

**1LT. Charles W. Whitcomb School
Grades 6-8**

**Family Handbook
2023-2024 School Year**



The information in this handbook is specific to Whitcomb School. Please see the PreK - Grade 8 Student Handbook for district policies. <https://www.mps-edu.org/Domain/62>

Table of Contents

| Section | Page Number |
|-------------------------------|-------------|
| Whitcomb Core Values | 3 |
| School Contacts | 4 |
| Arrival and Dismissal | 5 |
| Pick up and Drop Off with Map | 6 |
| Absences and Tardies | 7 |
| Nurses | 7 |
| School Cancellations | 8 |
| Grades, Homework and Aspen | 8 |
| Grading and Conferences | 9 |
| Cell Phones and Electronics | 10 |
| Chromebooks | 10 |

*****Be sure to check with Whitcomb and/or Aspen to ensure that your contact information is accurate. It is important that we are able to contact families in the event of an illness, concern or safety issue. Please inform Whitcomb of any changes or updates as soon as possible. *****

Whitcomb Core Values

At Whitcomb, we strive to incorporate our Whitcomb ROAR values in all we do.

Respect
Opportunities
Academics
Responsibility



Restorative approach

Whitcomb School will be using Restorative Practices in order to support students with conflict resolution in a positive way. Students are learning how their actions impact their peers, and the ways in which they can restore the community after a harm has occurred.

Restorative Practices help students develop skills in the core competencies of social emotional learning (SEL), self awareness, relationship skills, and responsible decision making. Restorative Practices help students create deeper connections with staff and other students in the interest of fostering a sense of true belonging, and acceptance within the school setting.

PBIS

PBIS, or Positive Behavior Interventions and Supports, is a system based on aligning student expectations to our school core values, or ROAR, and making those expectations consistent across the school. PBIS is predicated on explicitly teaching students the expected behaviors and then recognizing when those behaviors are demonstrated.

ABAR

ABAR is Marlborough's Anti-Bias and Anti-Racism initiative. In order to create an environment where all students and staff are respected and valued, instances of racism and bias will not be allowed or ignored. The Marlborough Public Schools is being proactive about teaching lessons to students with regard to respecting one-another's identity and background.

School Contacts



Whitcomb Main Phone Number 508-460-3502

Translations Call Center 508-460-3594

- ★ Aida Chaves Main Office Press 0 or Ext 13750
- ★ Pollyana De Paula Main Office Press 0 or Ext 13751
- ★ Antonietta Goguen Special Education Office Press 5 or Ext 13710
- ★ Mary Van Lingen Assistant Principal Office Press 4 or Ext 13760
- ★ Karen Hutch Student Support Office Press 6 or Ext 13700
- ★ Karen D'Alessandro School Nurse Press 2 or Ext 13108
- ★ Nadia Sansossio School Nurse Press 2 or Ext 13765
- ★ Grade 6 Student Support Team
 - Eileen Hurley Assistant Principal Ext 13762
 - Laura Henderson Guidance Counselor Ext 13701
 - Micaela Flynn School Adjustment Ext 13708
- ★ Grade 7 Student Support Team
 - Bobby Richardson Assistant Principal Ext 13761
 - Anita Watson Guidance Counselor Ext 13704
 - Flavia Santos School Adjustment Ext 13706
- ★ Grade 8 Student Support Team
 - Danielle Scicutella Assistant Principal Ext 13763
 - Heather Roach Guidance Counselor Ext 13703
 - Alex Georgiadis School Adjustment Ext 13705
- ★ Sarah Campbell Clinical Coordinator Ext 13702
- ★ Tara Sobaleski Educational Team Leader Ext 13711
- ★ Rebecca Speicher Educational Team Leader Ext 13712
- ★ Christine Dolan Principal Ext 13756

Arrival and Dismissal



- Doors open at 7:50AM for student arrival.
 - Students being dropped off must be dropped at the front of the building.
 - See next page for more information and a map.
 - Buses are in the back of the building
- Students arriving after 8:05AM are considered tardy and need to sign in at the main office.
- Dismissal begins at 2:30PM.
 - Students being picked up must be picked up at the front of the building.
 - Walkers are dismissed at the front of the building.
 - Buses are in the back of the building.
- Early release dismissal is 11:30AM.
- Only people listed on your child's Aspen profile will be allowed to pick up your child. If you need your student dismissed by another adult, please provide documentation.
- If your child is being dismissed, please park your car and come to the front door (Door 18) and ring the buzzer for the main office. Give the office your student's name and they will call for your student to come out to you.
- For dismissals through the Nurse's office, please go to the back of the building and park your car. Ring the buzzer at the door (Door 1) and they will let the nurses know you are here.
- Students will not be allowed to ride another student's bus without permission from both parents. A note from both students may be brought to the main office in the morning and students will be issued a bus pass. This is only allowed if there is room on the bus for additional students.
- Bus routes are posted on the MPS website. <https://www.mps-edu.org/Page/1213>

