

BLANCHARD MEMORIAL SCHOOL
STUDENT HANDBOOK
2016-2017



OUR STARR VALUES:

SUPPORT, TEAMWORK, ATTITUDE, RESPECT, RESPONSIBILITY

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WELCOME

BLANCHARD MEMORIAL SCHOOL
493 Massachusetts Avenue
Boxborough, Massachusetts 01719

Web Page: <http://blanchard.abschools.org>
School Telephone: 978-263-4569
School Fax: 978-263-0477
Safe Arrival: 978-264-4293
OUR STARR VALUES: Support, Attitude, Respect, and Responsibility

Dear Families,

On behalf of the faculty and staff, welcome to the Blanchard Memorial School. We are committed to providing our students and community with expanded and exceptional educational experiences and programs. We are dedicated to unlocking the full potential of every individual in our community!

The Blanchard Memorial School is an educational environment where children are challenged to grow academically, emotionally, physically, and socially. We encourage learning through many avenues and inspirations. We nurture, respect, and appreciate each individual child, and help him/her find a place in our community. We are committed to providing children with a high quality education balanced with enriching activities to establish a solid foundation for the future.

Our success depends upon the partnership of parents/guardians with our school, and we invite your active participation through volunteer work and collaboration with staff in promoting student learning. Blanchard's identity is built on a foundation of community. We welcome you to our monthly community coffee hour and hope you will consider connecting with us in any capacity you are comfortable.

As you read the handbook, it will provide you and your student with school and district procedures and policies that have been developed to assist in maintaining a safe and welcoming learning environment. Please utilize this digital handbook as a reference and be sure to explore district and school committee policies via the provided links. Do not hesitate to call the school anytime you have questions regarding specific issues, processes or procedures related to your student's educational experiences at Blanchard Memorial School.

Once again, I want to welcome you to the Blanchard Memorial School and I look forward to our partnership in the 2016-2017 school year and beyond! Go Bulldogs!!

Sincerely,



Dana F. Labb
Principal

HISTORY

At the start, the public schools of Boxborough were one-room schoolhouses situated on four sites in town. In 1949, Blanchard Memorial School was built as a gift from Arthur F. Blanchard, a direct descendant of Calvin Blanchard, the brother of Boxborough's Minuteman Luther Blanchard. The Boxborough Grange donated the property for the new school. As the town grew, so did Blanchard Memorial School with additions built in 1959, 1967 and 1975. A complete renovation and expansion of the facility was completed in January, 1997. Blanchard Memorial School now is a 75,000 sq. ft. facility, containing over 40 rooms. Schoolhouse #2 is still maintained in its original form and is visited by students as part of an annual tradition. Blanchard became a part of the Acton-Boxborough Regional School District on July 1, 2014.

The Blanchard family founded trust accounts. The philanthropies include Blanchard Scholarships awarded to selected recipients when they enter college.

District Curriculum Accommodation Plan (CAP): [DCAP](#)

ACTON-BOXBOROUGH REGIONAL SCHOOL DISTRICT (ABRSD) MISSION STATEMENT

MISSION

To prepare all students to attain their full potential as lifelong learners, critical thinkers, and productive citizens of our diverse community and global society.

VALUES

As a community, we value:

- An environment that promotes social development and emotional and physical well-being for the entire school community.
- An excellent academic program that prepares all students to achieve their individual potential.
- Diverse extracurricular opportunities accessible to all students that provide for student growth.
- A community that welcomes and respects the differences among us.
- Literacy, communication and technology skills for lifelong learning.
- Educational policy and resource decisions informed by research and evidence.

*The Superintendent will be presenting an update Mission in September. Please visit www.abschools.org.

BLANCHARD MEMORIAL SCHOOL'S MISSION STATEMENT

MISSION

The Blanchard Memorial School is a community reaching for the STARRs: Support, Teamwork, Attitude, Respect, and Responsibility with excellence of mind, imagination and body.

VALUES

Blanchard values a safe and caring community.

- For the Blanchard community, this means:
- Students feel safe on school property.
- Administration and town safety officers review safety plans yearly.
- All community members honor the values of Support, Teamwork, Attitude, Respect, and Responsibility (STARR Guidelines).
- Affective education classes are offered in our classrooms.

- Adults recognize students who exhibit caring behaviors.
- Blanchard staff encourages community service projects.
- Blanchard staff fosters cross-grade student relationships/experiences.
- Parents feel welcome to actively participate in the Blanchard community.

The Blanchard community values an active learning environment where all community members can learn and succeed.

For Blanchard staff, this means:

- Teachers are invested in professional learning opportunities.
- Blanchard’s staff is invested in student achievement in all areas; social, emotional, cognitive, and physical.
- Blanchard teachers believe that all students can learn and succeed.
- Administration provides many and varied opportunities for teachers to be lifelong learners.
- Collegiality is valued at Blanchard.
- Risk taking is a valued behavior supported by students and staff.

Blanchard values high expectations.

- Students are challenged to meet high and attainable, individual goals.
- Curriculum expectations are clearly articulated for students and parents.
- Teachers and parents work together as a team to focus on students’ best interests.
- Curriculum updating and review efforts are ongoing yearly.
- Curriculum is updated and reviewed annually.
- The school budget supports the renewal and replacement needs for the curriculum.

STUDENT SERVICES

The AB District recognizes that safe school environments are necessary for students to learn and achieve high academic standards. Please click [Student Services](#) for information on the following:

Bullying Prevention & Intervention:

[District Bullying Prevention & Intervention Policy](#)

[District Bullying Prevention & Intervention Plan](#)

[Commonwealth of Massachusetts Bullying Law](#)

[Guidance for Students With Disabilities](#)

Parent, Student & Teacher Resources

[Reporting Incidents](#)

Civil Rights

[Civil Rights Complaints](#)

[MA Dept. of Education](#)

[McKinney-Vento Homeless Assistance](#)

[Notice of Nondiscrimination](#)

[Reporting Child Abuse/Neglect](#)

[Restraint Policy & Procedures](#)

[Section 504](#)

[Student Records](#)

SCHOOL COUNCIL

The Council is comprised of faculty and parent representatives with other appointed members of the community who work with the Principal. The Council reviews the annual school budget and formulates the School Improvement Plan. The School Council was established pursuant to Massachusetts General Laws, chapter 71, section 59c of section 53.

2016-2017 SCHOOL COUNCIL

Name	Role	Year of Term
Dana Labb	Principal (Chair)	
Karen Tower	Assistant Principal	Ad Hoc
Jennette Kollman	Parent	2017 (2-year term)
Claudine Lesk	Parent	2017 (2-year term)
Tessa McKinley	Parent	2016 (2-year term)
Kirsty Kerin	Parent (Secretary)	2017 (3-year term)
Maribeth Higgins	Faculty	2016 (2-year term)
Connie Long	Faculty	2018 (3-year term)
Patricia Harrison	Faculty	2016 (2-year term)
Mary Pavlik	Community (Co-Chair)	Appointed
John Fallon	Community	Appointed

2016-2017 SCHOOL IMPROVEMENT PLAN GOALS

GOAL 1: SOCIAL EMOTIONAL HEALTH (ONGOING)

To assess and evaluate the Social/Emotional Health (SEH) and Well-Being of students, staff and families to understand the needs of our school and greater community and to raise awareness of SEH issues and their impact on learning.

