

Student Information Packet 2019-2020

Our *Student Information Packet* was created to provide families and students with important information and required documents before the start of the 2019-2020 school year. These are **required documents for all new AND returning students**. Please make sure to review all documents carefully.

Please sign and return ALL Required forms to your child's homeroom teacher by Wednesday September 4th, 2019.

It is very important that we receive all of your signed documents by the deadline.

Table of Contents

Welcome Letter from Principal Mack and Mr. Chistolini	1
Checklist of Required Forms	3
Emergency Contact Information Form	4
Required Medical Forms and Authorizations	5
In-School Medication Administration Form	8
Media Authorization Consent Form	10
Instrument/Materials Responsibility Agreement	11
Chromebook User Agreement	12
Important Policies and Procedures	14
School Uniform Policy and Information	14
Arrival and Dismissal Procedures	16
BPS Transportation Information	18

If you have any questions, please contact FamilyCommunication@conservatorylab.org.

Welcome Letter from Principal Mack and Mr. Chistolini

Dear CLCS Families,

We hope you are enjoying the beginnings of a beautiful summer break. While students are out of school, we hope that they are enthusiastically taking on our CLCS Summer Reading Challenges, which are available on the school website (www.conservatorylab.org). We also hope that families have a chance to spend time outside together this summer, using our student-written guide to some great spots to access nature and the outdoors in Boston. As summer kicks off, we are excited to dive into our preparations for students' return, and in this letter and welcome packet, families will find important information for the upcoming 2019-2020 school year.

FIRST DAY OF SCHOOL

Grades K2 - 8: August 27th (Tuesday)

K1 ONLY : August 29th (Thursday)

School Hours: K1 - 8 9:15am - 4:30pm

We ask that families keep in mind school policies that help ensure that each of our students arrives ready to learn each day:

- **UNIFORMS:** Students must arrive in full uniform (khaki pants/skirt, uniform shirt and CLCS fleece) each day. Note students will not be permitted to wear other sweaters or sweatshirts. Please label all materials. Conservatory Lab's school uniform is available at www.allensuniforms.com.
 - ***Please note that we have added a PE uniform for Grades 3-8 for this year.***
- **HEALTHY FOODS:** Families who send their students to school with a lunch or snack are encouraged to provide healthy foods and drinks. Conservatory Lab does not permit soda, sugary drinks, candy and unhealthy snacks may be sent home. We always offer fruit for snack.
- **NUT FREE SCHOOL: Nuts are not allowed in the building at CLCS.**

ARRIVAL AND DISMISSAL PROCEDURES:

Students are expected to arrive at school at 9:15am. Breakfast will be served between 9:15-9:25am. Punctuality is imperative to access learning time. Students arriving after 9:25am will be marked tardy. Early dismissals for doctor's appointments should be scheduled with the main office before 12:00pm. Early dismissals will not be permitted after 3:30pm to ensure safe dismissal procedures. Repeated tardies and early dismissals will impact permanent attendance records and student grades.

BEFORE AND AFTER SCHOOL CARE

We will continue to partner with Bird Street Community Center to provide before-school programming at both locations. After-school programming will also be available at the Lower School for PK-2 school students.

- LOWER: Before school 7:15-9:15
- UPPER: Before school 7:15-9:15
- LOWER: After school 4:20-6:30

For registration, enrollment, and financial aid forms, please contact Bird Street Community Center (617-282-6110). Bridgette Vickers (617-282-6110), bvickers@birdstreet.org.

TRANSPORTATION

Families who will be utilizing Boston Public Schools' transportation will receive a direct mailing from BPS regarding bus assignments. You may request an alternate drop off location using an Alternative Transportation Application. Contact BPS Transportation at 617-635-9500. Students in grades 6-8 are assigned an M7 transportation pass for independent use of the MBTA; passes will be distributed through CLCS's enrollment office prior to the beginning of school.

Enjoy the rest of your summer and time with family and friends. We look forward to seeing everyone soon.

