

FOX HILL SCHOOL

2009 - 2010 Handbook



Please keep this Reference Guide in
a convenient place as a Quick Resource
for School and Community information.

Handbook Editor: Sangita Shah
Cover Illustration by: Jessica Belliveau



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Please read the handbook carefully, as there have been changes

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BURLINGTON PUBLIC SCHOOLS

Fox Hill Elementary School
Fox Hill Road
Burlington, MA 01803
781-270-1791
FAX 781-229-5909

Ellen K. Johnson
Principal

September 2009

Dear Parents:

Welcome to the 2009-2010 school year at Fox Hill Elementary School. As educators our primary purpose in education is to support, encourage, accept and teach students what is necessary so they can realize their highest potential to become better academically, socially and emotionally. Education is a vibrant and dynamic subject, school is a vibrant and dynamic place filled with enthusiastic, vibrant and dynamic people. At Fox Hill I am looking forward to a vibrant and dynamic new school year that will create and nurture learning, growth and possibility in children, teachers and parents. This school year brings much excitement and anticipation as we begin a new journey together using a new schedule and structure that will promote and facilitate increased student learning and growth.

As always, I am continuously impressed and pleased by the courtesy, respect and positive nature that students possess and practice daily at Fox Hill. Fox Hill students possess these traits because of the creation and implementation of the Fox Hill Code. In keeping with the tradition and the spirit of the Fox Hill Code we will continue to follow it this year in an effort to continue to build strong and positive student behavior, respect and responsibility towards others and for oneself. I share with families the Fox Hill Code.

Fox Hill Code

Every Person's Rights

1. To have his or her feelings, ideas and property respected
2. To work and play in a safe, trusting, and cooperative environment
3. To be treated politely and with courtesy
4. To participate in a classroom atmosphere in which one's best work can be accomplished
5. To attend a school where conflicts are resolved peacefully

Every Person's Responsibilities

1. To treat other's property, ideas, and feelings with respect
2. To contribute to a safe, trusting, and cooperative environment
3. To treat others politely and courteously
4. To work to the best of one's ability
5. To resolve conflicts without violence

Many educational experts believe that the best performing schools know and articulate what they stand for and who they want to become as a school and as a school system. As a whole,

educators in the Burlington Public School system and Fox Hill Elementary know and articulate what they stand for in education and what they want their school to become for our students. This understanding and vision allows us as educators to get better every day to provide and achieve more for our students to ensure their success. In this spirit, I share with families the Burlington Public Schools' Mission Statement and Fox Hill Elementary School's Mission and Vision Statements.

Burlington Public Schools Mission Statement

The mission of the Burlington Public Schools is to help all students acquire organized knowledge, master physical and intellectual skills, and understand ideas in ways that foster a positive self-image and lead to a lifelong learning, self-sufficiency and responsible citizenship.

Fox Hill Elementary School Mission Statement

It is the mission of the Fox Hill Elementary School to:

- Ensure all students acquire knowledge, skills, and independence.
- Support a diverse learning community committed to helping all students achieve their full potential intellectually, socially, emotionally, and physically.
- Foster a mutually supportive environment for students, parents, faculty, and staff in a safe, trusting environment, which promotes life-long learning.

Fox Hill Elementary School Vision

*Educators will collaborate and learn from each other to promote a safe learning community where **all** children learn and grow. All members will seek to understand children's individual strengths and needs to foster their academic, emotional and social potential while developing independence, curiosity and a love of learning.*

I want to extend a heartfelt thank you to the Fox Hill Parent Organization (PTO) for publishing this handbook again this year. The time and commitment that goes into publication of this handbook is extraordinary and it is a reflection of a strong home-school partnership.

Please keep this handbook in a special place and use it as a quick source for information on activities, services, and policies at Fox Hill. A school calendar, staff register, PTO and community information are also included.

Please be assured that I will work hard each day to be the best I can possibly be in service to the children of Fox Hill Elementary School, Fox Hill teachers and Fox Hill parents. Please stop by for a visit and share with us your impressions of Fox Hill School and together we can ensure that all children will learn and grow this year. As always, I am very excited to get started and I am confident that this year will be the best ever!

With Warmest Regards,

Ellen K. Johnson
Principal

FOX HILL SCHOOL TELEPHONE DIRECTORY

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FOX HILL SCHOOL TELEPHONE DIRECTORY

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Burlington School Administration

Dr. Eric Conti
781-270-1801
Superintendent of Schools

Craig Robinson
Director of Finance and Operations

Dr. Cathleen Estep
Director of Pupil Services

Burlington School Committee

Thomas F. Murphy Jr., Chairman
3 Lexington Street
781-273-0204
tmurphy@sheamurphyguide.com

Michael DeSimone
5 Gloria Circle
781-272-1464
mfdesimone@comcast.net

Christine M. Monaco
18 Corcoran Road
781-272-8922
wallypog@aol.com

Stephen Nelson
25 Fairfax Street
781-221-5802
saneseq@prospeed.net

John L. Vanella
8 Pearson Circle
781-273-0423
jvanella@msn.com

FOX HILL SCHOOL PARENT/TEACHER ORGANIZATION

WELCOME FROM THE PTO

The Fox Hill Parent Teacher Organization welcomes you to the 2009-2010 school year and invites you to join us in providing support and materials for the academic programs at Fox Hill that benefit our children and our community.

This year we are asking for your support to ensure another successful year. The success of the PTO largely depends on member participation in fundraisers and volunteerism and by way of financial support through membership dues. We invite and encourage everyone to get involved, lend a hand, and make a difference. The PTO provides many different opportunities to get involved. You may become a room parent, volunteer to help out a fund-raiser, become involved with one of our special events, donate a raffle item, or co-chair a committee.

The Fox Hill PTO's main goal is, and always has been, to provide services and funds that enhance the school-based learning environment for each and every child at Fox Hill. In years past, our PTO has been able to provide funds for improvements to our school, funds for buses for field trips, fun events, author visits, enrichment programs and scholarships to two graduating seniors who attended Fox Hill School. These are only a handful of the many rewarding events/items that the PTO has been able to provide.

In order for Fox Hill PTO to continue to provide all of these opportunities, it takes approximately \$20,000.00 a year in fundraising. Last year we had 245 families and 30 staff members join the PTO. Please show your support for your children by supporting us as much as possible. Join the PTO today!

Please feel free to contact us if you have any questions, comments or ideas that you would like to share. Again, welcome back and we look forward to working with you!

Laurie Bonanno, Co-President	781-273-7374	lbonanno@rcn.com	
Kristin Russo, Co-President		781-270-3270	russo5k@verizon.net

GENERAL INFORMATION

Membership Dues: \$20.00 per family

This year, as in the past, we will be supporting field trips, in-school educational programs, scholarships to two Burlington High School students, gifts to the Fox Hill School, and more. Financial statements and minutes will be at the PTO meetings. With your continued support, our objectives will become a reality.

PTO Meetings: twice a year (see the Event Calendar on page 18 for dates)

Attendance at these meetings is important and open to all. You will be made aware of what's happening at the Fox Hill School, help organize upcoming events, exchange ideas, discuss important issues, and make decisions. Members of the PTO board, Teacher Representatives and the Principal are present at these meetings. This is your best opportunity to share your concerns and ideas for the upcoming year.

Communication

In an effort to enhance communication, the following are a few of the resources available.

PTO Mailbox - located in the school office. If you have PTO related questions, suggestions or other concerns and cannot attend a scheduled meeting, just send a note with your child and have him/her "mail it" for you.