GOAL 2: ENGLISH LANGUAGE ARTS (ONGOING)

To focus on the implementation of standardized writing assessments to establish a consistent vertical alignment on rubrics throughout the grades in all genres.

GOAL 3: MATHEMATICS (ONGOING)

To continue our year-3 implementation of the Houghton Mifflin Math In Focus (MIF) program for grades K through 6, and solidify the beginning of year (BOY), middle of year (MOY), and end of year (EOY) assessments in mathematics for every grade. To evaluate the effectiveness of the MIF program using two years of formative and summative data to inform our selections.

IMPORTANT SCHOOL DAY INFORMATION

SCHOOL HOURS

School is in session from 8:40 a.m. to 2:50 p.m. for students in full-day Kindergarten through sixth grade. Children should not arrive at school before 8:25 a.m. Adult supervision will not be available before that time. Students will be marked tardy if they arrive in their classes after 8:40 a.m.

The half-day morning Kindergarten session is dismissed at 11:20 a.m.

The Early Childhood program's full and half-day sessions are scheduled on Monday through Thursday. The full-day session runs from 8:50 a.m. until 3:20 p.m. The half-day morning session runs from 8:50 a.m. to 11:35 a.m. and the afternoon half-day session runs from 12:35 p.m. to 3:20 p.m.

When possible for buses to do so, kindergarten students are picked up and dropped off at their residence. Unless accompanied by an older sibling, kindergarten students must be met at their bus stop by an authorized adult. If no one is present to meet them, the children will remain on the bus and will be returned to the school at the completion of the bus route.

EARLY RELEASE

Teachers and administrators schedule an early release afternoon twice per month for the purpose of professional development and team planning. These afternoons usually occur on the first and third Thursday of the month. In addition, two full days of professional development are scheduled annually for the staff. Please refer to the school calendar. (Please note that all students, including half-day kindergarten, are dismissed at 12:20 p.m. on early release days.)

CLOSINGS AND DELAYED OPENINGS

In cases of closings or delayed openings due to inclement weather or other emergencies, the Superintendent will notify the following stations before 6:30 a.m.: WRKO AM/680 (radio) and WBZ AM/1030 (radio), TV Channels 4, 5, 7 and FOX25 as well as WBZ1030.com and WBZ4.com websites. The district staff will also notify families by Blackboard Connect® (a service that enables school administrators to record personalized voice messages to students, parents, and staff within minutes) and the school website www.abschools.org. A call will be placed to your residence by the administration if/when school closings and delayed openings occur and for any important notices necessary to keep parents/guardians informed.

Delayed openings will be evident in the message to home and through the media. Students attending half-day pre-kindergarten and half-day kindergarten will not be expected to come to school. Students attending the full day pre-kindergarten and kindergarten classes will follow the same schedule as the upper grades, depending on the number of hours of the delay. ALL before-school activities are cancelled in the event of a delayed opening.

In case of a school closing, ALL after-school activities are cancelled.

DISMISSAL PROCEDURES

Any changes in a student's normal dismissal procedure must be communicated to the school by the parent/guardian. "School Note" forms are provided by the school and on the school website for your convenience and extra copies are available throughout the school year from classroom teachers and the school office. When children are not traveling home on their regular bus (e.g., being picked up by parent, staying for an after-school activity, etc.), families must send in a completed "School Note" form. Telephone calls to change a child's dismissal plans will not be accepted, unless the parent/guardian or an adult listed on the "Authorized Pick Up" list located on the school-related permissions in the parent portal is picking up the child. If an unexpected emergency occurs, you must contact the main office. Prior to 3:00 p.m., parents/guardians must report to the office to dismiss and sign out students. Any student dismissed up until 3:00 p.m. will be marked dismissed and noted on the student's report card. After 3:30 p.m., students will be dismissed through the gymnasium. These procedures have been initiated for the safety and security of our students.

Try to refrain from dismissing your child between 2:30-2:50 p.m., especially without having sent in a School Note, unless your child has a scheduled doctor's appointment or other specific appointment. Please keep in mind that every child who leaves the classroom 15-30 minutes early is missing something, most often assignments at the end of the day. Furthermore, it means that the teacher is interrupted by having the classroom phone ring. Students will not be taken off the bus after 2:50 p.m. if a parent/guardian comes at that time to pick up his/her child.

DROP OFF AND PICK-UP PROCEDURES

BEFORE SCHOOL

Parents/Guardians may use the front loop for student drop off if students are coming to school for band, chorus or any other before school activity.

REGULAR ARRIVAL

Parents who drive students to school for the regular arrival time will enter the school grounds at the western most entrance and follow the outer horseshoe circling the parking lot. Children will exit cars at the sidewalk at the front of the gym. For safety purposes, ALL students should exit cars on the side of the sidewalk. Students will walk up the sidewalk to the gymnasium entrance. Parents will be directed to use the front loop to drop off students only when all buses have completed their scheduled morning drop-off. If students are not in the classroom at 8:40 a.m., they will be marked tardy.

DISMISSAL

All buses will be loading students in the loop by the front door.

* This is subject to change depending on district-tiered busing.

All students who are picked up at dismissal will be dismissed from the left hand door of the gym, closest to the fields, at 2:50 p.m. No parents/guardians need to enter the school building at dismissal. Staff will dismiss students to parents individually from the left hand door of the gym. Parents/guardians may wait on the sidewalk by the stairs of gym door #4. You do not need to sign your child out. School Notes will still be required so there will be written documentation of where students are going if they are not using their assigned transportation route. If a School Note has not been received, the student will be sent home by bus.

DISMISSAL NOTES

If your child is involved in an after-school program i.e., band, chorus, girl scouts, you may send in one note for the duration of the program. For example, if your child signs up for Chorus every Tuesday, you only need to send in one note for the program stating that your child will be attending Chorus every Tuesday. Your child will be placed on a permanent list for that program. If your child is not going to attend on a particular day, then you would send in a dismissal note to inform us of the change. This one note system applies to any consistent dismissal event. If you are going to pick up every Friday for the year, you can send one note for the year. We hope this new system will make it easier for parents and staff.

CASE

At the beginning of the school day, any CASE vans that are dropping students off prior to the arrival of the school buses, may use the front loop. CASE vans that arrive after 8:10 will drive to the side parking area by the loading dock. At dismissal, all CASE vans will pick up students on the side parking area by the loading dock.