Best,



Nicole Mack
Principal



John Chistolini
Chief Operating Officer

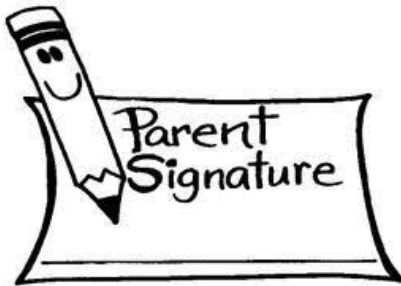
Checklist of Required Forms

Family Signatures Needed

****Due Wednesday, September 4th****

A parent/guardian must complete and sign the following forms **ANNUALLY** for each Conservatory Lab Charter School student:

- Emergency Contact Information Form
- Required Medical Forms and Authorizations:
 - Student Health Information
 - Permission for Emergency Treatment
 - Medication and Administration Policy
 - In-School Medication Administration Form (if needed)
- Media Authorization Consent Form
- Instrument/Materials Responsibility Form
- Chromebook User Agreement



Additional Required Documents

****Due Wednesday, September 4th****

- Updated Physical** *(from within the last year)*
- Updated Immunizations Record** *(from within the last year)*

Emergency Contact Information Form

So that Conservatory Lab can contact you in the event of an accident or medical emergency, please:

- Fill out one form per student
- Sign AND date this form
- PRINT CLEARLY
- Provide TWO (2) phone numbers for each emergency contact

Student Information

First Name: _____	Grade (SY19-20): _____
Middle Name: _____	
Last Name: _____	

Parent/Guardian Information *Please list at least TWO (2) parent/guardian contacts.*

Parent/Guardian 1: _____ Address (if different from above): _____ Home Phone: _____ Cell Phone: _____ Work Phone: _____ <i>What is the best phone number to reach you at during school hours? (Check one):</i> <input type="checkbox"/> Home Phone <input type="checkbox"/> Cell Phone <input type="checkbox"/> Work Phone Email: _____	Parent/Guardian 2: _____ Address (if different from above): _____ Home Phone: _____ Cell Phone: _____ Work Phone: _____ <i>What is the best phone number to reach you at during school hours? (Check one):</i> <input type="checkbox"/> Home Phone <input type="checkbox"/> Cell Phone <input type="checkbox"/> Work Phone Email: _____
---	---

Additional Emergency Contacts **Families are required to provide at least TWO (2) additional emergency contacts that, if necessary, could provide transportation home.*

Emergency Contact Name: _____ Relationship to Child: _____ Home Phone: _____ Cell Phone: _____ Work Phone: _____	Emergency Contact Name: _____ Relationship to Child: _____ Home Phone: _____ Cell Phone: _____ Work Phone: _____
---	---

Required Medical Forms and Authorizations

Please complete ALL of the following medical forms and authorizations:

1. **Student Health Information**
2. **Permission for Emergency Treatment**
3. **In-School Medication and Administration Policy Acknowledgement**
4. **(If needed) In-School Medication Administration Form**

Families must also submit annually a copy of your child's up-to-date physical and immunizations from within the last calendar year.

If your child requires medication administered during school, we have also attached the In-School Medication Administration Form to be signed by both a parent/guardian AND your child's physician. This form is for both prescription medications and over-the-counter medications.

1. Student Health information

First Name: _____		Grade (SY19-20): _____	
Middle Name: _____			
Last Name: _____			
Pediatrician Name: _____			
Pediatrician Phone Number: _____			
Child's Health Insurance Provider: _____			
Child's Health Insurance Policy Number: _____			
Please list any known allergies for your child.		Please list any existing medical conditions for your child.	
<i>Food Allergies:</i>		_____	
_____		_____	
_____		_____	
<i>Medication Allergies:</i>		_____	
_____		_____	
_____		_____	
<i>Other Allergies:</i>		_____	
_____		_____	
_____		_____	
Do you have any current concerns about your child's vision?		Do you have any current concerns about your child's hearing?	
<input type="checkbox"/> YES - my child currently wears glasses <input type="checkbox"/> YES - my child does not currently wear glasses <input type="checkbox"/> No		<input type="checkbox"/> YES - my child currently wears hearing aids <input type="checkbox"/> YES - my child does not currently wear hearing aids <input type="checkbox"/> No	

2. Permission for Emergency Treatment

I give permission for Conservatory Lab Charter School to consent for treatment in the event of a medical emergency. I understand that all effort will be made to reach a Parent/Guardian before authorizing treatment. I understand that I will be responsible for the cost of any emergency medical care provided to my child.

