

**THE INSIDER'S GUIDE
TO CLARKE**



2017-2018

Insider's Guide to Clarke 2017-2018

Office Phone Number 781-861-2450 ext. 0

Principal: Anna Monaco, amonaco@lexingtonma.org
Assistant Principal, Mary Barry-Ng, mbarryng@lexingtonma.org
Assistant Principal, Jonathan Wettstone, jwettstone@lexingtonma.org

Administrative Assistant: Phyllis Ho
Administrative Assistant: Laura Schroeder
Office Support Personnel: Kimberly Hartka
Counseling Office Secretary: Rose Marie Cardarelli

School Counselors: Jeffrey Cappuzziello (6th grade)
Ellen Vera (7th grade)
Sarah Shapiro (8th grade) & (Chloe Wheaton Aug -Nov 2017)

Social Workers: Pauline Avery
Elizabeth Murphy
Christina Lund-Tack
Habiba Davis (METCO)

Special Education: Rachel Cohen, Evaluation Team Supervisor
Maeve Donnelly, ILP Team Supervisor
Ms. Dana Silverberg, School Psychologist

Nurse's Office Donna Motherway (781)861-2397
Joyce Towle

School Office Hours:

The office is open from 7:30 am – 4:30 pm on school days, and from 8:00 am- 3:00 pm on non-school business days. Summer hours are Monday-Friday from 8:00 am to 3:00 pm.

Fax Number: 781-674-2043

Address: 17 Stedman Road, Lexington, MA 02421

Website: <http://clarke.lexingtonma.org/>

Attendance Line: 781-861-2450, *please press 1 and follow the prompts.*
(Please call before 9 am if your child will be tardy or absent from school)

Welcome to Clarke

Jonas Clarke Middle School is one of two public middle schools in Lexington. The school is home to approximately 900 students as well as over 100 teachers and staff. Clarke students come from Lexington and Boston; more than one-third of Clarke students speak a language other than English at home and represent many countries of the world.

We hope this guide will help you learn more about our school. As our children settle into the new school year, you'll learn about the many opportunities that exist for parents of Clarke students to be involved with the school. Teacher conferences, performances, volunteer opportunities and many Clarke PTO events occur throughout the year. We have compiled some of the basic information about many aspects of Clarke; please use this as a reference throughout the year.

I. School Attendance and Protocol

Before School Protocol

- The school building opens to students at 7:50am. When weather permits, students will wait outside by the front entrance and/or the gym doors prior to 7:50am.
- If they choose, students may enter the building at 7:30am to attend breakfast and must remain in the cafeteria until 7:50am. Faculty members who wish to meet with students in the morning must provide them with a pass to either enter the building early or leave the cafeteria prior to 7:50am.
- On days when weather conditions are poor, students may enter the building earlier and will be supervised by administration on the 1st and 2nd floors in designated areas until 7:50 am, when they will be allowed to proceed to their homerooms.
- Students who arrive to homeroom after 8:00am will be marked tardy by their homeroom teacher.

During School Protocol

- If a student whose name does not appear on the daily attendance has been absent from class, teachers must report the absence to the main office. Teachers must notify the attendance secretary if a student who is present is marked absent on the daily attendance.
- When in the hallways during class, all students need to have a pass. If another student is using the classroom pass, students will need to wait until it is available unless special circumstances allow the student to leave the classroom, e.g. IEP or 504 accommodations.
- No student may leave school grounds without permission. Leaving without permission will automatically result in disciplinary action.

After School Protocol

- The school day ends at 2:50pm on all regular school days.
- Students are expected to leave the building by 2:50pm, unless directly supervised by an adult. Students who stay and are unsupervised will be asked to leave. Their names will be reported to the office. Unsupervised students will be reported to an administrator and their parents will be called.
- Pupils who are absent from school may not attend or participate in any extracurricular functions such as team sports, intramurals, dances, concerts, or the play, the same day.