Important: It is illegal to pass a school bus or van when the red lights are flashing. At the beginning of school and at dismissal NO CARS should be passing school buses while students are exiting or entering the school buses. No cars should be blocking the loading dock entrance for the vans. No cars should be passing any school vans parked in the entrance circle if their red lights are flashing. Thank you for your cooperation in keeping all our students safe.

SAFE ARRIVAL PROGRAM

This program is a service to the parents of our students. For each day that your child is absent or tardy, parents are required to call Safe Arrival at 978-264-4293 before 8:40 a.m. of the same morning. The Safe Arrival line records 24 hours a day. Your message will be verified against the school attendance record. If a message is not received, parents/guardians will be contacted to verify the child's absence. If a parent/guardian is not reached to verify the child's absence, a local officer may conduct a safety check. Please remember this includes family vacation trips when absenteeism will occur. Unless we are notified to the contrary, we assume that all parents wish to participate in this voluntary program.

EXCUSED ABSENCE/TARDINESS

In addition to calling Safe Arrival, a written/dated note must be sent to explain the reason for absence or tardiness. Tardy children must report to the office.

LUNCH AND RECESS

Students may bring their own lunches or select from a daily choice of lunch entrees for \$2.75. Milk may be purchased as an Al-La-Cart item for .50¢. The 25-minute lunch and recess period is supervised by cafeteria aides. Menus are distributed monthly and are published in The Beacon and on the school's website. Currently, an additional daily 20-minute recess is scheduled and supervised by the staff for grades PreK-2. With few exceptions (rain, wind chill of less than 20°F, etc.), recess is outdoors.

VISITORS

All doors are locked at the beginning of the school day. All visitors must buzz in and register at the office. Please sign in the Visitor's Log and wear a "Visitor" badge while in the building. Visitors not wearing badges will be

directed to check in at the school office. Please do not park in the emergency vehicle lane (Drop-Off Loop) at the entrance.

PARKING

Parking is available in front of the school (if spaces are available) or in the school parking lot. Do not park in the school's back lot. If there are no spaces in either location, parking is available at the fire station on the far left side of the building. Do not park in front of the fire truck doors or in the back of the fire station.

SCHOOL AND HOME COMMUNICATIONS

POWERSCHOOL'S PARENT PORTAL

PowerSchool is a web-based Student Information System. The Parent Portal is a capability of PowerSchool that allows us to collect emergency contact information, school/PTF related permissions, and to notify parents/guardians of their child's classroom placement. Prior to the start of the school year, parents/guardians will be receiving an email that will include web access, username, and family password information instructing them to complete all the necessary student information forms and PTF volunteer forms online. Once parents/guardians have completed all the necessary forms, they will have access to their child's classroom placement and class lists.

WHO TO CONTACT FOR CONCERNS?

It is inevitable that some parents will encounter concerns, issues, or questions that need to be resolved by Blanchard faculty or staff. It will be helpful for the Blanchard Community to review this communication map.

The staff at Blanchard is ready to address and help resolve all issues that arise in the school day. As we continue to grow and expand, it is obviously necessary to delegate decision-making responsibilities to those most directly connected to the issue. Voice mail and email are the most direct and efficient means of contact. The email address for all Blanchard faculty is as follows: First initial followed by last name@abschools.org. For example, the email address for Dana Labb is dlabb@abschools.org.

BUS

For bus related discipline problems Dr. Karen Tower, Assistant Principal (X696)

For Bus routing issues: AB Transportation: Janis Nichols or Ed Weiner at 978-263-3451.

CLASSROOM

Always initiate discussion of concerns with the classroom teacher, staff or specialist. If you feel that the issue has not been resolved, please share your concerns with Dana Labb, Principal (X699).

GENERAL EDUCATION OR SPECIAL EDUCATION PARAPROFESSIONAL

Contact supervising teacher or Dana Labb, Principal (X699)

EXTENDED DAY PROGRAM

Maribeth Higgins, Director (X136)

FACILITY USE/SCHEDULING

To request use of space, scheduling or problems during the school day: Kathy Bower (X201).

To request use of space, scheduling or problems after 5:00 p.m.: Erin Bettez (ABRSD) at ebettez@abschools.org.

GENERAL PROCEDURAL QUESTIONS

Kathy Bower (X201)

HEALTH AND MEDICAL CONCERNS

Katherine Daniel, School Nurse(X203)

MUSIC PROGRAM

Margaret Callaghan, Music teacher and Choral Director (X244)

Chris Baird, Band Director (X244)

PARENT-TEACHER-FRIENDS ORGANIZATION (PTF)

Tessa McKinley, Lilyandsophie2014@gmail.com

RECESS/CAFETERIA ISSUES

Dr. Karen Tower, Assistant Principal (X696)

SOCIAL/EMOTIONAL ISSUES

Gail Walsh, Guidance Counselor (X241)

Kathryn Donnelly, School Psychologist (X228)

SPECIAL EDUCATION AND SECTION 504

Initial communication should be with the special educator involved. Unresolved issues should be directed to Pam Smith, Director of Special Education at 978-264-4700 x3265.

TECHNOLOGY PROGRAM

Tim Lundy, Instructional Technology Specialist (X105)

VIOLATIONS OF FEDERAL LAWS, TITLE IX: HARASSMENT AND DISCRIMINATION

Dawn Bentley, Superintendent of Student Services, Administration Building, 15 Charter Road, Acton, MA, 978-264-4700

VOLUNTEER PROGRAM

Dori Galvin (978-266-8995) or Tessa McKinley, Lilyandsophie2014@gmail.com

PARENT-TEACHER CONFERENCES

Parent-Teacher conferences will be held in the fall and spring. Conferences will be held at times mutually agreed upon by the teacher(s) involved and the parent(s)/guardian(s) of each student. These times may include before school and after school appointments as necessary. Additional meetings may be scheduled when appropriate. Please refer to the school calendar for dates.

PARENTS, TEACHERS AND FRIENDS ORGANIZATION (PTF)

As a parent/guardian of a child attending Blanchard Memorial School, you are a member of the PTF. The PTF offers each parent/guardian the opportunity to meet new people and work together to enrich the educational experience at the school. Your participation is welcomed and will surely enhance communications between home and school. Although, there are no annual dues, PTF programs are solely supported by contributions from parents and community members and fundraising activities.

The PTF sponsors enrichment programs and continually votes to distribute funds towards teacher professional development, parent education, technology, library resources and social events. Continued successful fundraising is vital to insure the quality educational environment that the school offers. Volunteers run all PTF functions. The PTF communicates with parents through the Principal's Paw Print Monthly Newsletter and its own Facebook page.