Preferred Hospital in Case of Emergency:

Parent/Guardian Name (Print)

Parent/Guardian Signature

Date

3. In-School Medication and Administration Policy Acknowledgement

If medications cannot be given at home and your child must take medication in school, Conservatory Lab requires a written physician’s order with parent/guardian permission for each medication. It is the parent/guardian’s responsibility to get this information to the school. Telephone or verbal permission is not acceptable for any medications.

Students at Conservatory Lab DO NOT carry any medication in school. This applies to all medications including inhalers, Tylenol, and allergy medications.

For each medication we require the following information from the doctor’s office. Families may use the attached In-School Medication Administration Form which requires ALL of the following information to be completed by the child’s physician and parent/guardian:

- | | | |
|-------------------------------|---|--|
| 1. Child’s Diagnosis | 5. Duration of prescription | 8. Side effects of medication relevant to the school setting |
| 2. Name of medication | 6. Physician’s Signature and phone number | 9. Any known medication allergies |
| 3. Exact dosage of medication | 7. Parent/Guardian Signature and phone number | |
| 4. Exact time of school dose | | |

In addition, the following policies must be observed regarding administration of medications, including inhaled medications:

1. New medication forms must be submitted to the school’s health office at the beginning of each school year.
2. All medications must be supplied by the parent/guardian, including Tylenol.
 - A parent/guardian must deliver and pick up medications to and from the school’s health office.
 - Medications must be delivered to the school in the original pharmacy labeled container. No makeshift containers, such as plastic baggies, envelopes, or containers for different medications will be accepted.
 - Parents/guardians should keep track of the supply of medication in the school’s health office in order to replenish the supply.

CONSERVATORY LAB

CHARTER SCHOOL

- Arrangements must be made with your pharmacy to have separate medication for school. Medication must be left in the school's health office at night and not carried home.
- 3. Over the counter medications will be treated as prescription medications. An order from the child's physician will be required to distribute such medications.
- 4. Children do not carry medications in school; this includes inhalers.
- 5. Medications will be properly secured and will be refrigerated as necessary.

I have read and understand the above policies regarding in-school medication administration.

Parent/Guardian Name (Print)

Parent/Guardian Signature

Date

In-School Medication Administration Form

***Both sides of this form must be completed by the child's physician AND parent/guardian for any medication (prescription or over the counter) to be administered at school.
Please use one form per medication.***

Student Information

First Name: _____ Grade (SY19-20): _____

Middle Name: _____ Date of Birth (MM/DD/YYYY):

Last Name: _____

- 1.** To be completed by your child's **PHYSICIAN**. Your child's physician must fill out this section completely and sign for both prescription and over the counter medications.

Physician Name: _____

Physician Phone Number: _____

Student Name (First and Last): _____

Known Medication Allergies: _____

Diagnosis/Reason for Medication: _____

Name of Medication to be Administered in School : _____

Dosage: _____ Route: _____

Time at which medication should be administered at school: _____

Possible Side Effects: _____

Contraindications for medication administration at school: _____

Date of Order: _____ Length of Order: _____

May the child self-administer if the school nurse determines it is safe and appropriate?

Yes

No

Physician Signature: _____ Date: _____

Form for Medication Administration in School (cont'd)

2. To be completed by a **Parent/Guardian**. A parent/guardian must fill out this section completely and sign for both prescription and over the counter medications.

Parent/Guardian Information and Authorization

I give permission for the school nurse or authorized delegate to administer medication as prescribed by my child's physician, to share information relevant to the prescribed medication as the school nurse determines appropriate for my child's health and safety, and to determine if self-administration of medication is safe and appropriate for my child's health.

Parent/Guardian Signature: _____ Date: _____

Parent/Guardian Name (Print): _____ Phone Number: _____

Alternate Emergency Contact

Name: _____ Phone Number: _____

**Media Authorization Consent Form
2019-2020**

- YES**, I give permission for Conservatory Lab Charter School to record, film, photograph, interview and/or publicly exhibit, distribute, or publish in print and in electronic media my son/daughter's name, appearance, spoken words and works during the 2019-2020 school year, whether undertaken by school staff, students, or anyone outside the school, including the media. I agree that the Conservatory Lab Charter School may use, or allow others to use, those works without limitation or compensation. I release Conservatory Lab Charter School staff from any claims arising out of my child's appearance or participation in these works.