PTO Shorts Newsletter - published periodically by the PTO, containing information regarding upcoming activities, financial reporting, and lots more. It will be given to your child to bring home. Be sure to look for it.

Handbook - a quick source for information on school activities, services and policies. The PTO publishes and distributes this handbook within the first two weeks of school. It includes a school calendar, a floor plan, a faculty and staff register, additional information concerning the Fox Hill School and relevant community services and programs.

Weekly Bulletin - provided by the Principal and often contains PTO information.

VOLUNTEER INFORMATION

Parent Volunteer

Parents and guardians are encouraged to share their energies, skills, and talents with the school by volunteering. You can learn about volunteer opportunities from your child's teacher and in the Weekly Bulletin.

Volunteers are expected to display the highest levels of *professionalism and confidentiality* during their work at the school.

PTO Event Volunteer

During the course of the year, you may be asked to sign-up and volunteer to participate in the various school functions. There will be additional follow-up in reference to assignments by the chairperson or committee member responsible for the event. All you have to do is show up, be on time, and enjoy helping out.

If you decide to become a chairperson for an event, there are folders from previous years available for your reference, and there is always someone who can assist in answering questions or helping out.

Events Chairperson: Depending on the event, two or more parents may oversee the planning and execution of a function. Responsibilities includes delegating duties to other volunteers, holding organizing meetings to make sure all phases in the preparation of an upcoming event are covered, and working with other support staff as necessary.

If you have any questions or concerns, please contact the office or the PTO Board.

PTO BOARD & COMMITTEE MEMBERS, 2009–2010

PTO Board

Co-Presidents	Laurie Bonanno Kristin Russo	781-272-6272 781-270-3270
1st Vice President	Mrs. Johnson	781-270-1791
2nd Vice President	Nancy Conti-DeCarlucci	781-272-4781
Co-Secretaries	Lisa Zenkin Christie Ventura	781-273-0148 781-229-9435
Treasurer	Kelly Wilshusen	781-270-4031

PTO Committee Members

Adult Social:	Lisa Zenkin
Call-Out Program:	Carol Perna
Concerts Fundraising Coordinator:	Anisha Shaikh
DARE Graduation Night:	Anisha Shaikh, Nancy Conti-DeCarlucci, Kelly Wilshusen, Debbi Conti
DARE Representatives:	Nancy Conti-DeCarlucci, Anisha Shaikh
Family Day Picnic:	Kelly Wilshusen, Lisa Zenkin, Liz Silva
Fifth Grade Reception:	Sangita Shah, Dianne Barrucci, Beth Keelan, Nancy Kiehl, Stacey Mollica, Lisa Morey, Laurie Bonanno
Fifth Grade Yearbook:	Sangita Shah, Laura Plummer, Dianne Barrucci, Kelli Sulfaro, Kathleen Haded, Colleen Nash, Nancy Conti-DeCarlucci
Handbook Editors:	Sangita Shah
Hospitality:	Anisha Shaikh
Meadow Farms Coordinator	Kelly Wilshusen
Ice Cream Social Coordinator:	Sangita Shah, Cecile Mercado
In-School Enrichment:	Alison Gnerre
In-School Holiday Shop:	Kelly Wilshusen, Lisa Morey, Felicia Maida, Laurie Bonanno, Deanna McLaughlin
Membership Coordinator:	Andrea Lamb
Pumpkin Fair:	Julie Quinn, Michelle Benjamin, Laurie Bonanno, Kelly Wilshusen
Raffle Coordinators:	Nancy Kiehl, Beth Keelan, Amanda Cox
School Spirit Week:	Anisha Shaikh
Spelling Bee:	Lisa Zenkin, Sonali Padgaonkar
Spring Fundraiser	Kelly Wilshusen
Student Directory:	Liz Silva, Tiffany Tucci
Sunshine:	Nancy Conti-DeCarlucci
Teacher Appreciation Luncheon:	Lisa Zenkin, Felicia Maida, Kelly Wilshusen
Teacher Representatives:	Mrs. Doble, Mrs. Doyle
Volunteer Coordinator:	Susan DeMacedo

PTO YEAR END FINANCIAL STATEMENT

August 1, 2008 - July 31, 2009

Beginning Balance 8/01/08

\$9,471.92

Income

Bank Interest	10.37
Donation to School	
Family Picnic	2244.00
Holiday Shop	7053.50
Ice Cream Social	1829.00
In school Enrichment	216.00
Lowell Devils	429.00
Meadow Farms	13706.98
Membership	4010.00
North Shore Music Theatre	20.00
Otis Spinkmeyer Cookie Dough	4279.00
Pumpkin Fair	4587.20
Shaw's Reward Program	234.23
Spiritwear	1506.00
Spring Concert	974.00
Teacher / Staff Appreciation	215.00
Winter concert	299.00
Winterfest	732.00
Yankee Candle	2829.30
Total Income	\$45,174.58

Expenses

2007/2008 Graduation	145.66
2007/2008 Spring Celebration	576.50
2007/2008 Brick Walkway	1,872.00
2007/2008 Spiritweek	220.00
Administrative Expenses - PTO	695.12
Bank Fees	407.90
BHS Post Graduation Party	50.00
DARE Graduation	175.42
Dollars for Scholars - BCSF	250.00
Family Picnic	1761.69
Field Trip Transportation Costs	2455.00
Fifth Grade Graduation	1179.84
Fifth Grade Yearbook	1057.88

Fox Hill School Class Donation	1255.00
Fox Hill School Donation	2938.64
Holiday Shop	6700.07
Hospitality	21.76
Ice Cream Social	1028.25
In-School Enrichment	3626.62
Kindergarten/Grade 1 Field Trip T-shirts	925.00
Lowell Devils	363.00
Meadow Farms	6917.73
Otis Spunkmeyer Cookie Dough	2870.55
PTO Handbook	920.00
Pumpkin Fair	1967.30
Scholarship - Fox Hill Recipient 2008/2009	400.00
School Spiritwear	1206.00
Spiritweek	464.94
Spring Celebration	1366.22
Spring Concert	896.74
Sunshine	65.00
Teacher /Staff Appreciation	3681.09
Winter Concert	295.96
Winterfest	342.75
Yankee Candle	1915.53
Total Expense	\$51,015.16
Net Income	\$(5,840.58)
Ending Balance 7/31/09	\$3,631.34

Submitted by Kelly Wilshusen, Treasurer 2008/2009

CALENDAR OF EVENTS AND PTO-SPONSORED EVENTS

Sept 24	Back to School Night – 7:00 pm – 9:00 pm; (Parents Only) Curriculum Night.
Sept 15 – Sept 30	PTO Fundraiser - Meadowfarms Gift Wrap & Gift Items.
October 9	PTO Meeting - 7:00 pm - 8:30 pm; First of two scheduled meetings this year.
October 19-23	Fox Hill Book Fair by BookEnds
October 20 – Nov 3	School Spirit Wear Sale - Order your School Spirit Wear for the holidays!!!
October 16	Pumpkin Fair: Fundraiser for Fox Hill – 6:00 pm - 9:00 pm An evening of fun, foods, games, and raffles.
November 5	Vendor Night – 6:00 p.m. – 9:00 p.m. An evening of shopping with over 30 unique vendors
Dec 4 and 5	In-School Holiday Shop - A learning opportunity for students in which they may purchase holiday gifts, with help.
January 24	Winter Festival - Saturday 2:00 pm – 4:00 pm.
February TBA	DARE Graduation – 7:00 pm; 5 th grade students only, a celebration for completion of the DARE program.
March TBA	Spring Fundraiser – A spring fundraiser for our school. TBA
March 22-April 12	Grades 3, 4, and 5 ELA Reading Composition
March 23	ELA Composition, Sessions A and B
April 7	ELA Composition Make-Up, Sessions A and B
April 8	Ice Cream Social – 6:00 pm – 8:00 pm; Sundaes, raffles, and entertainment.
May 4	Teacher Appreciation – A way to show our teachers appreciation by providing lunch.
May 10 – May 27	Grades 3, 4, 5 Mathematics and Grade 5 Science/Technology
May 13	PTO Meeting – 7:00 pm - 9:00 pm; Our second and last PTO meeting of the year.
May TBA	Kindergarten Orientation – A welcome to incoming Kindergartners and parents.
June 3	Volunteer Appreciation – A morning coffee hosted by Mrs. Johnson and staff.
June 7 (Rain date June 8)	Family Picnic/BBQ – 5:00 pm– 8:00 pm; Families and staff BBQ together.
June 8 – June 12	School Spirit Week – A fun-filled week of school activities and events.
June 10	5th Grade Reception – 7:00 pm – 9:00 pm; 5 th grade students only.