2016-2017 BOARD OF DIRECTORS

Name	Role
Tessa McKinley	President
Laura Spurling	Vice President
Jessica Torgerson	Recording Secretary
Jennette Kollmann	Corresponding Secretary
Marcia Russo	Treasurer

PARENT VOLUNTEER PROGRAM

Blanchard Memorial School has an extremely strong Parent Volunteer organization at every grade level. The Parent Volunteer coordinators set the program in place at the beginning of each school year. Working closely with each teacher, the Parent Volunteer coordinators arrange regular parent academic help in the classroom and special areas such as the library, art room, health office, etc. Parents may volunteer before, during, and after school. Typical areas of classroom assistance include clerical help both from home and at school, book orders, and material creation. All parent volunteers need a Criminal Offender Record Information (CORI) background check.

ROOM PARENTS

The Parent Volunteer coordinators also organize the room parent placement for each class, again working closely with each individual teacher. Room parents at Blanchard act as volunteer coordinators within the classroom. They will contact parents about helping with various classroom activities such as field trips, unit activities, celebrations, and class plays. Room parents meet regularly with their teacher about class plans, units, needs, and can assist with a class newsletter. The room parent coordinators are Kristen Blake and Cathy Watson.

VOLUNTEER PROGRAM PROCEDURE

Volunteer program sign-up forms are sent home the first week of school and teachers receive a "Request for Volunteer" form as well. Within a couple of weeks of school, all forms are collected by the Parent Volunteer coordinators so they can match the teacher's requests with their class parent availability and contact all parents to set up a volunteer schedule for each classroom. The Parent Volunteer coordinators are available all year long to fill additional requests and to troubleshoot any problems that may arise. They also hold room parent meetings several times a year to orientate new volunteers and to share ideas. The Parent Volunteer coordinators can be called at home or contacted through their mailbox in the main office.

Most parents at Blanchard want to help and expect to be called. This program is a marvelous resource and helps each teacher enormously. The program is flexible enough to accommodate each grade level's different requirements and each teacher's personal style.

STUDENT DIRECTORY

Blanchard Memorial School generally discloses "directory information" with parental consent. Such information includes: school staff and extensions, student's name, address, and telephone number and class list. In the event a parent/guardian wishes the school not to release such directory information, click "no" to the question, "Authorize use of students' and parents' name, address, phone, and homeroom in the student directory?" This is located in the School/Parent Group Permissions in the parent portal. Medical data is not included in directory information.

STUDENT SUPPORT SERVICES

GUIDANCE COUNSELING

Counseling is available to students in the form of crisis intervention and individual or group counseling in support of educational goals. Support is available to parents seeking help from outside consultants involving agencies and therapists.

MATH AND READING SUPPORT PROGRAMS

The math and reading programs at Blanchard Memorial School are designed to meet the needs of all learners. Some children, however, benefit from small group instruction in or out of the classroom. The math and reading support programs, facilitated by certified teachers, provide strategies to help these children become independent learners. Many of the instructional activities are coordinated with classroom programs/schedules, such as the Massachusetts Tiered System of Support program.

MASSACHUSETTS TIERED SYSTEM OF SUPPORT (MTSS)

MTSS is designed to provide enrichment and intervention for academic and social/emotional skills and concepts in a differentiated, or tiered, setting. Each grade level schedule includes a 30-minute block of time in which the MTSS instruction occurs. For students whose assessment scores are equal to or above grade level benchmark (Tier 1), the staff provides extension and enrichment activities during the MTSS block.

For those students who score below grade level benchmark standards, additional instruction is provided to review the concepts and skills (Tier 2) or to create a substantial intervention when knowledge is significantly below grade level standards (Tier 3). Students are assessed throughout the year and the groups of students change in response to students' needs.

LEARNING CENTERS

Special education programs are taught in Learning Centers and designed to meet the needs of those children whose academic, specific learning, and/or behavioral needs must be addressed by certified special educators. Academic support and instruction are provided in coordination with regular classroom programs. The Learning Centers provide special education programs for students who require more intensive, individualized and separate educational instruction in one or more academic subjects.

SCHOOL PSYCHOLOGIST

The school psychologist administers individual intelligence tests and other psychological assessments and provides individual or small group counseling to students with identified needs.

SPEECH AND LANGUAGE THERAPY

Certified, licensed speech language therapists provide direct individualized, small group, and classroom services to address the communication needs of students presenting articulation, voice, language, and/or fluency problems.

OCCUPATIONAL AND PHYSICAL THERAPY

Occupational and physical therapists provide one-to-one or small group therapy to students who have identified needs in the area of fine and/or gross motor skill development.

PARAPROFESSIONALS

Classroom assistants provide support in regular classrooms and learning centers to facilitate the learning, social and behavioral needs of children with special needs.

CONCORD AREA SPECIAL EDUCATION COLLABORATIVE (CASE)

Blanchard Memorial School hosts two CASE Collaborative classrooms. These classes provide small group instruction for grade level students in Grades K-6 who have social-emotional needs. All students in these classes have mainstreaming opportunities in general education classrooms. These classes are staffed by a special educator, counselor, and aides on a full-time basis. CASE Collaborative school hours are Monday, Tuesday, Wednesday and Friday from 8:30 a.m. to 3:10 p.m. with an early release day dismissal at 12:10 p.m. on Thursdays.

CAROL HUEBNER EARLY CHILDHOOD PROGRAM

The Carol P. Huebner Preschool opened in September 1994. The Boxborough Early Childhood Program opened in 2002. As the Acton and Boxborough Public Schools regionalized for the 2014-2015 school year, the two exceptional early childhood programs joined as one. For the 2016-2017 school year, our program continues to be located in two sites. Children living in both communities may apply and may attend school at either site based on space availability.

Click on [Preschool](#) for more information. If you're concerned about your child's development click on [Preschool Screening](#) to find more. Contact Joseph Gibowicz, Early Childhood Coordinator at jgibowicz@abschools.org.

BOARD CERTIFIED BEHAVIOR ANALYSTS (BCBA)

BCBA's are practitioners who provide behavior-analytic services.

ENGLISH LEARNER EDUCATION PROGRAM (ELE)

The [ELE Program](#) (formerly known as English Language Learning/ELL) is an instructional program based on federal and state guidelines for language-minority populations. By identifying students whose home language is a language other than English, or in addition to English, the ELE Program helps English Learners gain equal access to the American educational system, as mandated by the federal No Child Left Behind Law. Contact Roberto Soto-Garcia, at rsotogarcia@abschools.org.

STUDENT ACTIVITIES

FIELD TRIPS

To participate in class field trips, parents must return signed permission slips. Parents are notified in advance of the arrangements and cost. Teachers and CORI'd parent volunteers supervise the trips. If the cost of the field trip creates a financial hardship, please inform your child's teacher or the principal. The PTF funds scholarships for students, which are granted anonymously.

BAND

Students in grades 4, 5, and 6 are provided with opportunities to learn to play instruments. After an initial demonstration in September, students may choose an instrument. Each student takes one private lesson per week. Parents pay for lessons that are given before and after school on school grounds. Students may use instruments that they own or they may use rental/purchase plans recommended by the band director. Some instruments owned by the school are available at no charge. Ensemble band rehearsals are held before or after school one or two days per week. The bands are divided into levels such as beginning band, advanced band, and gold stage band. The band performs several public performances each year.