Drop-off Procedures

-7:50 am

- Proceed as directed to the Drop-Off Area
- No drop off in the parking lot
- No parking in the drop off area

Procedimentos de entrega

7:50 da manhã

- Prossiga conforme indicado para a área de entrega
- Não deixar alunos no estacionamento
- Não estacionar na área de entrega

Procedimiento para dejar a su hijo en la escuela

-7:50 am

- Diríjase a la zona indicada para dejar a su hijo
- No dejar bajar a los niños en el estacionamiento
- No se puede estacionar en la zona para bajar

Pick-up Procedures

-2:30pm

- Proceed to the front parking lot and park.
- No pick-ups in the bus line during Dismissal

Procedimentos de retirada

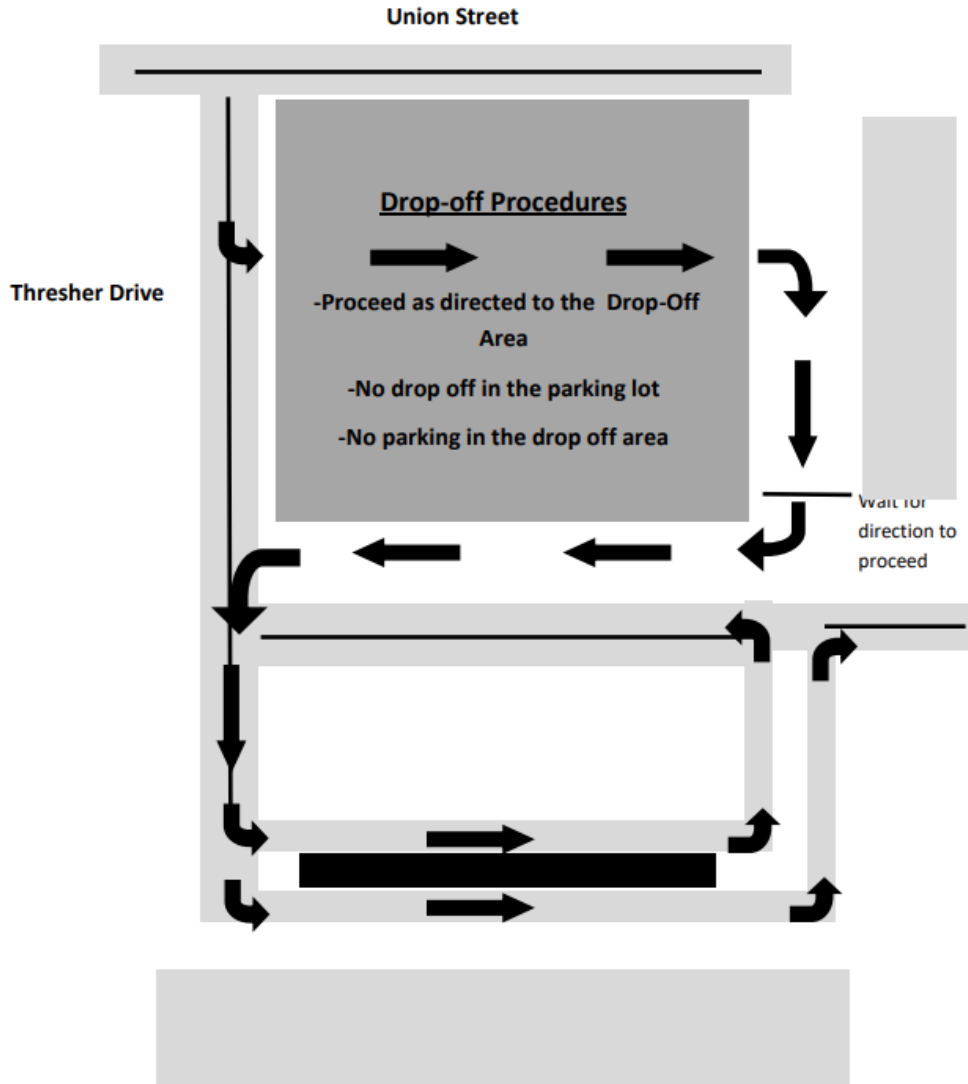
- 14h30

- Proceder até o estacionamento da frente e estacionar
- Não há retiradas na linha de ônibus durante a despedida

Procedimiento para recoger a su hijo a la salida de la escuela

-2:30pm

- Diríjase al estacionamiento de adelante y estacione.
- No se puede recoger a los niños en la fila de autobuses durante la salida.