SCHOOL INFORMATION

SCHOOL OPERATIONS AND PROCEDURES

Regular School Hours

Kindergarten

- 8:35 a.m. – 1:00 p.m.

Grade 1 – Grade 5

- 8:35 a.m. – 2:40 p.m.

Early Release Day Hours

Kindergarten – Grade 5

- 8:35 a.m. – 11:30 a.m.

Attendance

Regular attendance and arriving to school on time are two important work habits that facilitate educational growth and success. Uninterrupted classroom instruction is both effective and beneficial to all students learning. It has been documented that children who are frequently absent or tardy experience adverse educational situations. Therefore, we strongly encourage:

- Parents make doctor and dentist appointments after school hours whenever possible.
- Students remain home for medical and emergency reasons only.
- Absences for non-medical or non-emergency reasons are strongly discouraged.

A note from home is required for:

- Medical absences
- Tardiness
- Early dismissal
- A change in routine dismissal plans
- A temporary excuse from physical education

Tardiness

Students arriving to school after 8:35 a.m. are considered tardy and must report to the office before going to their classroom. Punctuality is an important work habit and vital to beginning the school day successfully. Any child who is excessively tardy during a term may be contacted to set up a conference with the principal. Any child who experiences difficulty coming to school on time is encouraged to contact the guidance counselor or principal.

Early Dismissal

Students leaving school early should only be dismissed from class in cases of illness or injury. It is suggested and recommended that doctor and dentist appointments be scheduled after school hours. Disruption to the school day has been shown to negatively affect effective learning. If a student must be dismissed during the school day, a note must be sent from home indicating the time the student is to be picked up and by whom. Parents or adults picking up students early are required to check in at the main office and sign out the student.

Excessive Absence

Any child absent from school is required to send in a note explaining the reason for their absence. Any child absent for five or more consecutive days is required to submit a note from a doctor that explains the reason for their absence. Any child absent from school for 10 or more days a doctor's note is required by state law for admittance back to school. Any child absent for 10 or more days due to non-medical reasons during a term may be contacted to set up a conference with the principal to discuss your child's absences. Any child who experiences difficulty coming to school on a regular basis is encouraged to contact the guidance counselor or principal.

Absences and The Call-Out Program

Whenever your child is going to be absent from school, please call the school absence line at 781-273-7638 anytime before 8:30 am. The PTO, in conjunction with the Fox Hill School, provides a voluntary Call-Out Program whereby a volunteer will contact you at your home/workplace ensuring the safe whereabouts of your child. Therefore, it is imperative that the school office has up-to-date information on how to contact you.

The Call-Out Program is provided for children whose parents have signed up to participate at the start of each school year. Since parent volunteers make the phone calls, we ask that you consider volunteering to help make calls for at least a week. Becoming a volunteer only involves calling approximately five parents each morning, between 9:45 and 10:15 am.

Regular attendance at school is extremely important for your child's continuing progress. Please send a note to the school with your child after any absence or tardiness. If your child is out of school for 10 days or more due to illness, a physician's note is required by state law for admittance to school.

Emergency Dismissal

Every so often, due to circumstances beyond our control (snowstorms, fire, etc.), it may become necessary to send students home from school on their bus before the normal dismissal time. It is imperative that you work out a plan with your child to cover this possibility. Each child should know where to go and what to do in the event that this should happen and you are not at home.

Cancellation and Delayed Opening

If classes are canceled due to inclement weather, you will be notified by:

- ConnectEd message issued by the Superintendent
- Radio announcements on WBZ (1030-AM) and WRKO (680-AM)
- Burlington Cable Access Television (BCAT)

In the event of a two-hour delayed opening, buses will pick up students two hours later than their regular morning time. Children should not arrive at the school until 10:15 a.m. Dismissal will be at the regular time. We request that parents refrain from calling the Fire Department, Police Department, and the school department offices about school closing.

Student Code of Conduct

In addition to the rules and requirements set forth in this Student-Parent Handbook, students are expected to adhere to the following Code of Conduct:

- Students are expected to assist in maintaining an orderly and calm school atmosphere that is conducive to learning.
- Students are to respect the right of school staff and students to a safe and secure school environment.

- Students will use appropriate language and will treat adults and students alike, politely and with respect.
- Students are not to bring anything to school that can be harmful to themselves or others.
- Students are to be truthful and honest at all times.
- Students will obey all school rules and policies

Fox Hill Code

The Fox Hill Code, found in the letter from the principal on page 4, explains the rights and responsibilities expected at Fox Hill School. Parents, students, teachers and administrators created the Fox Hill Code, thereby establishing school-wide expectations for behavior. Activities will be provided to develop children's skills in these areas throughout the year, and parents will be notified if the code is not being followed.

A Principal's Award will be presented each week to a child whose behavior exemplifies an aspect of the Fox Hill Code. Classroom teachers also implement special programs to commend and congratulate students on following the Fox Hill Code. However, students that do not follow these standards may face disciplinary action from a teacher or Principal. Depending on the severity of the student's behavior, discipline may include removal from the classroom.

Each child will receive a copy of the Fox Hill Code at the beginning of the year. Please return the signature page to your child's teacher indicating you have discussed the Code with your child and will work to implement it. We appreciate your efforts in reinforcing the importance of these concepts.

Dress Code

Students are expected to be well-groomed and appropriately dressed for school activities. The style of dress is generally determined by students and their parents. However, clothing that is disruptive or distracting to the educational process or a danger to the health and safety of a student is not permitted. Hats are not permitted to be worn indoors and sneakers are required for physical education.

Electronics and Toys

Cell phones, ipods and electronic games are not permitted in school. Similarly, toys are not allowed at school and it is requested that these items remain at home. These items are often valuable and costly and are considered a distraction to the educational process. Knives or any other sharp or dangerous objects are not allowed at school. Any child who does bring potentially dangerous objects to school may be subject to disciplinary action, including suspension.

Lunches/Snacks/Recess

The cost for a school lunch with milk and dessert is \$2.50. Milk can be purchased separately for 50 cents. (These prices are subject to change.) The price of an additional snack will vary depending on the item. Students purchasing a snack will be asked to buy only one snack or dessert item. Lunches may be paid for daily at the cafeteria or in advance. If your child should forget or lose lunch money, an alternative lunch will be served and a note sent home to you indicating the amount due. Please contact the School Cafeteria Manager at 781-270-1793 for more information.

A lunch menu will be sent home with your child each month outlining the lunch choices for the month. Lunch period is 25 minutes long and is supervised by teachers. Children are expected to be courteous and well mannered during their lunchtime.