ENSEMBLES

Instrumental and vocal students also have the opportunity to participate in various small ensembles offered throughout the year. The music staff organizes these ensembles, such as a brass ensemble, percussion ensemble, and saxophone ensemble. These smaller groups often perform at band and community venues.

The Blanchard Band Parents Organization (BBPO) is open to parents of all band students. The BBPO raises funds for scholarships, lessons, instruments and repairs.

CHORUS

Students in grades 4, 5 and 6 may participate in this program which develops awareness of the expressive qualities of music. Choral skills include phrasing, dynamics, articulation, intonation and balance. Chorus meets twice a week before school and vocal ensemble meets once a week after school. Several performances for the school and community are scheduled throughout the year.

EXTENDED DAY PROGRAM

This program, administered by the Blanchard Memorial School, provides supervised exercise, play and study before school from 7:00 a.m. and after school until 6:00 p.m. for grades PreK-6. Extended Day is in session in accordance with the school calendar. The staff includes a director and teachers with high school assistants who provide a safe, creative and supportive environment. Parents pay for Extended Day. A nutritious snack is provided daily. Enrichment programs such as yoga, Legos, and tennis are offered during the school year. In addition, there are vacation programs offered for the April and February vacation programs.

HEALTH & SAFETY

Blanchard Memorial School recognizes that education and health are closely linked. The school setting offers unique opportunities for children to learn healthy behaviors through education and to receive easily accessible health services. The School Health Office serves as a center for a comprehensive health program providing health assessment, health promotion, health education, first aid, population-based health screening and referral for students and staff. The school nurse coordinates these services, provides health counseling, and carries out medical treatments considered necessary in order that students with special health care needs can be educated with their peers. The nurse is responsible for communicating with students, families, and staff so that students' health needs can be met with the least possible disruption to the educational process.

You are welcome to speak to the nurse by telephone or in person any time you have a question about a health-related concern or need to communicate new health information to the school. Input from students' parents and guardians is vital to maintaining an atmosphere that supports and promotes health so that students can make the most of the education available to them.

For the School Health Office to function well, it is important for families to be aware of the following information:

STUDENTS WITH LIFE-THREATENING ALLERGIES

The goal of this plan is to establish a safe environment at school for students with life threatening allergies. To minimize the incidence of life threatening allergic reactions, Blanchard Memorial School will maintain a school-wide emergency plan for

addressing life-threatening allergic reactions. The nurse will work closely with parents/guardians and teachers to develop an Individual Healthcare Plan (IHP) to meet the students' specific needs. At the beginning of each school year if a child has an allergy, it is up to the parent/guardian to notify the school nurse. If an allergy develops during the school year the parent/guardian must also notify the nurse. If an Epi-Pen is indicated it must be provided by the parent/guardian and brought to the Health Office on the first day of school along with an order from the pediatrician or allergist.

COMMUNICABLE DISEASE

The school environment is an excellent medium for the spread of illness. If you know or suspect your child is ill, keep your child at home.

- When do you keep your child home?
 - A fever (100 degrees and above), vomiting, diarrhea, or any contagious or potentially contagious conditions are reasons to keep your child at home. Otherwise, parents need to be the best judge of those indicators which would have a negative impact on your child's (or other children's) learning for the day.
- When is it appropriate for a child to return to school following illness?
 - 24 hours of antibiotic therapy for strep throat, conjunctivitis, or other contagious bacterial conditions.
 - 24 hours without fever (many children with a nighttime fever will not manifest it the next morning, yet will be quite ill in the early afternoon).
 - Once your child is able to resume a normal diet without nausea, vomiting, or diarrhea.
 - After all chicken pox lesions have crusted over (may take 7 days).

HEAD LICE

Children found to have head lice will be dismissed home for treatment. On return to school after being treated the child must stop in the Health Office to be checked.

LATEX

Blanchard School strives to be a latex-safe environment. To meet this goal, absolutely no latex balloons or koosh balls (or other similar toys) are permitted on school premises.

LIVE ANIMALS

No animals are to be on school grounds without prior administration consent.

MEDICATION

In accordance with State policy, prescription and over-the-counter medications may not be transported on the school bus. All medications must be in original containers and are to be brought to the Health Office by an adult. Children requiring medication during school hours must have written doctor's orders in addition to a letter from a parent.

NO SMOKING IN SCHOOL BUILDING OR SCHOOL GROUNDS

Smoking presents health and safety hazards which can have serious consequences. Therefore, consistent with Massachusetts General Laws, Chapter 71, Section 37H, the use of any tobacco products within school buildings, school facilities, on school grounds or on school buses by any individual, including school personnel, shall be prohibited. The use of cigars, cigarettes, pipes and chewing tobacco is prohibited. This ban is in effect at all times and at all school events.

The school makes information available to personnel concerning smoking cessation programs. At each grade level, the Health Education curriculum includes lessons about the hazards of tobacco use. The school building and grounds are posted with signs indicating that smoking is prohibited.

ASBESTOS NOTIFICATION

The School has a copy of all asbestos conditions and management documents for parents, teachers and employees. These documents are available for review in the Office of the Business Manager.

CRISIS MANAGEMENT PLAN

This plan is offered to provide a general framework of procedures and administrative structures to be used in the event of a crisis that involves the Blanchard Memorial School. Through the designation of individuals charged with particular responsibilities, and by providing appropriate contact resources and appropriate procedures for generic types of crises, it is expected that this document will prove to be of crucial assistance, particularly in the initial stages of managing a crisis. Below are some questions and answers consistent with Blanchard Memorial School's Crisis Management Policy.

- What are some of the emergencies for which this plan was prepared?
 - Lost child
 - Fire
 - Sudden injury, illness or death
 - Suicide (student or staff member)
 - Criminal activity (hostage situation, kidnapping, intruder...)
 - Utility failure
 - Hazardous materials
 - Bomb scare

- What is a crisis?
 - Some institutions define crisis as "any event that is out of the ordinary." Broadly defined, a crisis could be an accident, natural disaster, medical emergency, disease, crime, death, or administrative or governance problem during an activity or event sanctioned by the school.

- In a crisis, who is the school spokesperson?
 - We ask that you refer all inquiries from students, staff, and parents to the Principal, or his/her designee. In order to assure that crisis communication occurs in a clear and coordinated fashion, the school's Crisis Management Team (CMT) will be responsible for disseminating accurate information about the situation.
 - The Core Crisis Management Team:
 - Principal
 - Assistant Principal
 - School Nurse
 - Guidance Counselor
 - School Psychologist
 - Executive Assistant

- What is the internal communications plan?
 - The Principal and/or various members of the CMT will keep the staff abreast of pertinent information. This may include emails, announcements, faculty meetings, hard copy mail or individual or small group meetings, as appropriate.