Absence & Tardy Information

Students arriving late to school must report to the main office with their parent or with a signed parent/guardian note. Parents/guardians are asked to call the attendance line if a student will be absent. Please see our website for a more detailed attendance policy.

Dismissal During School Protocol

Students who need to be dismissed from school during the day must present a note, from a parent or guardian, in the main office between 7:50am and 8:00am. In emergency or unforeseen circumstances, the Principal or his/her designee may dismiss a student upon parent/guardian request.

Picking Up a Student During School Hours

Students are required by law to attend school each day. If your child needs to be dismissed for a medical appointment during the school day, please send a note into school to let the office know ahead of time. The student will then be given a dismissal pass so that they may leave class at the appropriate time. They will not be dismissed without a note.

II. Transportation

Most of our students use the school bus to get to and from school on a daily basis. Bus transportation is free to those who are at least two miles from school; such students must fill out a Student Transportation Application. The cost of the bus transportation for those who are less than two miles from the school is established each year by the school department. Financial assistance is available for consideration for ALL student fees associated with the Lexington Public Schools, including bus transportation. For more information about transportation, including bus routes, the fee schedule for the current year, payment, and FAQ's please see the [district transportation website](#). You may also contact the Transportation Office by phone, (781) 861-2540, or email at transportation@lexingtonma.org.

Bus Lost & Found: Please contact C & W Transportation by phone, (781) 862-4747, to check for items lost on the bus.

After School Transportation: Students who participate in clubs or sports during after school hours must find their own transportation home. The Town of Lexington Transportation Services Division oversees the local public transportation buses for the town, known as the Lexpress. These busses run from 6:35am to 6:30pm during the school year. For information on routes, fees, obtaining a student pass, please see the [Lexington Lexpress Website](#).

TO AND FROM CLARKE BY CAR

The main entrance drive to the school is accessed from Brookside Avenue, off of Waltham Street. See map on back. Rolling drop off and pick up will now take place along the blue curb area past the bus loop. Please do not stop to drop off or pick up prior to this area, and be sure to follow the instructions of the staff on bus duty. The rolling drop-off/pick-up line backs up quickly and you may be asked to move forward and/or to loop around the parking lot until your child is ready. We encourage you to use the school bus system, carpools, or to have your students walk or ride their bikes to and from school.

Parking: Parking at Clarke is limited; there are two parking lots on school grounds. .

Biking: Bike racks for storage and locking of bicycles are located near the Gymnasium entrance and at the rear of the building

III. Academic Teams and Programs of Study Information

Students are assigned to a “team” of students each year, led by four teachers. Students have both “on-team” courses (English, math, science, and social studies) and “off-team courses” (world languages, arts, physical education, etc.) The team approach allows teachers to integrate the curriculum; teachers in each team meet weekly to discuss curriculum as well as student progress.

ON-TEAM Courses (these classes meet five times per week)

English: Students have a required English course in each of the middle school grades. Each course is organized thematically around literature and focuses on developing skills and strategies in reading, writing, speaking and listening.

Math: Students are required to take math each year and helps students acquire a conceptual understanding as well as confidence in mathematical skills needed in high school. Placement in the following courses is determined by several grade-wide assessments and teacher recommendations.

6th grade: Gr. 6 Math

7th grade: Gr. 7 Math, Gr. 7 Honors Math

8th grade: Gr. 8 Math, Gr. 8 Math 1, Gr. 8 Math 1 Honors

Science: The middle school science program emphasizes instruction in basic science principles and skills throughout the following courses of study:

6th grade: Earth Science (and Engineering and Design)

7th grade: Life Science

8th grade: Physical Science (and Engineering and Design)

Social Studies: Geared toward students who are in transition developmentally from childhood to early adolescence, the social studies curriculum includes:

6th grade: Ancient Civilizations

7th grade: World Geography

8th grade: U.S. History

OFF-TEAM Courses

World Languages: the goal of the World Languages Program is to enable students to learn and communicate in French, Spanish, and Mandarin. Students choose a world language and study that language for the three-years of middle school.