Classroom teachers allow for a home-provided snack time during the morning. A nutritious snack item is recommended.

A 25-minute recess period, supervised by teachers, is provided daily. Recess is held outside, weather permitting.

Lost & Found Center

There is a Lost and Found Center outside the gym, at the entrance to Pod 1. Please check this area periodically for any of your child's lost or missing items.

Parents are urged to label all of their child's belongings (lunch boxes, raincoats, jackets, etc.).

Classroom Placements

The principal in partnership with Fox Hill staff reviews the following factors when making a child's placement:

- All pertinent information concerning the student's teaching style
- The student's academic, social, and emotional development
- The student's individual strengths and weaknesses and school history

Input is provided from all those working with your child. Any pertinent information from parents must be submitted on the Student Information Form available in the school office and on the Fox Hill Website. Student Information Forms are to be submitted to the principal. At the end of the school year, a professional recommendation will be made to the parents related to promotion/retention. Parents can accept or reject the recommendation in the form of a letter to the school. Every effort will be made to work in partnership with parents to make a decision in child's best interests.

Visitors

Visitors are welcome at Fox Hill and there is a buzzer system at the main entrance of the school. Please push the button and the main office will allow access to the building. Upon entry, it is required to go to the main office, sign in and receive a visitor's badge to wear while you are visiting Fox Hill School. If you do not have a badge, Fox Hill staff members are instructed to ask you to return to the office to sign in and receive your badge. This procedure ensures the safety of students, and school staff. If your child has forgotten any school related item, please bring it to the main office and we will inform their teacher the item is in the main office.

Fire Drills and Code Blue Drills

Fire Drills and Code Blue lockdown practice drills are held periodically during the school year. The purpose of these drills is to prepare children for emergency situations. Fire and Code Blue Drills are conducted in conjunction with the Town of Burlington Fire and Police Departments.

Animal/Pet Policy

Fox Hill provides a safe, comfortable environment for all students, teachers, and parents. Due to allergies, student comfort level with animals, and safety; non-approved animals will not be permitted in the building or entrance of the school. Any visitor or family with non-approved pets in the building will be asked to leave.

TRANSPORTATION

The safe transit between home and school is a top priority for students at Fox Hill, whether it be by bus, car, or as walkers. The order of dismissal at the end of the school day is:

- Walkers and Parent Pick-Up
- Buses in order of arrival

Buses

Bus transportation is provided to Fox Hill students on a daily basis. Requests for alternate bus transportation for groups of 3 or more must be approved by the Principal's Office 5 days before the requested date. Requests will be approved only if there is adequate space on the bus. Otherwise, regular transportation plans will be followed.

Any child not using their regular transportation routine on a given day must communicate their alternate plans to the teacher in writing on that specific day. No child will be allowed to take alternate transportation without written parental consent. It is strongly discouraged to wait until dismissal time to change transportation plans.

Bus Regulations

The driveway directly in front of the building is for buses only from 8:00 to 9:00 a.m. and 2:00 to 3:00 p.m. No car traffic is permitted in front driveway of the building at these times.

Rules for children riding the school buses include:

- Children will remain seated while bus is in motion. Changing seats is prohibited.
- Disruptive and violent behavior, such as fighting and pushing, is prohibited.
- Throwing any objects on the bus is prohibited.
- Children will not extend their hands, arms, or heads through the bus window.
- Children will talk in conversational tones. Loud, vulgar, and disrespectful language is prohibited.

It is important for the safety of all that children display appropriate behavior on the bus. Parents will be notified if their child's behavior jeopardizes the safe transport of children. Repeated offenses may result in a loss of bus privileges.

Bicycles

For safety reasons, children are not allowed to ride bicycles to and from school during school hours.

Parent Drop Off/Pick-Up

Parents driving students to school in the morning are required to use the access road on the right as you enter Fox Hill Elementary School. Please drive around the building until you come to the end of the access road at the end of the playground. Students are to exit the car on the left hand side of the car and walk to the sidewalk. Students are to exit from the first two cars only.

Parents picking students up from school are required to part their car in the parking lot and meet your child in the front lobby.

Walkers

For the safety of the children walking, there is a crossing guard available 10 minutes prior to school opening and 10 minutes after school closing. All walkers are dismissed to the lobby to meet their

parent(s) and are dismissed by a teacher on duty. Students are required to stay on the sidewalk where they are met by the crossing guard.

HEALTH SERVICES

The school is staffed with a full-time registered nurse. She is available for your child and for any parental concerns.

Accident and Illness

In the case of accident or illness, the nurse will be the first responder, administer first aid and notify parents.

Parents will be asked to fill out an emergency form in September. This form is to be filled out with updated information that includes names and telephone numbers of adults who can be contacted in the event that parents cannot be reached for an emergency, a home phone number, a parent's place of employment and phone number and a physician's phone number.

Illness and Communicable Diseases

Children who have symptoms of a communicable disease should be seen by their pediatrician. Please report any communicable diseases diagnosed by a pediatrician to the school nurse immediately. Any child, who experiences vomiting, has diarrhea or a high fever needs to remain at home until they are fever, vomit and diarrhea free for 24 hours.

Immunizations

Under Massachusetts State Law a child shall be admitted to school upon certification by a physician confirming that the child has been "successfully immunized," or exempt. The school requires proof of the following immunizations: DPT series, polio series, measles, mumps and rubella (MMR), hepatitis B series and varicella.

Children entering kindergarten and grade 4 are required by law to have an updated physical.

Exemptions:

1. Medical: a physician submits documentation that an immunization is medically contradicted.
2. Religious: a parent or guardian submits a written statement that immunizations conflict with the family's sincere religious belief.

Your child will not be allowed to attend school unless documentation of immunizations and lead screening has been provided to the school.

Medications Policy

Burlington Public Schools require the following to be on file in the health room before any medicines can be given at school:

1. Signed consent by the parent or guardian to administer medication, including over the counter pain relievers (i.e.: Tylenol, Advil).
2. Signed medication orders for long-term medications by your child's doctor. This must be renewed at the beginning of each academic year.

Medicines should be delivered by the parent to the school in a pharmacy or manufacture-labeled container. The container must be labeled with your child's name, room number and parent phone number (where you can be reached during the day should there be any questions). Bring in only the amount needed. If your child is on a prescribed medication, ask the pharmacy to provide separate containers for school and home. No more than a thirty day supply of the medicine should be delivered to the school. Children are not permitted to keep the medication with them or at their desk.

Screening Programs

All children are screened annually for hearing and vision. Children in grade 5 will be screened for scoliosis. You will receive notice if any abnormalities are detected.

COMMUNICATION

Fox Hill School encourages parents to communicate information that will enhance the school's ability to meet their children's needs. Communication of a sensitive nature, including psychological, medical, and family situations, will be dealt with professionally and confidentially.

Lines of Communication

The principal and the Fox Hill teaching staff believe it is important to maintain an active and effective partnership between home and school. We encourage regular communication and active problem-solving related to your child.

When parents have concerns regarding their child's progress, peer relationships, teacher relationship and/or homework the following procedure is suggested:

- Parents contact the teacher directly and work together toward a resolution or understanding
- Parents contact the principal if the concerned is not resolved.

At each step, please allow time for change to take place towards the agreed upon resolution.

Other staff members who may be helpful include:

- A guidance counselor is available to help with a range of social and emotional concerns. The counselor is aware of services at school and in the community and looks forward to helping any family access those resources.
- The reading specialist provides support to teachers and parents related to the reading curriculum and development. She can also answer parent's questions about the reading curriculum, expectations and assessment.