Name of Student (s): 1. _____
2. _____
3. _____

- NO**, I DO NOT give permission for my son/daughter's name, appearance, spoken words and works to appear in the media as described above

Parent/Guardian Name (Print): _____

Parent/Guardian Signature: _____

Date: _____

Instrument/Materials Responsibility Agreement

At Conservatory Lab, students are sometimes required and/or given the option to take their instruments home overnight or on the weekends in preparation for concerts, other performances, or for practice purposes. All students who receive an instrument from Conservatory Lab must sign and return the Instrument/Materials Responsibility Agreement before they take an instrument home. The guidelines below ensure that instruments are properly and safely cared for when students take their instruments and music materials home.

Instrument/Materials Responsibility Guidelines:

- Instruments must be treated with extreme care, and must not be left in very hot or cold spots, such as the inside of a car.
- Instruments must be kept away from food or drink.
- Instruments must be kept away from any sharp objects that could scratch the wood or damage the metal.
- Instruments must be safely stored to prevent from getting lost or stolen.
- Only the student assigned to the instrument is allowed to handle the instrument.
- Instruments should either be in rest position, playing position or in their cases (do not leave out on chairs, tables, or any other surface where it is not protected).
- Instruments must not be transported outside of their cases.
 - At no time may instruments be removed from their cases on the bus/transportation to and from school.
- Parents/guardians are held responsible for ensuring their child brings their instrument back to school before their music class.
- Instruments need to be returned to school at the end of the school year or upon the request of the school. If you desire to rent an instrument over the summer please contact Tess Plotkin, Director of El Sistema at TPlotkin@conservatorylab.org.
- If an instrument or materials are intentionally damaged by your child during or after school, the students' guardian will be held financially responsible. The student will not receive another instrument until the school receives any and all compensation due for the damage of the instrument or materials.

Student Name (First and Last): _____

I have reviewed the Instrument/Materials Responsibility Guidelines with my child. I agree to reimburse Conservatory Lab Charter School for any and all costs if the instrument is intentionally damaged.

Parent/Guardian Name (Print)	Parent/Guardian Signature	Date
Student Name (Print)	Grade (SY19-20)	
Student Signature	Date	

If you have a question regarding your child's instrument, please contact Tess Plotkin, Director of El Sistema (TPlotkin@conservatorylab.org)

Chromebook User Agreement

We encourage families to stress the importance of Internet Safety anytime a student is using the internet. Please review the following expectations for student Chromebook and technology use with your student(s). Then, sign and complete the Chromebook User Agreement, which has 2 parts.

Student Chromebook and Technology Use and Expectations

- Chromebooks/technology stay at school and are for school use only.
- Only use a school approved background.
- Profile image may be a picture of yourself or an avatar.
- Use your school email only.
- Lower the lid when the teacher is talking.
- Only use your Chromebook/technology in the classroom, in a clear, flat space.
- Chromebooks/technology are not allowed in the bathroom or during lunch.
- Use your Chromebook/technology in the classroom when instructed to use it.
- Do not visit pages or documents that are not directly related to your assignment.
- Web browsing is for educational/school use only.
- School-approved games are allowed when teachers have given permission to play.
- Sound should be muted on Chromebook/technology. Use of your headphones is permitted, when granted by the teacher.
- In your classroom, carry your Chromebook/technology with the lid closed using two hands.
- When moving between classrooms, place Chromebook/technology in case.
- Do not place Chromebook/technology in your backpack.
- Never throw, slide, drop or press hard on your Chromebook.
- No food or drinks allowed near the Chromebook/technology.
- Sign out of your Chromebook/technology and shut down at the end of each day.

★ **In the case that a Chromebook is compromised due to violation of the student agreement a student may be responsible for the cost of replacing the device and be held to consequences as designated by the Code of Conduct.**

Part One

Student Information - Please complete the boxes below to identify the student and their assigned device.

****Signing indicates you have read and understand the Chromebook policies.****

Student Name:	Grade:
Student Signature:	Homeroom:
Parent/Guardian Name:	Phone:
Parent/Guardian Signature:	Email:
Chromebook #:	

Part Two

Website & Social Media Guidelines - Think before you act because your virtual actions are real and permanent!

