [Standards Based Grading](#) and [Assessment Family Resources](#).

### **Yearbook**

Hoffman-Boston produces a yearbook with student photos arranged by class, as well as many candid photos. Yearbooks will be for sale and distributed at the end of the school year.

## **Student Support Team**

If you have concerns about your child's academic, social-emotional development, and or behavior, the first step you should take is to talk directly with your child's teacher(s) to share your concerns. You may also request a Student Support Team meeting to consider an evaluation for special education and/or Section 504 eligibility if a disability is suspected. [APS Student Support Process](#)

<b>Team Members</b>	
School Counselor	Alexandra Lerner
School Counselor	Velma Campbell
Behavior Specialist/SEL Lead	Brenna McGreevy
Psychologist	Pausha Monroe
Social Worker	Charlotte Campbell
Classroom Teacher	Will vary by grade level
Principal	Helena Payne Chauvenet

Assistant Principal	Autumn Workman
Student Support Coordinator	Samantha Dudding

## **Technology**

Helpful links for technology

[APS Digital Devices](#)

[APS Acceptable Use for Technology](#)

[Recovery of Costs for Loss/Damage to Issued Devices](#)

Acceptable Use Policy- APS and Hoffman-Boston is committed to every student maintaining a safe and appropriate learning environment that includes use of technology. Every student will be issued a school iPad to be used for instructional purposes only, to enrich their learning opportunities.

APS has developed an Acceptable Use Policy that every student will be required to sign. Staff will review expectations to help students understand how to take care of the device and how to be good digital citizens when on their devices. Devices will only be sent home when a teacher has a specific assignment.