School Website

The Fox Hill Elementary School website is a resource that provides important information about daily and school activities and events that occur throughout the school year. It also provides curriculum information that supports a child's academic, emotional and social growth. The school website address is www.burlington.mec.edu/fh/

Back-To-School Night

Back-To-School Night is held at the beginning of the school year and will be on Thursday September 24, 2009 from 7:00 pm-9:00 pm. The purpose of Back-To-School Night is to familiarize parents with grade level curriculum expectations, classroom procedures, the daily schedule and homework expectations for the upcoming school year. Parents may have an opportunity to ask questions

regarding the curriculum and daily expectations following the teacher's overview. Parents will meet in the cafeteria to be welcomed by the principal and introduced to the staff.

School Improvement Council

The Massachusetts School Reform Act of 1993 calls for the establishment of a school council at each elementary school in the Commonwealth. Councils are to assist the principal in

- Adopting educational goals for the schools
- Identifying the educational needs of students attending the school
- Reviewing the school's annual budget
- Developing a school improvement plan
-

Membership is made up of the principal, teachers, parents and community members. Parents are typically selected through a vote of the parent community if there are a large number of parents wanting to become a member. Any parent wishing to become a member of the school improvement council should contact the principal or the PTO board members.

Open House

The Fox Hill School Open House, an evening event from 6:30-8 p.m. on gives families the opportunity to visit the school with your child. Visitation to your child's regular and special classrooms is encouraged to view student work. Personal conferences are not held at this time.

Conferences

Conferences to discuss your child's progress are scheduled in November by your child's teacher. Other conferences concerning your child's school life may be initiated by you or your child's teacher, and may be in person or by telephone.

Parent Information Center

Fox Hill School has a parent information center. The information center contains a variety of materials relating to parents, students, and our school. Please contact the guidance office if you have questions regarding materials available to parents.

Progress Reports

Progress report cards are issued in November, March and June.

School Records

Your child's school record is open to you for inspection by state law. Please contact the school office for additional information.

School and PTO Notices

The Weekly Bulletin from the principal's office is sent home on Fridays. Separate PTO notices, which act as a good source for PTO information, are sent to inform you of upcoming events, to solicit your participation and support, and to inform you of ongoing PTO news.

KINDERGARTEN

Entrance Age

A child entering Kindergarten must have attained the age of five by August 31, 2009.

Orientation

A Kindergarten Orientation program will be conducted in the spring for parents of incoming Kindergarten children. A second orientation for parents with their children will be held in September.

Screening

Each kindergarten student will participate in the state-mandated Kindergarten Screening Program, which is conducted in September and during school hours. The purpose of the screening is to identify any areas of concern in your child's development. Parents are made aware of the screening results and options for addressing concerns.

CLASSROOM OPERATIONS

Lines of Communication

The Fox Hill staff and the principal believe it is important to maintain active and effective partnership between home and school. We encourage regular communication and active problem-solving related to your child.

When parents have concerns regarding their child's progress, peer relationships, teacher relationship and/or homework the following procedure is suggested:

- Parents contact the teacher directly and work together toward a resolution or understanding
- Parents contact the principal if the concerned is not resolved.

At each step, please allow time for change to take place towards the agreed upon resolution.

Other staff members who may be helpful include:

- A guidance counselor is available to help with a range of social and emotional concerns. The counselor is aware of services at school and in the community and look forward to helping any family access those resources.
- The reading specialist provides support to teachers and parents related to the reading curriculum and development. She can also answer parent's questions about the reading curriculum, expectations and assessment.

Homework

The purpose of homework is to review and reinforce skills and lessons taught during the school day, to develop organizational skills and to develop and increase independence and responsibility. Each teacher has created a classroom procedure that reinforces and supports a child's ability to pass in and take down homework assignments. Students are provided with a student planner that facilitates their ability to be organized, responsible and independent.

Students require parental support at home in order to be successful with homework. It is recommended that parents identify a quiet "homework spot" supplied with student materials. Also,

setting a set time each day for students to complete homework has proven to be an effective strategy to ensure better success. Often students are tired at the end of the day and require parent support and encouragement to complete homework. Homework assignments vary depending on the child's grade level. Generally, 10 minutes per night per grade (e.g., grade 2 = 20 minutes, grade 5 = 50 minutes) will be assigned. Any student who excessively struggles with homework for long periods or time is encouraged to call their teacher. An overview of each teacher's expectations is given at Back-to-School Night in September. Homework is an essential and important component of the educational experience and requires a strong home/school partnership in order for students to be successful.

Book Purchases

At the individual teacher's discretion, monthly newsletters for book purchases are sent home with your child. This is an opportunity to purchase books at discount prices.

Books may also be donated to the Media Center to acknowledge special events. Please see Mrs. Downes for details.

Class Parties

Classroom holiday parties, holiday grabs, and/or individual birthday parties are at the discretion of the teacher. You may be called upon by a Room Parent to provide refreshments or other items for an occasion.

Fox Hill School has established a procedure that children may not distribute invitations to private parties during school hours. This procedure prevents youngsters from feeling left out, and will ensure that parents are aware of any invitations their children receive. The school will provide class lists for invitation purposes upon request. If you do not want your name or address on these lists, please notify the school office.

Field Trips

Field trips are considered to be a strong component to the educational process that facilitates hands-on learning, vocabulary development and background knowledge. All field trips are curriculum based and are connected to lessons and projects. Buses are provided for all field trips and a permission slip with a parent signature is required in order for a student to attend a field trip. Classroom teachers often request parent volunteers. All parent volunteers are required to have an updated CORI form on file at the main office to be eligible to chaperone field trips.

Room Parents

Fox Hill teachers will select two room parents for their classroom. Everyone interested in volunteering as a Room Parent will be equally considered.

Duties of the Room Parent include:

- calling parents to request items for a classroom party
- calling parents when volunteers or baked goods are needed for PTO activities
- initiating a classroom information chain in the event of an emergency

Parent Volunteers

There are a variety of ways that parents can volunteer to support classroom instruction. There are opportunities to work in a classroom, become a room parent, chaperone a field trip or support teachers in other ways that are needed. Everyone interested in volunteering will be equally considered by the classroom teacher. Expectations of any volunteer is to maintain student confidentiality, timeliness, completing expectations of teacher requests such as calling parents to request items for a party or event or setting up a information phone chain when needed.

Supplies

Most supplies are provided by the school. However, your child may want to have his/her own supply of pencils, crayons, markers, etc. Smocks, which can be left at the school, are recommended for art classes, and sneakers are required for gym. It is suggested that your child have a school bag to carry his/her papers and books to and from school.

SCHOOL PROGRAMS AND SERVICES

Curriculum and Instruction

The primary task of education is to ensure learning, growth and progress for all children at each grade level. One of Fox Hill Elementary educational goals is to provide a rich and rewarding academic program that meets students at their level and provides students with strong academic skills so they can apply and integrate academic skills in complex ways. Burlington Public Schools curriculum in all academic areas is a standards-based curriculum as determined by the Department of Elementary and Secondary Education. Parents may view elementary curriculum standards on the Department of Elementary and Secondary Education's website at www.doe.mass.edu. Parents may also view elementary curriculum standards on Burlington Public Schools website at www.burlington.mec.edu.

Massachusetts Comprehensive Assessment System (MCAS)

Students in grades three and four are tested in ELA and Math and students in grade five are tested in ELA, Math and Science. Testing windows occur in March, April and May. Parents are strongly advised to not make doctor's appointments and take extended vacations during these testing windows and to provide students with adequate rest, nutrition and encouragement during testing periods. MCAS results are reported to students in the fall and parents may view the school's MCAS results and past MCAS tests on the Department of Elementary and Secondary Education's website at www.doe.mass.edu.