World Languages meet 5 times per week:

6th grade: French, Spanish, or Mandarin

7th grade: French (Continuing), Spanish (Continuing), Mandarin (Continuing)

8th grade: French (Continuing) or Advanced French, Spanish (Continuing) or Advanced Spanish, Mandarin (Continuing)

Fine and Performing Arts: fine and performing arts classes are required for 6th and 7th graders. 8th graders may choose a variety of one-semester fine arts classes. All Fine and Performing Arts classes meet twice a week.

Drama: The primary goal of the middle school drama classes is to provide students with a variety of authentic experiences that respond to the national Standard for the Arts and the Massachusetts Curriculum Frameworks.

Music: in 6th grade, students are enrolled in either a general music class or a performing group (band, orchestra or chorus). All 7th grade students enroll in Elements of Music, where they learn to play the guitar.. In 8th grade, students may choose Students as Composers as an elective.

Band: There are two full-year band offerings – Grade Six Band and Seventh/Eighth Grade Band. Participation in Grade Six Band requires that the student has completed at least one year of private or school lessons on their woodwind, brass or percussion instrument. Band students selected to play with the orchestra will rehearse with both ensembles, playing one period per week with each group. It is expected that members are to practice their parts between rehearsals.

Orchestra: Grade Six Orchestra is open to all string players who have completed two years of school lessons on a string instrument (or the equivalent in private instruction). Grade Seven/Eight Orchestra is open to students who have participated in Grade Six Orchestra (or who have the equivalent of three years of playing experience). Grade Seven/Eight Orchestra is a full orchestra with one string rehearsal and one rehearsal with strings, winds, brass and percussion each week. Repertoire includes baroque and classical arrangements as well as modern and popular works. The orchestras perform three to four times per year and often participate in either a festival or outreach concert. Members are expected to practice their parts between rehearsals and perform in all concerts.

Chorus: Sixth-Grade Chorus and Seventh/Eighth-Grade Chorus are full-year courses which meet twice a week. Students will be encouraged to develop singing posture, breathing techniques and an understanding of phrasing principles and word-stress concerts. Emphasis will be placed on both reading the octavo and developing the ear. Choral literature studies will be in a variety of styles and a number of languages. Along with the required participation in each public concert, students will have occasional in-class individual and/or small group performance assessments (singing parts, matching pitches, etc).

Physical Education and Wellness: Phys Ed and Health Education classes meet twice a week. Phys Ed is required every year in middle school. Classes are co-ed and consist of instruction and participation in a variety of team sports and individual activities. Health Education classes are required in 7th and 8th grade.

Additional required courses and exploratory (elective) courses include: **Reading** (6th grade), **Technology Applications** (6th and 7th grades), **Journalism** (7th grade), and **Speech and Debate** (8th grade)

Academic Interventions

English Language Learning: This program is open to all limited English proficient students at all levels of proficiency. It provides comprehensive instruction to those students learning English in reading, writing, speaking and listening.

Guided Learning: This program is designed to help students develop the skills to be successful in every class. Guided Learning meets the developmental needs of students who are not on Individual Education Plans (IEPs), but who will benefit from individualized or small group instruction in organizational and processing skills. Students are recommended by their on-team teachers to participate in this program.

Math Intervention: This course is for students who need reinforcement of basic math skills in sixth, seventh, and eighth grades. Students are assigned to this class based on their prior year's MCAS results.

Special Education: A range of Special Education and related services are available to eligible students with disabilities. Contact Clarke's Evaluation Team Supervisor (Rachel Cohen, rcohen@lexingtonma.org) for more information about the required evaluation process.

