

The  
Beethoven/Ohrenberger  
School K-8  
Family Handbook



Beethoven Campus  
5125 Washington Street  
West Roxbury, MA 02132  
617-635-8149  
617-635-8155 (fax)

Ohrenberger Campus  
175 West Boundary Road  
West Roxbury, MA 02132  
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[www.beethovenohrenberger.org](http://www.beethovenohrenberger.org)

**Edward Puliafico**, Co-Principal  
**John Travis**, Co-Principal  
**John Chojnowski**, Vice Principal  
**Michelle DeLuca**, Beethoven Secretary  
**Jackie Azulay**, Ohrenberger Secretary

**SCHOOL HOURS** 8:30am- 3:10pm

### **DROP OFF & PICK UP**

No student should be left in the yard unsupervised. The staff does not report until 8:15am. Please do not drop children off before that time. Parents are responsible for picking up children on time. Dismissal of walkers begins at 3:10 pm.

### **CHANGE OF DISMISSAL PLANS**

We will assume that a child's dismissal plan remains consistent unless the teacher is notified in writing of a change. However, we cannot guarantee that a child/teacher will receive a message about a change in dismissal if we are notified during the school day. Whenever possible, please try to give the school advance notice for any change of dismissal plans.

### **ABSENT OR LATE STUDENTS**

Students are expected to attend school every day and arrive on time. If your child is sick, please call the school to inform the office that s/he will be absent. Students must bring in a note after each day they are absent. The note must include the date absent, the reason for the absence, a phone number where a parent or guardian can be reached, and the parent or guardian's signature. More than three unexcused absences in grades 6-8 or more than four unexcused absences in grades k - 5 in a marking period or more than 12 unexcused absences for the school year will result in a grade of no credit.

### **TELEPHONE CALLS**

Parents wishing to speak to teachers may call the school. We will make arrangements for the teacher to return the call. Teachers cannot be called from their classes for telephone calls.

### **EMERGENCY DISMISSALS OR APPOINTMENTS**

Parents wishing early dismissal for their children must come to school in sign their child out. We ask for a note to the school ahead of time. All appointments should be made outside of school hours whenever possible, as early dismissal is disruptive to students, teachers and classrooms. Students will not be dismissed after 2:45 p.m. as we prepare the entire school for dismissal.

### **SCHOOL UNIFORM**

Beethoven: navy blue tops, khaki bottom, spirit wear  
Ohrenberger 3-5: navy blue top, khaki or navy bottom, spirit wear  
Ohrenberger Middle School: navy blue or white top (white top must have collar), khaki or navy bottoms, jeans with no holes/rips, spirit wear  
If your family needs assistance providing uniforms for your child, please do not hesitate to contact the main office. Students who do not wear their uniform to school may be asked to change into a clean uniform when they arrive to school.

## **MEDICAL PROBLEMS**

Please inform the school nurse of any medical problem your child may have. The school nurse is the only staff member who is able to administer medications. All medications must have a doctor's order, a parent permission form and be in the original prescription bottle.

## **BEFORE & AFTER SCHOOL PROGRAMS**

The programs begin during the first week of school. Before-school program is from 7:00 to 8:20 a.m. each morning. The cost is \$6 per day per student. The after-school program is from dismissal until 5:30 p.m. every afternoon. The cost is \$20 per day per-student. For more information call the main office.

## **TRANSPORTATION**

Students eligible for transportation will be notified directly by the transportation department. Students must be at the bus stop on time. Buses will not wait for late arrivals. Students are expected to follow all school rules while riding the bus. Specific bus rules are outlined in the BPS policy manual and school-based rules (see rule XVI). Students with repeated behavior issues on the bus will be suspended from the bus. If problems continue, bus transportation may be denied. If you need to change arrangements for your child on a specific day, the school must have a note.

## **FOOD SERVICES**

The Beethoven-Ohrenberger School participates in the federal lunch program. Both breakfast and lunch are served and are free for all students.

## **REPORT CARD INFORMATION**

Kindergarten 1 & 2 Receive two report cards in April and the last day of school.

Grades 1 – 5 - Report Cards will be distributed in the months of December, April and the last day of school.

Grades 6 -8 - Report Cards will be distributed in the months of November, February, April and the last day of school.

## **PERSONAL PROPERTY**

Students must not bring items to school that interfere with the learning process. This includes, among other items, tablets, iPods, iPads, laptops, personal gaming devices, toys, sporting equipment etc.

## **CELL PHONES**

The BPS policy is that cell phones are to be powered off and away at all times during the school day. We strongly encourage students to leave them at home. The school will not be responsible for lost or stolen cell phones.

## **PARENT INVOLVEMENT OPPORTUNITIES**

Attend School Parent Council Meetings

Attend School Site Council Meetings

Volunteer at the school or in the classroom

Chaperone field trips

Follow us on Facebook & Twitter

Bake for the school bake sale

Assist with school fundraising activities

## FREQUENTLY ASKED QUESTIONS

### **What should I do if I would like a different drop off or pick up for my child's bus?**

Call the main office and request an application for alternative transportation. Once you complete the application, wait for official notification from the transportation office before changing your child's bus.

### **Who can I talk to if I have other questions or concerns about my child transportation to and or from school?**

Parents can contact Boston Public Schools transportation specialist at 617-635-9520.

### **If it is snowing, how can I find out if school has been cancelled?**

School cancellations are announced on television (Channels 4, 5, 7) and on the internet- [www.boston.com](http://www.boston.com) or [www.bostonpublicschools.org](http://www.bostonpublicschools.org). If "Boston Public Schools" is listed, school is canceled. If not, school is still in session. Please do not call the school to ask if school has been canceled.

### **What should I do if there's a change in my child's afternoon pick up plans?**

Please send a note with your child if s/he will be picked up by a different person or will not be riding the bus. We will stay with a child's usual dismissal plan unless we received notification from the parent.

### **What is meant by an unexcused absence?**

Some parents think that every absence will be excused as long as a parent signs a note within 7 days of the absence. **This is not true.** Some examples of an unexcused absence are as follows: student needs to babysit, family vacation, trip to a homeland, extension of a religious or cultural holiday beyond the designated day or days on the school calendar and repetitive or chronic absences.

### **What should I do if my child is sick?**

Below are guidelines to help families decide when it is necessary to stay home. If an individual is experiencing any of the following symptoms, we ask parents to keep your child home to stay home for 24 hours after symptoms resolve:

- **Fever** — Temperature of 100.5 degrees Fahrenheit or higher. Student needs to stay home for 24 hours after his/her temperature has returned to normal without any fever reducing medications, such as Ibuprofen or Acetaminophen.
- **Diarrhea** — Three or more loose or watery stools in a 24-hour period, especially if the person feels ill. Student or employee should stay home for 24 hours after the last watery stool.
- **Vomiting** — Two or more times during the last 24-hours, especially if the person feels ill. Student or employee should stay home for 24 hours after the last time he/she vomited.
- **Persistent Coughing** — Could be caused by many illnesses. Student or employee experiencing persistent coughing should see their primary care provider and stay home until it is resolved.
- **Fatigue** — Symptoms include lingering tiredness, paleness, lack of appetite, difficult time waking, confusion and irritability. Student or employee should stay home until he/she is well, or has seen his or her primary care provider.
- **Strep Throat or Bacterial Conjunctivitis (Pink Eye)** — Illnesses for which primary care providers have diagnosed and prescribed treatment. Must stay home 24 hours after the first dose of antibiotics.