Drug Abuse Resistance Education (DARE)

Taught by a Burlington police officer, the DARE program emphasizes self-esteem and decision-making and is made available to all grades. The fifth graders, on completion of the program, are acknowledged with a graduation ceremony. Parents of fifth grade students organize the graduation in conjunction with the PTO and the Fox Hill staff and administration.

Fox Hill School has DARE Representatives who attend and plan town-wide programs/activities with the other Burlington schools. The DARE Officer can be reached at 781-270-1919.

Media Center (Library)

The automated Media Center is a very valuable resource at the Fox Hill School, providing books, periodicals, videos, filmstrips, kits, reference and resource materials, and audiovisual materials for curriculum support and to enhance the enjoyment of reading and learning. The Media Specialist and Instructional Assistant are resources for children and staff and provide library skills instruction to each grade level. Books can be borrowed for one or two weeks. Parents are encouraged to contribute to the success of the Media Center by volunteering their time on a regular basis.

Art/Music/Physical Education

Students in grades one through five receive art once weekly for 60 minutes with the exception of second grade receiving art twice weekly for 45 minutes. Students receive music twice weekly for 45

minutes with the exception of second grade receiving music once weekly for 45 minutes and physical education twice weekly for 45 minutes. Students are provided with multiple opportunities to work creatively and art and music lessons are often incorporated into classroom curriculum units. Students in grades four and five have the opportunity to take small group instrumental lesson during school hours. The physical education program focuses on developing coordination skills, team sport skills, gymnastics, rhythm and dance. An adaptive physical education program is available for students who require this service. Sneakers are required footwear in the gym.

Technology

Students are provided access to technology and technology instruction. This instruction can occur in the classroom and in the computer room with the child's classroom teacher and/or the computer specialist. Fox Hill Elementary has one technology/computer specialist that works with students and the classroom teacher using a flexible and integrated approach. The Burlington Public Schools has adopted an acceptable user policy for electronic and internet network access. Parents are asked to sign a document indicating their understanding and acceptance of this policy before their children can access the internet.

World Language

All children in grades 1 through 5 will receive Italian instruction once a week for 30 minutes with a certified World Language Instructor.

SPECIAL SERVICES

Guidance

Guidance Counselors are available to all students and parents/guardians of Fox Hill School. Guidance Counselors provide direct services to children, parents, and staff, and act as resources and facilitators for the entire school population. They also provide a valuable resource regarding community services. The Fox Hill School Guidance Counselors can be reached at 781-238-5331.

Reading Specialist

The school is staffed with a full-time certified Reading Specialist who coordinates all aspects of the language arts program at the Fox Hill School. The Reading Specialist provides direct service to children in need of reading support and is a resource for teachers and parents.

Math Tutor

At the Fox Hill School, we have a full-time Math Tutor, providing necessary academic support to children in the regular classrooms.

Learning Center

The Learning Center is a resource room that provides support for children and staff. Children with Individualized Educational Plans receive academic support in the Learning Center, individually and in small groups. The full-time certified teacher also provides materials and suggestions for teachers to use in their classrooms.

Speech and Language Pathology

The school is staffed by a full-time Certified Speech and Language Pathologist. The Pathologist provides individual and small group therapy to children whose Individualized Educational Plans indicate the need for this service.

English Language Learner (ELL)

A part-time ELL Tutor is available at Fox Hill for children in need of this service. Please contact the school Guidance Counselor or Principal for additional information.

Special Needs

Team evaluations are conducted to determine if a child has special educational needs. Team evaluations consist of testing in the areas of concern. Parental permission must be received before any testing can begin. If special needs services are recommended as a result of the team evaluation, an Individualized Education Plan is developed and implemented, subject to parental approval. Team evaluations follow the process stated in Massachusetts State Special Education Law Chapter 766. Please contact the Special Education Team Chair, Nicole Mattos.

SCHOOL SERVICES

Accident Insurance

Information about this optional plan is sent home early in the school year.

After School Program

A wide variety of after school enrichment programs run by the Fox Hill staff is offered to students. Details and program descriptions will be sent home, along with registration materials, during the year.

Before and After School Care

Early morning (before school) care is available at the Fox Hill School. After school care is also available. However, the children in this program are taken by bus to the Francis Wyman School. For information concerning both these programs, please contact Laura Driscoll, Program Director, at 781-270-1708.

Pictures

School pictures are taken every Fall by a professional studio. You will be notified in advance of the actual date and your child's pictures will be available before December vacation. The Fifth Grade class photo, and make-up photos, will be taken in the spring.

SCHOOL ORGANIZATIONS

Fox Hill School Council

The Massachusetts Education Reform Act of 1993 mandates the formation of a school council for every public school. The council consists of elected parents and teachers and appointed community members. It is chaired by the Principal.

The goals of the council are to assist the Principal in:

- adopting educational goals for the school that are consistent with local educational policies and statewide student performance standards
- identifying the educational needs of students attending the school
- reviewing the annual school building budget
- formulating a school improvement plan

Meeting dates will be announced in the Weekly Bulletin. All meetings are open to the public. The School Improvement Plan is presented for School Committee approval in September.

Burlington Special Education

Parents Advisory Council (PAC)

The Burlington PAC is a group of local parents who have formed an organization designed to help, support and provide information for families of students who have or are suspected of having learning disabilities. If your child struggles with any aspect of school, the PAC can help you open doors and obtain information to help your child succeed in school. The PAC's experienced members can help families through difficult times with compassion and knowledge. No membership fees are charged and anyone with an interest in helping students overcome difficulties is welcome. The PAC meets monthly, bringing expert speakers to Burlington so that parents will have accurate, current information at hand. If you suspect your child has a need for help in life or in school, the PAC can assist you in finding that help. We can help parents find information, resources, and professional help in many specialized fields. For information on the Burlington PAC, Fox Hill parents should contact Maureen Monaco Ryan at 781-273-3443 or email: memryan@aol.com.

DISTRICT MANDATES

Acceptable Use Policy (Adopted by the Burlington School Committee: 4/8/08)

Introduction

This Computer Access Use Policy for the Burlington Public Schools is enacted by the School Committee to provide the parents, students and staff of the Burlington School Community with a statement of purpose and explanation of the use of technology within the Burlington learning community. This policy is reinforced by practice, acceptable use standards and an Acceptable Use Agreement Form which all users are required to read and sign before accessing the computer resources, electronic resources and network infrastructure.

Purpose

The Burlington Public Schools encourages the use of information technology to assist staff and students with academic success, preparation for the workplace and life long learning. The Burlington Public Schools provides access to a wide range of information technology to support learning and communicating with others. Information technology will be used to increase communication, enhance productivity and assist staff and students in upgrading existing skills and acquiring new skills. The computer resources, electronic resources and network infrastructure will also be utilized to provide relevant school information to the community.

Implementation of this Policy

The Superintendent of Schools or his/her designee(s), shall develop and implement administrative regulations, procedures, terms and conditions for use and user agreements consistent with the purposes and mission of the Burlington Public Schools as well as with applicable laws and this policy.

Definitions

"Information technology" is defined as Internet access, blogging, podcasting, email, published and non-published documents, and various forms of multimedia technology.

"Computer resources, electronic resources and network infrastructure" is defined as the Burlington Public Schools network, the Internet, E-mail, hardware, software, printers, peripheral devices and individual computer work stations.

"Educational use" is defined as a use that supports communication, research and education.