For more information about required and elective courses, please see the Middle School Program of Studies, available online through the Clarke website: www.Clarke.lexingtonma.org

IV. Day-to-Day Information

Dress Code: Students should dress appropriately for school activities. Inappropriate clothing, such as bare stomachs, low cut blouses, thin-strapped tops, and very short shorts or skirts, as well as clothing displaying messages and images that are inappropriate for school, are not acceptable. Outer clothing such as hats and jackets may not be worn during the school day. Both boys and girls must wear appropriate gym clothes, including sneakers, during physical education classes.

School Counselors: Counselors follow a grade of students throughout their stay at Clarke. For example, this year's 6th grade counselor will be next year's 7th grade counselor.

Academic Help: Teachers offer extra help on a one-on-one basis both before and after school. Contact the teacher by email or leave a voicemail asking for times when they are available. Clarke also offers after school Homework Clubs with supervision and assistance.

Teacher Web: Homework is listed on the Clarke website. Go to the Teacher Web menu and click on your student's grade and team.

Health Room: Donna Motherway and Joyce Towle are the school nurses at Clarke. Various health forms can be downloaded from the LPS website. For more information, contact Mrs. Motherway at the school.

Library: The Clarke Library (aka IMC) is home to thousands of books as well as educational videos, DVDs, magazines, and reference materials. The Library's website allows students to search for library books and have access to online encyclopedias, periodical databases, and curriculum-appropriate websites. It also has book reviews, reading lists, instructional information and more!
(<http://clarke.lexingtonma.org/library/index.htm>)

Lunch: Students eat in the school lunchroom. Lunches are either brought from home or are available to purchase at the cafeteria for \$3.25. Each student is assigned a unique 4-digit PIN number that allows him/her to access funds in his/her lunch account through a computerized cash register system. Parents may deposit funds into the account by mailing a check (payable to "Lexington Public Schools") to Whitsons, c/o Lexington High School, 251 Waltham Street, Lexington, MA 02421. Please be sure to include your child's full name, grade and school. Payments may also be made online through the online payment section of the Clarke website.

The lunch menus are posted on the Clarke school website, under the "Parents" tab.

NO food is to be brought into school to share with other students. Due to life threatening allergies and an effort to promote healthy eating habits students and parents

are reminded not to bring in food to share with others (especially birthdays, holidays, etc.). This includes items to be shared at lunch.

Lost and Found: The lost and found at Clarke is located in the cafeteria. Students may also check the Main Office for small items like jewelry, eyeglasses, or electronics.

School Store: Students should look for the student-run school store in the Third Cafeteria during lunch. Items such as pencils, erasers, and other small items are available to purchase.

WIN Block: WIN blocks will continue this year. WIN block will occur three times each week with a slightly extended homeroom period on Mondays and Tuesdays used to help schedule WIN for the week. Each week, with the help of Clarke staff, students will have the opportunity to sign up for an intervention or enrichment opportunity. Teachers will also have the opportunity to assign students to an intervention block if needed.

V. After-School activities and teams

Clarke offers many different clubs and teams for after-school hour involvement. Sports teams, clubs, and community service offerings provide something for everyone! Announcements about tryouts and meeting times are announced in school. Anyone can join in, but please note that there is no late bus for transportation home. Information is posted on Clarke Daily Announcements.

Fall sports: Varsity and JV soccer (boys and girls), Varsity and JV field hockey (girls), cross-country running (boys and girls, no tryouts), intramural offering
Winter sports: Varsity basketball (boys and girls), intramural offering
Spring sports: Varsity and JV baseball (boys), Varsity and JV softball (girls), track (boys and girls, no tryouts), intramural offering

Clubs: recent clubs include Art, Chess, Clarke Barker (newspaper), Drama productions, Garden and Landscaping, SGA (Student Government Association), Math Team, Scratch (computer programming), Select Chorus, Writing, and Yearbook.

Community Service: Some community service projects in the past have included Senior Center visits, Food Pantry collections, Food Harvest projects, Supper Clubs, Garden Clean-ups, and Pennies for Patients.