- What is the external communications plan?
 - The Principal will contact the following individuals or groups, as appropriate:
 - The Superintendent and/or district administration/Directors
 - School Staff
 - Students

- Parents/Guardians
 - Parents, Teachers and Friends Association (PTF)
 - Boxborough and Acton Municipal Offices - Police and/or Fire Departments
 - Media
- How will parents be informed?
 - The Principal, in conjunction with the school's CMT and Superintendent, will decide the best format to communicate with parents. This will take place via a letter to the entire school community, telephone calls via Blackboard Connect, email posting or any method that will facilitate the most effective method determined by the need of the individual event.
- What is the evacuation plan?
 - In the event that students and staff need to be evacuated from buildings, they will follow the normal fire drill unless otherwise directed, i.e. off-site evacuation (Our off-site evacuation site is the Sargent Memorial Library and our back-up site is the fire station).
- How will transportation, traffic and parental pick-ups be facilitated in the event of an early emergency dismissal or evacuation from the campus?
 - The Principal, with the help of the CMT, will coordinate the evacuation and parental pick-up plan. This will include:
 - Early bus pickup and delivery to a designated site, when appropriate.
 - Sign-out procedures consistent with the daily release of students not taking their regular bus ride home.
 - Supervision of students in a place and in a manner consistent with past practice, but this may be off campus. Ideally, students are under the supervision of their homeroom teachers, and teachers are under the supervision of the administrative staff.
- If the school needs to be searched, who will coordinate this effort?
 - The Principal or designee will assist the Police and/or Fire Departments in a coordinated search of the building and grounds. Maps and architectural drawings will be made available.
- What are the school's post-incident procedures?
 - The following procedures may need to happen after the incident:
 - The entire school staff may need to be briefed by the Principal or his/her designee.
 - Counseling may be made available for students, parents and staff.
 - A letter may need to be sent to all members of the school community.
 - The option of a follow-up open meeting needs to be discussed.
 - A debriefing meeting may need to be scheduled, inviting all agencies involved in the crisis event.
- Who is responsible for various first aid issues?
 - The School Nurse and the district's consulting physician will coordinate all matters concerning health and first aid. These include the following:
 - Direct service to individuals in need
 - Access to student health records
 - Access to emergency supplies
 - Record keeping of injured students and staff
 - Note: When appropriate, and in emergency situations, the Boxborough EMT staff may be called upon, or any further support determined appropriate.

POLICIES AND PROCEDURES

HOMEWORK

Homework helps children learn to become responsible and independent. The faculty clearly expresses expectations for required homework. These expectations vary with grade level from ten minutes one day per week in kindergarten to sixty minutes four days a week, plus twenty minutes independent reading in grade 6. Students will need to manage their time. It is important for parents to guide their children towards efficient use of time such that they finish within a reasonable period. Parents are encouraged to help their children find a quiet place and an uninterrupted time to let them complete assignments independently. At the same time, a child's independence ought to be balanced with parental guidance that reinforces basic skills and objectives.

HOMEWORK GUIDELINES FOR ABSENCES

The staff at school recognizes that absence negatively affects academic progress. However, the staff also recognizes the need for some families to schedule business and family vacations during school. When a student accompanies the family on a trip, that student is responsible, upon return, for contacting teachers to discuss missed assignments and make-up procedures. It is neither beneficial nor realistic to re-create the entire school day and every missed assignment. A student's teacher will determine what studies missed during an absence need to be completed. The determination of make-up assignments will be made only upon the student's return to school. Teachers will not provide assignments prior to a planned absence.

Parents have a prerogative to keep children at home for illness and other reasons. Homework will not be provided for single-day absences, unless the parent asks for homework. The school supports the position that a child kept home for a single day should rest and get well. Children who are kept home for more than one day will have homework provided by teachers with prioritized assignments and learning objectives. Teachers will inform students when missed assignments are due.

LOST AND FOUND

A lost and found box is located outside the cafeteria. All students' belongings should be labeled with the student's name to make it easier to identify the items. All unclaimed items are donated to a charity twice a year (December and June). Items will be displayed prior to donation.

BIRTHDAY CELEBRATIONS

To follow the Wellness Policy guidelines, no food is permitted to celebrate student birthdays. However, be assured, that each child's birthday will still be recognized on his/her individual day as it has been in the past. At Blanchard, we recognize that birthdays are important and we will continue to ensure that they remain special for each and every child. Student birthdays are announced on the intercom and then a small gift is hand delivered to their classroom.

SCHOOL CEREMONIES AND RELIGIOUS OBSERVANCES

The Acton-Boxborough School Committee recognizes the diverse nature of our growing community. Acton's and Boxborough's population is made up of a diverse population whose heritage and culture vary greatly. The Blanchard community shares a commitment to respect individual religious beliefs. It is important that our school recognize and appreciate the pluralistic nature and the positive value of different people who comprise Blanchard's unique culture.

Students' observance of a religious holiday may have an impact on their preparing work for the next school day. Students will not be expected to complete daily homework assigned the evening before, or the day of the religious holiday. Tests may not be given during a religious holiday, so they do not have to make it up. Typically, on the eve of significant religious holidays, teachers will not give tests, homework, or introduce major new concepts and/or applications, or plan field trips on the religious holiday itself. However, long-term assignments may be expected to be due the day before or the day after the religious holiday.

It is the responsibility of families to alert teachers regarding any religious holidays that will affect their children's regular school program. On the morning of an absence, Safe Arrival (978-264-4293) must be notified.

STUDENT PLACEMENT

The student placement procedure occurs in the spring. Teachers who currently instruct your child will be compiling placement data that will be used by next year's teacher. Assessment results, learning style, successful teaching strategies, special interests, and social interactions are all areas that will be considered. The final student placement is the sole responsibility of the Principal.

If you have any relevant, compelling information that you feel is important to include in our placement procedure, please communicate that information in writing to the Principal by May 1. Information dealing with a child's special interests, for example, is valued information a parent might choose to share.

TEACHER QUALITY

The federal No Child Left Behind (NCLB) Act defines new standards for teacher quality. Under NCLB, teachers must hold a Massachusetts teaching license at the Preliminary, Initial, or Professional level and demonstrate subject matter competency in the areas they teach. NCLB standards apply to the subject matter taught by teachers.

The Acton-Boxborough Regional School District is committed to providing quality instruction for all students and does so by employing the most qualified individuals to teach and support each student in the classroom. If you would like to receive any of the information listed above for your child's teacher, please contact the school's main office.

DRESS GUIDELINES

Although we celebrate individual uniqueness and the importance to express it, it is important to create an environment conducive for student learning. Therefore, the school expects students to dress appropriately for an educational setting and season. All students are expected to be groomed and dressed in a manner that will not disturb or distract other students or teachers. When a particular appearance or dress is deemed to offend reasonable standards of health, safety, and development, or be disruptive to the teaching/learning process, corrective measures will be taken. Improperly dressed students will have their parents/guardian contacted for a change of clothes to be brought to the school, or if parents/guardians are unavailable students will need to wear the extra clothing provided in the nurse's office.