Student Initials	Student Expectations	Parent/ Guardian Initials
	1. Be aware of what you post online. Website and social media venues are very public. What you contribute leaves a digital footprint for all to see. Do not post anything you wouldn't want friends, enemies, parents, teachers, future colleges, or employers to see. (THINK, Is it True, Helpful, Inspiring, Necessary, Kind?)	
	2. Follow the school's code of conduct when writing online. It is acceptable to disagree with other's opinions; however, do it in a respectful way. Make sure that criticism is constructive and not hurtful. What is inappropriate in the classroom is inappropriate online.	
	3. Be safe online. Never give out personal information, including, but not limited to, last names, phone numbers, addresses, exact birth dates, and pictures. Do not share your password with anyone besides your teachers and parents.	
	4. Linking to other websites to support your thoughts and ideas is recommended. However, be sure to read and review the entire website prior to linking to ensure that all information is appropriate for a school setting.	
	5. Do your own work! Do not use other people's intellectual property without their permission. Be aware that it is a violation of copyright law to copy and paste other's thoughts. (Plagiarism) It is good practice to hyperlink to your sources.	
	6. Be aware that pictures may also be protected under copyright laws. Verify that you have permission to use the image or that it is under Creative Commons attribution.	
	7. How you represent yourself online is an extension of yourself. Do not misrepresent yourself by using someone else's identity.	
	8. Online work should be well written. Follow writing conventions including proper grammar, capitalization, and punctuation. If you edit someone else's work, be sure it is in the spirit of improving the writing.	
	9. If you run across inappropriate material that makes you feel uncomfortable or is not respectful, tell your teacher right away.	
	10. Students are not allowed to change any Chrome settings without teacher permission. Only tool/apps setting changes are allowed.	
	11. Students will have access to YouTube. They are expected to use it for school provided/related links only.	

Important Policies and Procedures

School Uniform Policy and Information

We believe that our school uniforms show a commitment to school culture, make our students readily identifiable when on Field Work or in case of an emergency, and reduce social stigma and anxiety amongst peers. Conservatory Lab Charter School's uniform is available on www.allensuniformal.com



Uniform Policies

- Children out of uniform compliance will receive a Violation Report. Repeated violations will result in a family conference. Please note that the school does have an opt-out policy for religious observances and medical needs.
- Children in the younger grades should keep a complete change of clothes in school to use in case of bathroom accidents, etc. Families will be called to pick up a child for whom clothing cannot be found.
- *Families are strongly urged to label all children's clothing, especially sweaters, coats and jackets, hats, mittens, gloves, scarves.*
- A lost and found box will not be maintained. Teachers will make every effort to connect lost items with children immediately. Items left unclaimed, will be donated to charity once a month, so please check in with teachers regularly for any lost clothing. *If there is ever a time when students are allowed to be out of uniform, a note will be sent home explaining the details and expectations.

Uniform Requirements

Shirts: Uniform shirts must be worn at all times. If you choose to wear an undershirt underneath the uniform shirt, that shirt must be white. The undershirt cannot be long sleeved. Uniforms may not be modified, cut, or written on. Shirts must be tucked in.

Pants and Skirts: Pants and skirts must be khaki in color. In warm weather, scholars may wear shorts. If wearing a skirt, we recommend the "skort," which is a skirt with shorts built in. Examples of acceptable pants, shorts, skirts, and skorts are on the Allen's Uniform website. Skirts/skorts must be at least knee length.

Belts: Chain belts or belts with designs or studs are not permitted.

Sweaters and Jackets:

- Conservatory Lab fleece jacket
- Solid colored gray or navy sweater - NO hoodies allowed
- Any other sweater or jacket will not be permitted indoors. If worn, students will be asked to remove it.

PE Uniform: Grade 3-8 ONLY

- Solid gray sweatpants
- Solid white or blue t-shirt
- Uniform Sweater or Jacket
- Sneakers



Tights/Socks: Socks or tights must be worn at all times and only in colors black or white.

Shoes: Shoes must be closed toe and have a rubber sole. Shoes may not light up, blink, make noise, or have cleats or wheels built in to the shoe.

Jewelry: Distracting jewelry is not permitted. Stud earrings or hoops are permitted.

Headwear: Hats and bandanas are not permitted indoors. However, religious items are permitted.