Socials: Each year the Clarke PTO sponsor two social events per grade. The 6th grade socials are held on two Friday afternoons during the year and 7th and 8th grade socials are held during the evening on Fridays. Teachers chaperone the event, which is held in the gym with a DJ, a movie is shown, and there are also board games set up. Parent volunteers help distribute the food in the hallway.

VI. Special Events

Back to School Night – This evening event is for parents and teachers only. Parents follow their student's schedule and meet teachers and hear about curriculum for the year ahead. For the 2017-2018 school year, the evening will be split up into two nights, one for 6th grade and one for 7th and 8th grade.

Teacher Conferences: Conferences with “on-team” teachers are scheduled once during the school year, in the late fall. Check the [district calendar](#) for a complete list of Conference dates. Conferences are 10 minutes long. Teachers are also available at any time during the year for concerns that may arise; contact the teacher if you would like to request a meeting.

Student Progress Reports: Report cards and progress reports are accessed through the online parent portal system four times a year. More information can be found on our website, www.clarke.lexingtonma.org

Field Trips: Held on school days as extensions of the curriculum, to provide educational opportunities that cannot be offered within the building. Scholarships are always available, and at no time will any child be excluded because of inability to finance the trip. Please contact Mrs. Monaco if costs for a trip are a concern.

Standardized Tests: Students take the MCAS tests, or Massachusetts Comprehensive Assessment System every year while at Clarke. The MCAS tests fulfill the requirements of the federal No Child Left Behind (NCLB) law, and “was implemented in response to the Education Reform Law of 1993,” which required that MCAS be designed to:

- Test all public school students across the Commonwealth, including students with disabilities and students with limited English proficiency
- Be administered annually in selected grades
- Measure performance based on the learning standards in the Massachusetts Curriculum Frameworks
- Report on the performance of individual students, schools, and districts
- Serve as one basis of accountability for students, schools, and districts (for example, students must pass the grade 10 MCAS tests or retests in order to become eligible to earn a high school diploma)
- For more information, go to <http://www.doe.mass.edu/mcas/about1.html> (excerpt from website)

High School Transition: Eighth grade students visit Lexington High School (LHS) in the spring. Look for additional information during the school year.

Eighth Grade Moving On Ceremony: This event is held at the Lexington High School auditorium every year in June. The date will be set once the last day of school is determined.

Emergency School Closings: Lexington Public Schools uses an automated messaging (reverse -911) system. The system notifies you of any emergency school delays or closings in the rare occurrence that school is delayed or cancelled because of an emergency situation (e.g. snow storm, no heat). The Clarke Staff would like for every parent to discuss with his/her child what to do in case of an emergency school closing. Each family, too, is asked to develop an emergency plan for challenging circumstances. To prevent jamming of phone lines, please do not suggest that your child call you.

The Last Day of School is tentatively scheduled for June 15, 2018, but depends on the number of snow days or other school cancellations during the year. For each day school is cancelled, one is added on to the end. The final day of school is a half day; all students are dismissed at 11:45.

VII. Communication with Clarke

See Page 1 for important phone numbers and other Clarke contact information.

Principal's Hours: To speak with Mrs. Monaco, feel free to email to set up a time to meet. Mrs. Monaco's email address is amonaco@lexingtonma.org

School cancellations: In case of snow, check the Lexington Public School website: <http://lps.lexingtonma.org/snow/>. All cancelled days must be made up at the end of the school year with added days.

Clarke Website: <http://clarke.lexingtonma.org/>

The website includes daily announcements, links to Teacher Web, information on after school clubs and sports, the PTO, Clarke's library, and more.

Clarke Newsletter: A newsletter is sent from the ClarkePTO four times a year. (http://clarke.lexingtonma.org/jcsa_home.htm). Please send submissions by email to Clarke.newsletter@gmail.com Submitted articles must be relevant to Clarke, the PTO, the Lexington Public School System or the Lexington child community, and must be approved by the Principal. Mrs. Monaco also emails out a monthly newsletter and can also be found on the [Clarke website](#).