After School Activities



Whitcomb School has a variety of afterschool activities including sports, clubs and Homework Club.

- Students staying after school **MUST** be with an adult.
- Late buses leave Whitcomb at approximately 4:00PM

Absences and Tardies



- ❖ If your child is going to be absent, please contact the absence line or your child's homeroom teacher. Please let us know a brief reason why your child is absent so that we can document it appropriately.
- ❖ We strongly discourage families from taking extended absences outside the District's planned vacation times. Absences significantly impact student progress.
- ❖ Absence line - 508-460-3502 Press 1 or Ext 13500
- ❖ If your student is absent and we have not received notification, you will receive a phone call before 10:00AM alerting you that your student is absent. You can monitor your student's school and classroom attendance through the Aspen portal.

Nurses



Please contact Nurse D'Alessandro or Nurse Nadia with any health information or medication needs.

Students may not bring or take medications during the school day without proper documentation in the nurse's office.

Nurse Contact info:

- Karen D'Alessandro kdalessandro@mps-edu.org Press 2 or Ext 13108
- Nadia Sansossio nsansossio@mps-edu.org Press 2 or Ext 13765

School Cancellations



- A message from the Superintendent's Office will go out through our automated system if there is a late start or a canceled day of school.
- Messages will also be sent out to the MPS App which can be downloaded from your phone's App store.

Grades, Homework and Aspen



★ Aspen is our student database system. This is where you will find helpful information like your student’s schedule, grades, etc. If you are having difficulty or need access to Aspen, please contact Mary Van Lingen.

- Mary Van Lingen mvanlingen@mps-edu.org Press 4 or Ext 13760

★ Whitcomb is committed to rigorous learning in the classroom. There may be occasions when students are asked to complete work at home. Please refer to the MPS School Committee Policy 7.700 regarding Homework for the District-Wide Homework Policy.

Grading and Conferences



** Dates subject to change based on school cancellations and other circumstances

| | | |
|----------------------------|------------------------------------|--------------------------------------------|
| Midterm 1 | 10/3/23 | Grades Updated in Aspen |
| Term 1 ends | 11/3/23 | Report cards go home 11/9/23 |
| Parent Teacher Conferences | 11/15/23 2:40-4:10 & 6:00 -8:00 | Sign ups will be emailed home |
| Midterm 2 | 12/13/23 | Grades Updated in Aspen |
| Term 2 ends | 1/22/24 | Report cards go home 1/30/24 |
| Midterm 3 | 3/1/24 | Grades Updated in Aspen |
| Parent Teacher Conferences | 3/13/24 2:40-4:10 & 6:00 -8:00 | Sign ups will be emailed home |
| Term 3 ends | 4/3/24 | Report cards go home 4/12/24 |
| Midterm 4 | 5/14/24 | Grades Updated in Aspen |
| Term 4 ends | 6/10/24 (except Grade 8) | Report cards go home on last day of school |

Cell Phones and Electronic Devices



Whitcomb Cell Phone policy will be changing in October 2023. An updated policy will be sent to all families as soon as possible.

All students at Whitcomb will be expected to power down their electronic devices at the beginning of each day and they will remain off until dismissal.

Cell phone use is not permitted in any classrooms, cafeterias, hallways, restrooms, and school offices and students will be expected to keep phones in holders throughout the day.

Cell phones pose a substantial disruption to the learning of all students and are not needed in the educational environment for success. All students have Chromebooks to access online materials and are provided with loaners as needed.

Expectations:

- Cell phones may only be used on school grounds before 7:50, and after 2:30.
- Cell phone use is prohibited in classrooms, cafeterias, hallways, restrooms, and school offices.
- Wireless headphones are not permitted. Wired headphones may only be used during school hours with explicit permission by a staff member.
- If students need to place an emergency phone call during the day, they should request to do so using a classroom or office phone.
- Students will be subject to disciplinary action if they are found to have violated the cell phone expectations.

Chromebooks



Students are expected to bring their Chromebook and charger to school each day. If the Chromebook is damaged, not working properly or lost, please contact Jacquie Carter at jcarter@mps-edu.org. Students new to Whitcomb will be issued a Chromebook and charger within their first few days of school.