Technology Related Services Provided by the Burlington Public Schools

E-Mail - Email allows employees and students to communicate with people throughout the world. Staff is provided E-Mail Accounts. Special class use accounts for teachers and special student e-mail projects may be provided.

World Wide Web - The internet provides access to a wide range of information in the form of graphics, text, photographs, video and sound files throughout the world. This tool is maintained and supported for educational purposes. Incidental personal use is permitted.

Hardware and Software Resources - The Burlington Public Schools provides network servers, computers, printers and many peripheral devices, to support instruction and administrative activities. Other resources include productivity software, research and electronic reference software, diagnostic, assessment and reporting tools.

Content Filtering

The Burlington Public Schools uses software designed to block access to certain sites and filter content as required by the Children's Internet Protection Act. Burlington Public Schools is aware that not all inappropriate information can be filtered and the district will make an effort to correct any known gaps in the filtering of information without unduly inhibiting the educational use of age appropriate content by staff and students. Users will inform the teacher or administrator of any inadvertent access to inappropriate material in order that there is appropriate modification of the filtering profile.

User Access

Access to information technology through the Burlington Public Schools is a privilege, not a right. Students, parents, and staff shall be required to sign an Acceptable Use Agreement Form acknowledging an understanding of the guidelines and agreeing to comply with them in order to obtain access privileges. No access will be granted without a signed an Acceptable Use Agreement Form.

The Burlington Public School Acceptable Use Policy shall govern all use of computer resources, electronic resources and network infrastructure. Student use of the computer resources, electronic resources and network infrastructure will be governed by the Burlington School committee disciplinary policies as outlined in the policy manual of the district and the student's school handbook. Please note, laptop use is addressed through the Laptop Appropriate Use Procedures and its sign off.

Because information technology is constantly changing, not all circumstances can be anticipated or addressed in this policy. All users are expected to understand and comply with both the "letter" and the "spirit" of this policy and show good judgment in their use of these resources.

User Responsibilities

Some examples of inappropriate and/or illegal use are: (This is not an exhaustive list of all possible inappropriate uses)

- Sharing and/or distribution of passwords or using another student or faculty member's password.
- Intentional viewing, downloading or distribution of inappropriate and/or offensive materials.
- Using obscene language, harassing, insulting or bullying others
- Posting of private or personal information about another person
- Spamming of the school email system
- Violating of federal or state law, local regulation or school committee policy.
- Accessing other user folders, work or files on the Burlington network
- Installation of any shareware, freeware and other commercial software on school computers or servers
- Intentionally distributing computer spy ware and or computer viruses on district computers or network servers.
- Gaining unlawful access to other computers, networks or information systems for the purpose of "hacking" and/or deliberately uploading/downloading viruses or other harmful forms of programming or vandalism.

- Intentionally wasting limited network or bandwidth resources.
- Destructions/vandalism of system software, applications, files or other network resources
- Employing the network for commercial or political purposes.
- Using the network for large file downloading without the permission of the network manager
- Gaining unauthorized access to computer and or telecommunications networks and resources.
- Copying software from Burlington Public School Computers through any electronic means unless the particular licensing agreement in place for the software allows user distribution.
- On-line chats of a non-educational nature (including instant messages or other direct electronic communication) are prohibited except for chats of incidental use in First Class.

Parent Notification and Responsibilities

The Burlington Public Schools shall notify parents about computer resources, electronic resources and network infrastructure and their educational use. Parental consent is part of the Acceptable Use Agreement Form sign off procedure for all minor age student users of the system.

Parents may request in writing at any time or on the Acceptable Use Agreement Form that their child(ren) not be provided internet access.

Parents may request alternative activities for their child(ren) that do not require internet access.

Parents have the right at any time to investigate the content of their child(ren)'s computer files.

Monitoring

The Burlington Public Schools monitors the use of the school department's network to protect the integrity and optimal operation of all computer and system networks. There is no expectation of privacy related to information stored and transmitted over the Burlington Public Schools network. The information on the network in general files and e-mail is not private and is subject to review by the network manager at the request of the Burlington Public Schools administration to substantiate inappropriate activity and to comply with requests of law enforcement agencies as part of their investigations.

The Burlington Public Schools will cooperate with copyright protection agencies investigating copyright infringement by users of the computer systems and network of the Burlington Public Schools.

Technicians and computer system administrators maintain full access rights to all storage devices, and may need to access/manage such storage devices as part of their duties.

Routine maintenance and monitoring of the system may lead to discovery that a user has or is violating the Burlington Public Schools Acceptable Use Policy, other school committee policies, state laws, or federal laws.

Search of particular files of a user shall be conducted if there is a reasonable suspicion that a user has violated the law or Burlington School Committee Policies. The investigation will be reasonable and in the context of the nature of the alleged policy violation.

Due Process

The Burlington Public Schools will apply progressive discipline for violations of the district policy and signed Acceptable Use Agreement Form which may include revocation of the privilege of a user's access to computer resources, electronic resources and network infrastructure. Other appropriate disciplinary or legal action may be undertaken by the Burlington Public Schools administration. The nature of the investigation will be reasonable and reflect the contract language for each bargaining unit.

Burlington Public Schools Limitations of Liability

The Burlington Public Schools makes no warranties of any kind, implied or expressed, that the services and functions provided through the Burlington Public Schools computer resources, electronic resources and network infrastructure will be error free or without defect. The Burlington Public Schools will not be responsible for damages users may suffer, including but not limited to loss of data or interruption of service.

The Burlington Public Schools, along with any persons or organizations associated with the school department internet connectivity, will not be liable for the actions of anyone connecting to the internet through the school network infrastructure. All users shall assume full liability, legal, financial or otherwise for their actions while connected to the internet.

The Burlington Public Schools assumes no responsibility for any information or materials transferred or accessed from the internet.

Parents and guardians agree to accept financial responsibility for any expenses or damages incurred as a result their student's inappropriate or illegal activities on the Burlington Public Schools network.

Modification

The Burlington School Committee reserves the right to modify or change this policy and related implementation procedures at any time. Prior to implementation, presidents of each of the bargaining units will be notified.

CORI Report

The Burlington Public Schools have been certified by the Criminal History Systems Board to access all criminal case data including convictions, non-convictions and pending criminal case information. All prospective employees including volunteers, chaperones, as well as contractors, working on school property are subject to a CORI check by the school department. The Burlington School Department maintains a zero tolerance policy and any information on the CORI report, other than no record found, will result in the individual being denied employment, volunteering, chaperoning school activities, or working on school property.

Starting the 2005–2006 school year parents must complete CORI requests in the superintendent's office and provide proper identification. Parents are required to complete the CORI check every three years.