LPS Website: <http://lps.lexingtonma.org/> has information regarding the LPS Administration, including the Central Office and School Committee, links to all the Lexington Schools' websites, school calendar, School Committee policies and meeting schedules, curriculum overviews, budget details, and more.

Communicating with Clarke staff: All teachers and staff members' email addresses are available on the Clarke website. In general email addresses include the first initial followed by @lexingtonma.org (<http://clarke.lexingtonma.org/administration.html> and <http://clarke.lexingtonma.org/facultylist.html>)

Cell phones: Cell phone usage is not allowed at Clarke during school hours. Students are asked to leave their phones in their lockers during the school day. If you need to communicate with your child during school hours, please contact the office and leave a message. To minimize disruptions to learning, messages will be distributed during homeroom and again at 2:00pm.

VIII. School Council, the PTO, and LEF

School Council

Called "Site Council," and Site-Based Councils were mandated by the Education Reform Act of 1993 as part of the Act's decentralization of decision-making. The Council is composed of equal numbers of elected teachers and parents, together with the Principal and a community representative, generally serving staggered terms. The role of the School Council is to advise the Principal, especially in creating and evaluating the School Improvement Plan.

The Clarke PTO

PTO Mission: The Clarke PTO is a group of parents and teachers dedicated to Clarke students' education. The PTO supports Clarke's teachers and staff, funds cultural programs and grants, interfaces with other school programs, and helps provide a rich and inviting environment for the Clarke community. The PTO aims to provide communication among teachers and parents through monthly meetings, newsletters, a weekly calendar, the publishing of a student directory, and weekly emails.

*The PTO maintains an updated list of committees and board positions on their website at <http://clarkepto.org/mission/committees>

Meetings: PTO has general meetings throughout the school year. All the parents and staff are welcomed to attend. Meetings are generally held once a month from 8:45 to 9:45 am in the cafeteria. A few times a year, evening meetings are scheduled as well.

Directory: Each year the PTO puts together a school directory listing the teachers, staff, and also an alphabetical listing of all students with contact information (you may choose not to have your information included). If you are new to Clarke, you can submit your contact information at www.bit.ly/clarkedirectory. If you would prefer to fill out a paper form, you can do this at the Main Office. While all Clarke families are welcomed and encouraged to be in the directory, only PTO members have access to it.

In addition to the online version, PTO members have the option of purchasing a printed copy for \$5. The printed copies will be available in late October.

PTO Weekly Announcements: The PTO sends out weekly announcements via email to all parents with information about school and community events. Since the PTO does not send flyers home via backpacks, the announcements are the best way for parents to stay informed about what is going on at Clarke. Our online school directory, My School Anywhere, also serves as our email list for the announcements. New families can submit their contact information for inclusion in the directory/announcements at www.bitly.com/clarkedirectory. If you have any questions about the directory, privacy issues, or how to sign up, contact Kathleen Lenihan at clarkeptodirectory@gmail.com.

Library: You can volunteer to help check out and shelve books, prepare materials for classes, work on special projects or otherwise assist the school librarian at any time during the school day. Contact the library volunteer coordinator (see list above) to schedule a weekly time.

Donations: Even if you can't help out during the day, there are many ways to help out at Clarke. Classrooms always need pencils, tissues, and other supplies. Check with your students' team leader or team parents for a "wish list" of items to donate. Other volunteer opportunities include helping during School Picture taking, Height and Weight Screening, Socials, and Teacher/Staff Breakfasts and the Appreciation Luncheon.

PTO-sponsored events:

ACT (Arts Created Together): This is a town-wide enrichment program that is designed to enhance the education of Lexington's students. Each year Clarke's ACT committee arranges for performances by artists, musicians, etc. that are tied to the curriculum.

Clarke Spirit Wear: Sportswear (sweatshirts, flannel pajama pants, shorts and tees) imprinted with the Clarke School name and mascot is available for purchase. Samples and order forms will be available at Back to School Night in October and once again in the spring. Contact the coordinators (see list above) with questions.