Makeup: Excessive makeup is not permitted.

Outdoor Wear: All children are expected to arrive in school in the appropriate outdoor wear (hats, scarves, winter coats, warm pants, gloves), especially in winter. These items will be hung neatly on student hooks and outdoor shoes left neatly on the floor under hooks. Scholars go outdoors at all times of year and are expected to be dressed accordingly.

Concert Attire:

- All **K1 - Gr. 2 students** are expected to wear a combination of black bottoms and a white top. This may mean black skirt, dress, or pants and a white blouse or button up shirt. All K1 - Gr. 2 children will be expected to also wear a solid black shoe.
- All **Gr. 3 - 8 students** are expected to wear all black. This may mean black shirt, dress, or pants and a black blouse or button up shirt. All Gr. 3-8 students will be expected to also wear a solid black shoe.

Arrival and Dismissal Procedures

Arrival Procedures

Arrival for all students starts promptly at 9:15am and students will be marked tardy after 9:30am.

Student Drop-Off Locations:

- Lower School: Student drop off is located at the front desk.
- Upper School: Student drop off is located at the bottom of the hill. A staff member and sign will be positioned outside to facilitate student drop off.

Dismissal Changes and Early Pickups

For students in all grades, changes to your child's regular dismissal plan must be sent in writing to the parent pick up email or by phone before 12:00 noon. This includes changes in their mode of transportation home (e.g. walking instead of riding the bus) and early pickups. We ask that you do not send the pick-up message to school with your child. The school will not make any changes to your child's dismissal plan after 12:00 noon and your child will take their normal mode of transportation home at 4:15pm.

Email:	parentpickups@conservatorylab.org
Lower School Phone:	617-208-6200 ext. 0
Upper School Phone:	617-254-8904 ext. 100

Early pickups must be limited throughout the year; any early pickups without prior notification will be marked as such in the system, resulting in a negative impact on attendance and report cards. No pickups are allowed between 3:30pm - 4:15pm. In the case that you do need to pick up early, the request needs to be made by 12:00 noon by email or by phone.

Dismissal Procedures

Pick up for dismissal will start at 4:15pm. We will not disrupt classroom time or transitions at dismissal for early pick up. Only in the case of an emergency will this be done.

Gr. 6-8 students will be dismissed first as they are allowed to leave on their own with permission from a parent/guardian or if they are assigned a T-pass.

Families are required to wait for their child outside if they are a walker or not riding the bus for the day. Family pick up is located near the morning drop off location at both buildings.

During dismissal families are strictly prohibited from parking in the bus lane. Families must also respect our Conservatory Lab's neighbors by not parking in front of driveways on neighboring main roads and side streets.

****Please note: All students need to be picked up by 4:45pm, any parent late after 4:45pm will accrue a late fee. (We are lenient to weather related issues and emergencies)***

Before and After-School Programming

Bird Street Community Center provides before-school programming at both the Upper School and Lower School, as well as after-school programming at the Lower School only. Families must register directly with Bird Street Community Center in order to participate in before-school or after-school programming.

If your child is registered for before-school programming, your child will be reporting to their respective school building at 7:15am (not at Bird Street Community Center). Information regarding Bird Street Community Center's program is available on the school website.

BPS Transportation Information



Please be aware all transportation services are provided to Conservatory Lab through Boston Public Schools' Transportation Department. *Your child(ren) must live in the qualifying distance to receive services. This is determined by the BPS Transportation Department.*

Students in Grades 6-8 receive an MBTA M7 pass from BPS. Passes are distributed to CLCS families before the start of school.

Transportation services are provided for school hours only. If your child will participate in before- or after-school services, they will need to be dropped off and picked up by a parent or guardian.

Listed below is BPS Transportation contact information for transportation needs:

1. Parent/Guardian Transportation Hotline Number: (617) 635-9520

- This number connects you to the call center. Utilize this number if you have any bussing issues or questions.

2. BPS Transportation Department Website: <https://www.bostonpublicschools.org/transportation>

- This link provides general information for families.

3. BPS Transportation "Where's My School Bus" Tool: <https://schoolbus.bostonpublicschools.org/>

- Your child(ren) will be assigned a student identification number that can be used to track your child's school bus for morning pick up and afternoon drop off.