

**Milton Public Schools
Elementary Parent/Guardian &
Student Handbook
2024-2025**

Glover Elementary School



GLOVER KIDS are Safe, Responsible, Respectful, and Kind

GLOVER ADMINISTRATION

School Contact Information:

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Glover Elementary School Procedures

Message from the Principal:

At the Glover School, there is a commitment to academic excellence and high standards for administrators, teachers, and students. The dedicated and creative Glover teachers and staff are committed to maximizing the individual potential of **all** children. Through a wide variety of challenging activities and experiences, we strive to provide a strong academic foundation and a love of learning in a secure, safe, and stimulating environment that values individual differences.

The Glover School Promotes Milton Public Schools Core Values:

- High Academic Achievement for All
- Excellence in the Classroom
- Collaborative Relationships and Communication
- Respect for Human Differences
- Risk Taking and Innovation for Education

Family interest and involvement are the foundation of the Glover School's success. We look forward to nurturing this relationship and continuing this educational partnership with all Glover families.

The Glover School Shares the Milton Public Schools Vision:

We, the Milton Public Schools, envision a district with excellent instruction in every classroom, where learning experiences are aligned with students' individual strengths and needs, and where attention to academic and

social emotional growth are balanced so that every child achieves at high levels and develops a strong sense of self. We see a district of intellectual discourse and professional learning at all levels- students, faculty, and administration- in which there are structures and processes for continual reflection, innovation, and data driven decision-making. We know that such a district is achievable if: we facilitate instruction that instills a passion for learning, curiosity, and critical thinking skills; we are committed to cultural competency; we foster a positive approach to the behavioral health of children; and we build strong partnerships with families and the community.

Glover School Hours:

Glover Elementary School hours are 8:50-3:19. Students may enter the building starting at 8:35. All students are dismissed to either the bus, after school, pick up line, or as walkers/bikers at 3:19.

Glover School Arrival and Dismissal Procedures: Please review the [Arrival Protocol](#).

Arrival Procedures:

Students should arrive between 8:35-8:50am. There is no supervision prior to 8:35am. We ask that students not use playground equipment before school starts. Upon arrival, students will travel to their classrooms. Staff will monitor hallways, doors, and entry/exit from the building. To ensure we are efficiently using time on learning and providing the safest environment for our students, we do NOT allow parents/guardians to accompany students to their classrooms during morning drop off.

Dismissal Procedures:

Dismissal takes place at 3:19pm. Students who are getting picked up in carline will wait in the cafeteria until they are called out to the car line. Students riding the bus will wait by the fence in front of the school. Students who are walkers will be dismissed by their teachers out of designated doors.

Car Drop Off/Pick Up:

- Cars must only take a right turn into the parking lot via Entrance “1” (closest to Brook Road) and proceed through the parking lot where you will be directed into the back parking lot. From there, loop around until a staff member indicates it is safe to stop. Your child should disembark the vehicle independently. Please do not take a left into the car line from Brook Road.
- Vehicles should pull as far forward as possible, and most importantly, remain in the car at all times.
- No driver, passenger or student should EVER exit the driver’s side doors. Do not get out of your vehicle to get your child out. We have staff to assist with this. Please strategically seat your children so that they can exit the passenger side only.
- The Turner’s Pond parking lot is not accessible during drop off and pick up as it is not monitored by staff.
- Do not enter the parking lot via Entrance “2” (bus entrance).
- If you are using Whitelawn Ave to park and walk up to the school, please enter on the far end (towards School Street) only.
- Do not let your child out of your vehicle on Canton Avenue at any time.

Walkers/Bikers:

- We ask parents/guardians to meet their walkers at their designated doors. If you are picking up at multiple doors, please make a plan with your children and their teachers as to where you will be.
- Students who are walkers will not be dismissed from their teacher’s care until a designated and approved adult has checked in with the teacher and dismissed them.

- Only fourth and fifth grade students (and siblings of these students) who have an independent walk/bike permission form completed may be dismissed without an adult present.
- Students who have not provided written or oral notification of a change in dismissal will not be released to anyone other than designated adults.

Independent Walkers/Bikers:

Walkers and bikers must use crosswalks with the assistance of the crossing guard to cross at the intersection of Brook Road and Central Avenue. Fourth and fifth grade students can receive written permission to walk/ bike independently to and from school. Permission slips, which include specific bike safety rules, are in the weekly updates sent by Mrs. McDavitt. Permission slips **must** be completed in order for students to walk/bike independently to and from school. If younger siblings are going to walk independently with older siblings, it must be denoted on the form. If your child is walking independently with a neighbor or friend, it must also be submitted in writing by both parties.

Buses:

Buses will use **Entrance/ Exit “2”** (closest to and across the street from Whitelawn) and drop off/pick up students in front of the school. To ensure the safety of ALL students, teachers will escort students to and from buses. For information regarding bus pick up/drop off locations, please contact Rachel Schewe at bus@miltonps.org or by calling 617-696-5040, extension 5510.

Late Student Pick-Up Policy:

Similar to the concerns for student safety during the early morning hours is the concern for student safety after normal school hours. Therefore, if your child rides the bus, we ask parents/guardians to please make sure an adult is present to greet their child/children at the designated bus stops. If you pick-up your child from school, we ask that you arrive no later than **3:00pm**. We recognize that emergencies arise and ask that you please call the main office in the event you will be later than **3:00pm** so we can arrange for supervision.

Parents/Guardians who want a student(s) to be released to an alternate adult should notify the teacher and office staff (via email or note). Office staff emails are listed on the bottom of this memo. All adults must be prepared to present a state-issued ID to office staff.

Security Procedures at Glover:

We value a strong community presence here at Glover but balance this with the importance of ensuring student safety at all times by closely monitoring access, entry, and movement of all adults around the building. In order to ensure student and staff safety, please adhere to the following procedures:

- All adults/visitors must use the main entrance of Glover School. Entry through any other door during the school day (8:35-3:19) is prohibited. Only students and employees may enter the building through entrances other than the main entrance.
- During the school day, guests must ring the doorbell to gain access to the vestibule and once again to gain access to the school. Office staff must be able to clearly see your face on the camera before you gain entry. Visitation is limited this year.

School Lunch:

All meals are free again this year. Breakfast is offered at 8:15am each day. For more information, go to the Glover website.

Staff Directory

Glover Elementary School

Karen McDavitt, Principal	617.696.4288 x4100	kmcdavitt@miltonps.org
Melissa Craven, Assistant Principal	617.696.4288 x4102	mcraven@miltonps.org
Debbie Woods, Administrative Assistant	617.696.4288 x4101	dwoods@miltonps.org
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Milton Public Schools

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Christie Chiappetta, K-8 Science/STEM Coordinator		cchiappetta@miltonps.org
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Glover Faculty/Staff

Staff Member	Room #	Extension	E-mail address
Kindergarten			
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Grade 4			
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Specialists/Other Staff			
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Glover School PTO Leadership Team		
Position	Member	Email
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Glover PTO: Co-President	Ellie Fisher	GloverPTO@gmail.com
Glover PTO: Treasurer	Jessica Hammer	GloverPTO@gmail.com
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Glover PTO: Vice President of DEIB	Jeanel Owens	GloverPTO@gmail.com
Glover PTO: Board Member	Renisha Talbot	GloverPTO@gmail.com
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