Magazine Drive: This is a major PTO fundraiser for the school year. Watch for more information early this fall! See the above list for contact information if you have questions.

Parent Information Sessions: These informal events are held in the cafeteria from 9:00 to 9:45am and focus on a variety of topics. Watch the weekly PTO announcements and monthly calendars for dates.

Clarke Night Out: In the past the PTO has sponsored a silent auction, providing an opportunity for Clarke parents to have an evening out while fundraising for the school. Stay tuned for more information for this year's event.

School Pictures: School pictures (both individual portraits and team photos) are taken in the fall. **(September 11, 2017)**. Your child will bring home an order form from school. A make-up date will be announced later in the fall for those who missed it or want their picture re-taken.

Teacher/Staff Luncheon: In January and May of each year, Clarke parents coordinate a wonderful and much appreciated luncheon for the entire Clarke faculty and staff. Watch for announcements on the PTO emails about how to sign up.

Team Breakfasts: Each team of parents hosts a breakfast for the entire Clarke staff once a year. Watch for emails from your team parents asking for donations.

Lexington Education Foundation (LEF)

For over 25 years, the Lexington Education Foundation (LEF) has advanced the excellence of the Lexington Public Schools through grants that bring new ideas and technologies into classrooms, support teacher development, and build stronger school communities. LEF funds faculty-initiated grants for exceptional educational activities and materials that fall outside the scope of the Lexington Public Schools (LPS) operating budget. Since 1989, LEF has awarded more than \$4.7 million in grants to benefit Lexington's students, including more than \$243,000 for the 2016-2017 school year.

LEF is funded entirely through private donations from individuals and businesses; it is not affiliated with the LPS system. Skilled, dedicated, volunteers run the organization, managing LEF's two annual signature events – The Celebration for Education and the Trivia Bee – to raise support from families, businesses, and other community members.

LEF also runs the popular STAR Program. When you donate \$25 or more to the Staff/Teacher Appreciation and Recognition (STAR) program, LEF sends a certificate to the teacher(s) or staff you wish to honor. STAR certificates tell your favorite teachers you appreciate them in a way that benefits all the children of Lexington.

For more information about LEF, to purchase a STAR award, or to learn about LEF, please go to www.lexedfoundation.org. For recent Clarke grants, please see <http://lexedfoundation.org/schools/clarke>

IX. Clarke Staff Biographies

Anna Monaco, M.S. Ed., is Clarke's Principal. Joining Jonas Clarke Middle School in 2001 as a special education teacher, she then became Assistant Principal in 2008. Mrs. Monaco is now in her sixth year as Principal. Mrs. Monaco has a post-graduate license in Educational Leadership from Endicott College, a Master of Science in Special Education from Simmons College and a bachelor of Arts from Colby College. Mrs. Monaco is a resident of Lexington and has four children.

Ms. Mary Barry-Ng is beginning her second year as one of Clarke's Assistant Principals. Prior to this role, she served as the Middle School Social Studies Department Head for the past three years. In addition, she spent eighteen years as a social studies teacher at the middle school and high school level. She currently holds a certificate of advanced graduate study (C.A.G.S) in Educational Leadership from American International College, a Master of Arts in Teaching from Fitchburg State University, and a Bachelors of Science in History Education from Fitchburg State University. Mrs. Barry-Ng is a resident of Lexington and has two children.

Mr. Jonathan Wettstone is one of Clarke's Assistant Principals. Mr. Wettstone has been Assistant Principal at both Clarke and Diamond Middle Schools, and joined Lexington in 2005. Mr. Wettstone taught middle school for thirteen years, including Science in both Everett and Needham, MA. Mr. Wettstone has a Master of Science in Educational Leadership from Salem State College. Outside of work, he enjoys time outdoors and with his two children.