The following guidelines have been adapted from the R.J. Grey Junior High Handbook to ease the transition from one school to the other. They are not all-inclusive and administrators reserve the right to make decisions deemed detrimental to a positive school climate.

Please remember that proper attire is required for participation in all physical education classes. Sneakers are required for physical education classes and the best choice for recess and climbing on the play structure.

Some suggested guidelines for selecting proper dress include the following:

- Clothing should be within the norms of good taste keeping in mind the age and physical development of the student.
- Students should not wear any head coverings, except for religious purposes or special theme days, inside the building.
- All students must wear appropriate footwear at all times for health and safety reasons.
- Skirts and shorts should be an appropriate length.

Parents/guardians are advised that children need to be dressed to go outdoors at recess. Children will not be allowed to stay in from recess because of inadequate clothing. In winter, children are encouraged to bring in snow pants, hats, mittens and boots. Students who do not have boots or waterproof footwear will be restricted to the paved surfaces.

ELECTRONIC DEVICES

Electronic hand-held toys and games are prohibited on the school buses and on school property. These toys/games are banned due to issues of classroom disruption, potential for isolating behavior, and damage or theft liability. These toys include, but are not limited to, the following: laser pointers, iPods, MP3 players, pagers, and iPads. Though upper elementary students often possess cell phones, cell phones may not be used during school hours.

BEHAVIOR EXPECTATIONS AND DISCIPLINE

We strive to make our school a positive, nurturing environment where students are valued members of a community of learners. The staff models and encourages acting in concert with the Blanchard STARR behaviors of Support, Teamwork, Attitude, Respect and Responsibility.

We expect that students at Blanchard will behave appropriately on the bus, in the hallways, in the cafeteria, at recess, on the playground, in their specials and within the school environment. We want students to know that they are safe at school. This means that everyone in the community works to create a safe and caring environment with the following expectations:

- Support others.
- Use teamwork to accomplish tasks and overcome adversity.
- Have a positive attitude.
- Respect ourselves, others, and school property.
- Be responsible for ourselves and our materials and belongings.
- Be kind...Be honest...Do your best!
- Act with integrity.

PROCEDURE TO SUSTAIN BEHAVIOR EXPECTATIONS

All staff is responsible for supervising student behavior. The teacher, the lunch assistants on the playground and cafeteria, the Assistant Principal and Principal work with one another to be certain that all are informed when students are practicing the STARR values.

When students make mistakes that violate the rules, the staff works in partnership with parents/guardians to help the students understand how to make better choices.

Our discipline policy provides logical consequences and progressive interventions. Students may be required to meet with a teacher or the Assistant Principal during lunch or recess. If a student is sent to the Assistant Principal's office, the Assistant Principal will meet with the child to discuss what happened. For minor issues, a warning or a timeout may be given. For all issues, a parent/guardian will be called. If a parent/guardian cannot be reached during the time the child is in the office, the Assistant Principal will call within 24 hours. If the offense takes place on the playground, then the student may be asked to sit out from the games for a period of time, until the staff believes the student can play safely. If the student has damaged property, the student may be asked to serve a natural consequence such as cleaning the area. For more severe or repeated misbehavior that disrupts the learning climate of the school, or the safety of others, detention may be necessary. Conferences with appropriate staff, principal, parents, and/or child may be held to address continued or severe behavior issues.

Detentions are typically embedded into the day (during lunch and recess) but also could occur after school. Parents will be informed in writing prior to detention so arrangements can be made for each child to be picked up promptly. School personnel are permitted to search a student's clothing or personal possessions at the discretion of the principal if there is a reasonable basis for believing that the student is concealing material which is prohibited by federal, state, or local law, or the provisions of the school discipline code. Such searches will be conducted with adult witnesses. However, if the principal or assistant principal believes, prior to the search, that the student's act should be reported to the police, he/she will inform the police that the school intends to conduct the search.

Occasionally, there are more serious offenses that may need to be addressed. (See Appendix for complete definitions of these terms.)

- **Bullying:** If a bullying claim is investigated and found to be true, a report must be filed with the state. The participant(s) may be required to commit community service if it is deemed a first offense, serve detention, or be suspended.
- **Assault or Threat of Assault:** If a student hits or threatens to hit a staff member or another student, there may be more serious consequences such as detention, suspension, or expulsion.

- Sexual Harassment: Sexual harassment includes physical behavior such as placing one's hands on another in inappropriate areas or pulling on someone's clothing that is revealing. Also, sexual harassment includes verbal communication that is suggestive and makes others uncomfortable. Both the physical and verbal harassment may result in detention or suspension.
- False Fire or Bomb Threats or Threats to the Community: The inconvenience and anxiety that may be experienced by students and staff in false threats, as well as the time required by police and fire officials is a serious affront to the educational experience at Blanchard. This offense may result in detention, suspension, or expulsion.
- Weapon Possession: No weapons of any kind may be brought to school. This includes toy guns by all manufacturers as well as the popular Swiss Army knives. Any weapons brought to school for any reason will result in a suspension.
- Drug Possession: Blanchard is a drug free environment. Any drugs brought to school will result in a suspension.

ACADEMIC INTEGRITY

*In keeping with Blanchard's STARR values, especially respect and responsibility, students are expected to maintain academic integrity for their own work. While there are few incidents about academic integrity, the following describes specific behaviors and expectations for the students as clarification.

Though students often collaborate on projects and work with friends on homework, it is expected that students will complete their own work, ask teachers and parents/guardians for clarification of work or how to paraphrase work but will not copy someone else's work. This includes copying a friend's work or material from another source. For tests and quizzes, it is expected that students will focus on their own work and will not look at a classmate's or share their own work with others during the test. Students will not share the test questions to those who have not yet completed the test or quiz.

Consequences for violating the expectations for academic integrity may include some or all of the following:

- A zero on the assignment, test, paper, or project
- Referral to a school administrator
- Parent/Guardian notification
- Detention
- Completion of an alternate assignment.
- Loss of privileges to participate in school events.

* Our policy is aligned with the R.J. Grey Junior High School's policy. The descriptions of behavior and consequences are taken from the R.J. Grey Junior High School Handbook.

STUDENT RIGHTS: DUE PROCESS PROCEDURES

Link to [student rights due process procedures](#).

SUSPENSION*

In-School Suspension for less than 10 cumulative days during a school year: An in-school suspension is a removal of a student from regular classroom activities, but not from the school premises. The procedure for an in-school suspension of no more than (10) school days (consecutively or cumulatively for multiple infractions during the school year) will be as follows:

- The administrator will inform the student of the disciplinary offense charged, the basis for the charge, and provide the student an opportunity to respond. If the administrator determines that the student committed the disciplinary offense, the administrator will inform the student of the length of the student's in-school suspension, which may not exceed 10 days, cumulatively or consecutively, in a school year.
- On the same day as the in-school suspension decision, the administrator will make reasonable efforts to notify the parent orally of the disciplinary offense, the reasons for concluding that the student committed the infraction, and the length of the in-school suspension. The administrator will also invite the parent to a meeting to discuss the student's academic performance and behavior, strategies for student engagement, and possible responses to the behavior. Such meeting will be scheduled on the day of the suspension if possible, and if not, as soon thereafter as possible. If the administrator is unable to reach the parent after making and documenting at least (2) attempts to do so, such attempts will constitute reasonable efforts for purposes of orally informing the parent of the in-school suspension.

- The administrator will send written notice to the student and parent about the in-school suspension, including the reason and the length of the in-school suspension, and inviting the parent to a meeting with the principal for the purpose set forth above, if such meeting has not already occurred. The administrator will deliver such notice on the day of the suspension by hand-delivery, certified mail, first-class mail, email to an address provided by the parent for school communications, or by other method of delivery agreed to by the administrator and the parent.
- The parent will participate in a conference after the suspension has been served with the appropriate staff involved with the incident or the student.

An in-school suspension of more than 10 cumulative days in a school year will be subject to the procedures for long-term suspension.

* Subject to change due to new laws being put in place. Please check the District's website at www.abschools.org for updates.

BUS INFORMATION

ELEMENTARY BUS PASSES (EFF. 2016-17 SCHOOL YEAR)

The Acton-Boxborough Regional School Committee authorizes the issuance of two types of bus passes to elementary students. In order to protect all students who are transported to/from schools, requests for changes in dismissal arrangements will not be taken over the phone, except in an emergency as determined by the school Principal.

- Permanent bus passes may be issued to elementary students only for the purpose of attending a licensed childcare provider on a regular consistent weekly schedule under the conditions stated in the following procedures.
- One-day bus passes may be issued to elementary students in Grade 2 or above to provide transportation to a licensed childcare provider, or to a pre-scheduled bus stop location on the bus route servicing the elementary school, under the conditions stated in the following procedures.

PERMANENT BUS PASS PROCEDURES

Permanent bus passes will be issued to elementary students only for the purpose of attending a location on a pre-existing bus route. Bus routes will not be altered to accommodate for non-essential bus stop locations. Non-essential bus stop locations are bus stops other than the residential address(s) on file for the In order for a permanent bus pass to be issued the following applies:

- Permanent bus passes will be accepted provided a parent or guardian has submitted the appropriate
- Permanent bus pass forms must be submitted to the school office before August 1 to take effect at the beginning of the school year, or December 1 to take effect in January. Copies of the permanent bus pass form can be accessed from the elementary school websites as well as from the Transportation Office.
- Permanent bus pass requests can be mailed to the district Transportation Office at permbuspass@abschools.org or can be dropped off in the office as well. The district form must be used in all schools and is available at the elementary school offices or on the school website.
- Any changes to a permanent bus pass should be treated as a one-day bus pass, per procedures.
- A responsible party from the location must be outside waiting to receive the students. If an individual (s) is not present at the stop upon arrival the students will not be allowed to exit the bus and will be returned to the school at the end of the route.
- The first time a location fails to meet students at the bus, a written warning will be given by the ABRSD. If the location fails to meet students a second time, that location will be removed from the bus route.

ONE-DAY BUS PASS PROCEDURES

One-day bus passes will be issued to students to provide transportation to the student residence(s) on file, a licensed childcare provider, or to a pre-scheduled bus stop location on the bus route servicing the child's elementary school. In order for a one-day bus pass to be issued the following must be in place:

- The bus pass form is filled out completely and correctly, including the contact information of an adult who is prepared to take responsibility for the student(s).

- The bus pass form is submitted by 2:00 p.m. the day before the one day bus pass is to take place.
- The person listed on the bus pass to receive students is responsible for those students once they exit the bus.
- There is sufficient seating on the bus.
- One-day bus passes will not be granted as a substitution to permanent bus passes to private.

INFORMATION FOR ALL BUS PASSING

For all bus passing, please note the following:

- Parents or guardians must sign a release of liability waiver at the beginning of the school year to participate in bus passing.
- Bus routes will not be altered to accommodate for bus passing.
- Any stop other than the student's home stop requires a bus pass.
- The elementary school office, in consultation with the Transportation Office, reserves the right to deny the issuance of a daily bus passes or cancel a permanent bus pass.
- It is understood that the bus stop timing of ABRSD bus routes fluctuates daily based on unexpected traffic delays, weather, or other scenarios outside the control of the bus driver and the transportation office.
- Information relative to bus numbers, bus routes, and bus stops, may be obtained from the Acton-Boxborough Regional School District website under the Facilities and Transportation Department.
- Students are responsible for their personal behavior on the bus. If they are written up for disciplinary reasons by the bus driver, the first write up will serve as a warning. If there is a second incident resulting in a write up, that student will have their permanent bus pass revoked and transportation for that student will revert back to the student's residence on file.

Questions about these procedures may be addressed to the Acton-Boxborough Regional School District

Transportation Department at 978-264-3328 or at <http://www.abschools.org/departments/facilities-transportation>.

BUS SAFETY RULES

- Students are to observe all rules set by the drivers.
- Students are to remain in their seat until they arrive at their bus stop.
- Students are not permitted to throw anything on the bus or out of the window.
- Students must use appropriate language and voice levels.
- No smoking is permitted on the bus. This is in accordance with state law.
- Students and their parents are responsible for any physical damage to the bus.
- No horseplay or roughhouse conduct is allowed on, or around any bus, or while waiting for the bus. Students must walk to and from the buses.
- Riders must keep arms, hands, and heads inside the bus at all times.
- No pets or animals are allowed on the bus.
- Students must keep their hands and feet quiet. There is no hitting or kicking.

BUS SUSPENSION

If a student is referred to the school office by a bus driver for infraction of any bus rules, the following procedure will be enforced:

- First offense in school term: Parents are notified and their cooperation is expected in helping to resolve the problem.
- Second offense in school term: Parents are notified and the student will have bus-riding privileges revoked for a period of five school days.
- Third offense in school term: Parents are notified and the student will have bus-riding privileges revoked for a period of ten school days. A conference between the parents and the Principal or the Assistant Principal will be held.
- School administration maintains the right for immediate suspension from the bus for any behavior considered dangerous to themselves or others.

DRUG-FREE SCHOOL

In accordance with the federal Drug-Free Schools and Community Act (P.L. #101-226), the School Committee declares the Blanchard Memorial School a Drug-Free School. To fully comply with this public law, the School is required to prevent the bringing in, making, using, handing out or selling, and possession of illegal drugs and alcohol on school property.