6th GRADE TEAM LEADERS

Atlantis: Ms. Richmond / Mr. Pelkey
Quest: Ms. Isles
Voyager: Mr. Schechner
Columbia: Ms. Rangel

8th GRADE TEAM LEADERS

Apollo: Ms. Gagnon
Challenge: Ms. Kaw
Discovery: Mr. Vincent
Curiosity: Mr. Miller

7th GRADE TEAM LEADERS

Adventurer: Ms. Moll
Endeavor: Mr. Waldeck
Explorer: Ms. Paddol
Enterprise: Ms. Alexander

PTO CALENDAR OF EVENTS 2017-2018

August

- 29 – First day of school for 6th graders & new students. ½ day
- 30 – First day of school for 7th and 8th graders. Full day all students
- 30 – Welcome Coffee 8:30 am in Clarke’s cafeteria

September

- 7 – First PTO Meeting / Welcome Coffee (8:30 am, Clarke’s cafeteria)
- 11 – Picture Day
- 14 – Team Parent Kick-off Meeting

October

- 4 - Walk and Roll
- 5 – PTO Meeting (AM in cafeteria)
- 13 – 6th Grade Social (3:00 – 5:00 pm)
- 13 – 7th Grade Social (6:30 – 8:30 pm)
- 20 – Apollo and Curiosity Team sponsored breakfast
- 25 – 27 Magazine Drive

November

- 3 – 8th Grade Social (6:30 – 8:30 pm)
- 9 – PTO Meeting (8:30 am, cafeteria)
- 17 – Challenge Team sponsored breakfast

December

- 1 – 8 Book Fair
- 7 – PTO Meeting (Evening at the Lexington Community Center)
- 8 – Desserts and treats for teachers and parents during conferences
- 15 - Discovery Team sponsored breakfast

January

- 11 – PTO Meeting (AM in cafeteria)
- 11 – Staff Luncheon
- 19 – Adventurer Team sponsored breakfast

February

- 8 – PTO Meeting (8:30 am, cafeteria)
- 9 - Endeavor Team sponsored breakfast

March

- 8 – PTO Meeting (Evening, Lexington Community Center)
- 9 – Explorer Team sponsored breakfast

April

- 12 – PTO Meeting (8:30 am, cafeteria)
- 13 – Atlantis Team Sponsored Breakfast

May

- 2 – 5th Grade Parent Coffee
- 11 – Columbia and Quest Teams sponsored breakfast
- 11 – 6th Grade Social (3:00 – 5:00 pm) Cafeteria
- 11 – 7th Grade Social (6:30 – 8:30 pm) Gym
- 14 – Candidate’s bios for Site Advisory Council due

17 – Staff Luncheon

17 – *PTO Meeting and “End of Year and Volunteer Appreciation” celebration (Evening, place tbd)*

21-25 Site Advisory Council elections

29 – Announce Site Council winner(s)

June

8 – Voyager and Enterprise sponsored breakfast

8 – 8th Grade Social (6:30 – 8:30 pm)

14 – PTO Coffee and Meeting (AM in cafeteria)

15 - Last Day of School (pending no snow days)

XX - *Moving-on Ceremony, date tbd*

Above dates are subject to change depending on weather related school cancellations.

Constitution of Caring

We, the people of the Jonas Clarke Middle School Community, in order to create and sustain a peaceful school, seek to establish a climate where all of us feel safe and wanted.

We agree to treat each other with respect regardless of our differences. We understand that each have different qualities that make us unique and we deserve to be treated with dignity.

We agree not to bully, tease, harass or ridicule anyone.
We will not spread rumors or purposefully hurt another person mentally or physically.
We will stand up for anyone who is being mistreated.
We will reach out to help someone if we see them in need.
We agree to be caring and thoughtful.
We will encourage others to do the same.

We understand that we are not perfect.
We will try our very best to make our school a humane and respectful place to be.
We share responsibility for a kind and safe Clarke Middle School.
We all have the ability to make this happen!