Disciplinary Due Process

1. Short Term Disciplinary Sanctions: Prior to the imposition of any disciplinary sanction that might result in a student's suspension from school for ten (10) consecutive school days or less, the student will be given oral notice of the offense with which he/she is charged and an opportunity to respond. In the event that the principal determines that the student will be suspended from school, the student's parent(s)/guardian(s) will be notified by telephone and in writing.
2. Long Term Disciplinary Sanctions: Prior to the imposition of any disciplinary sanction that might result in the student's suspension for more than ten (10) consecutive school days or expulsion, the parent(s)/guardian(s) will be given written notice of a hearing at which they may be represented by an attorney at their expense and may examine and present witnesses and documentary evidence. Following this hearing, the decision maker (principal/school committee) will issue a written decision. The parent(s)/guardian(s) will have the right to appeal any decision imposing a long-term exclusion from school. Where the student is excluded in accordance with M.G.L. c. 71 §37H, the student shall have ten (10) days from the effective date of the exclusion to file a written appeal with the superintendent of schools. For exclusions imposed pursuant to M.G.L. c.71 §37H1/2, the student shall have five (5) days from the effective date of the exclusion to file a written appeal with the superintendent. For exclusions imposed by the school committee in accordance with M.G.L. c.76 §17, the student shall have the right to file a written request for reconsideration by the committee within ten (10) days of the effective date of the exclusion. Pending the outcome of any such appeal, the disciplinary sanction imposed shall remain in effect. M.G.L. c. 76 §17, M.G.L. c. 71 §37H, M.G.L. c. 71 §37H1/2.
3. Students with Disabilities: Students who have been identified as students with disabilities in accordance with the Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act or who the school has reason to believe might be eligible for special education services are entitled to additional procedural protections when a disciplinary exclusion is considered. Prior to the imposition of any disciplinary sanction that would result in a change in placement, the student's Team will meet to determine whether the student's conduct was a manifestation of the student's disability. If the Team determines that the conduct was a

manifestation of the student's disability, shall review any existing behavior plan or, if no such behavior plan exists, conduct a functional behavioral assessment. In many cases, a student with a disability will be entitled to services identified by the student's Team as necessary to provide the student with a free appropriate public education during periods of disciplinary exclusion exceeding ten (10) school days in a given year. For additional information regarding the rights of students with disabilities in the context of school discipline please contact the Burlington Public Schools' Director of Special Education or the building principal.

Discipline and Students with Disabilities

All students are expected to meet the requirements for behavior as set forth in this handbook. In addition to those due process protections afforded to all students, the Individuals with Disabilities Education Act and related regulations require that additional provisions be made for students who have been found eligible for special education services or who the school district knows or has reason to know might be eligible for such services.

Students who have been found to have a disability that impacts upon a major life activity, as defined under §504 of the Rehabilitation Act, are, generally, also entitled to increased procedural protections prior to imposing discipline that will result in the student's removal for more than ten (10) consecutive school days or where there is a pattern of short term removals exceeding ten (10) school days in a given year. The following additional requirements apply to the discipline of students with disabilities:

- (1) The IEP for every student eligible for special education or related services shall indicate whether the student can be expected to meet the regular discipline code of the school or whether the code should be modified to address the student's individual needs.
- (2) Students with disabilities may be excluded from their programs for up to ten (10) school days to the extent that such sanctions would be applied to all students. Before a student with a disability can be excluded from his/her program for more than ten (10) consecutive school days in a given school year or subjected to a pattern of removal constituting a "change of placement", building administrators, the parent(s)/guardian(s) and relevant members of the student's IEP or 504 Team will meet to determine the relationship between the student's disability and behavior (Manifestation Determination). In most instances, during disciplinary exclusions exceeding ten (10) school days in a single school year, the student shall have the right to receive services identified as necessary by the Team to provide him/her with a free appropriate public education during the period of exclusion.
- (3) If building administrators, the parent(s)/guardian(s) and relevant members of the student's IEP or 504 Team determine that the student's conduct was not a manifestation of the student's disability, the school may discipline the student in accordance with the procedures and penalties applicable to all students but will continue to provide a free appropriate public education to those students with IEPs. The student's IEP or 504 Team will identify the services necessary to provide a free appropriate public education during the period of exclusion, review any existing behavior intervention plan or, where appropriate, conduct a functional behavioral assessment.
- (4) If building administrators, the parent(s)/guardian(s), and relevant members of the student's IEP or 504 Team determine that the conduct giving rise to disciplinary action was a manifestation of the student's disability, the student will not be subjected to further removal or exclusion from the student's current educational program based on that conduct (except for conduct involving weapons, drugs, or resulting in serious bodily injury to others) until the IEP or 504 Team develops, and the parent(s)/guardian(s) consent to, a new placement or unless the District obtains an order from a court or from the Bureau of Special Education Appeals (BSEA) authorizing a change in the student's placement. The Student's Team shall also review, and modify as appropriate, any existing behavior intervention plan or arrange for a functional behavioral assessment.
- (5) If a student with a disability possesses or uses illegal drugs, sells or solicits a controlled substance, possesses a weapon, or causes serious bodily injury to another on school grounds or at a school function, the District may place the student in an interim alternative educational setting (IAES) for up to forty-five (45) school days. A court or BSEA Hearing Officer may also order the placement of a student who presents a substantial likelihood of injury to self or others in an appropriate interim setting for up to forty-five (45) school days.

Harassment

The Burlington Public Schools is committed to the principle of diversity and to maintaining an environment in which all people can thrive. Students, staff, administration, parents, and other members of the community have the responsibility to treat each other with respect, tolerance, and sensitivity. It is essential that all individuals recognize certain guidelines for appropriate behavior -- that which allows each person the freedom to learn and work without fear of intimidation or humiliation. Behavior that disregards the rights of others and/or violates the District's Non-Discrimination Policy is unacceptable and will result in disciplinary action. In addition, anyone who retaliates against an individual who has brought a complaint of harassment to the attention of the school or against anyone who has cooperated in an investigation of a complaint of harassment will also be subject to disciplinary action.

An individual who believes he/she has been harassed or who has witnessed or learned of the harassment of another person in violation of the District's Non-Discrimination Policy, should inform the school principal or other administrator as soon as possible. If the individual does not wish to speak to the principal or if the principal or the administrator does not address the problem in an effective manner, the individual should inform the Director of Special Education (781-270-1817) or the Superintendent (781-270-1801) of the Burlington Public Schools.

The Burlington Public Schools will promptly investigate complaints of harassment. Confidentiality will be maintained to the extent consistent with the school district's obligations under law and under applicable collective bargaining agreements. The school district will comply with legal requirements governing the reporting of suspected cases of child abuse and will report suspected criminal activity to the appropriate authorities.

When an investigation has been completed, school personnel will inform the complainant of the results and will file a report with the district's appropriate compliance officer.

Sexual Harassment (By an Adult)

Any sexual behavior or inappropriate sexual comments from an adult towards a student is unethical and is considered sexual harassment. The adult is fully responsible for the behavior/comments. If a student believes that she/he has been sexually harassed by an adult, she/he should report the incident to a trusted teacher, guidance counselor, parent/guardian, assistant principal, or principal.

Teachers, guidance counselors, and/or the assistant principal will report the incident to the principal who will conduct an investigation, notify the appropriate authorities, and file a written report with the Superintendent of Schools. If it is determined that the adult has sexually harassed the student, referral will be made to the Superintendent of Schools for disciplinary action.

Reprisals, threats, or intimidation of the reporting victim by the accused adult will not be tolerated and must be reported to the assistant principal or principal.

Sexual Harassment (By a Student)

Sexual harassment is unwanted sexual attention from anyone with whom the victim may interact in the course of receiving her/his education in school or at school sponsored activities. Sexual harassment includes, but is not limited to, the following conduct:

- Staring or leering with sexual overtones
- Spreading sexual gossip
- Unwanted sexual comments
- Pressure for sexual activity
- Unwanted physical contact of a sexual nature

If a student believes that she/he has been sexually harassed by another student, she/he should report it to a trusted teacher, guidance counselor, parent/guardian, assistant principal, or the principal. Any accusation of sexual harassment will be investigated by the assistant principal or principal and a written report of the investigation will be filed with the principal.

If it is determined that a student has sexually harassed another student, the consequences will be as follows:

- a) A parent-student conference will be held with the assistant principal or principal.
- b) The student will be required to apologize to the victim.
- c) Depending on the severity of the incident, a student will be assigned office sessions, receive an out of school suspension, or possible exclusion.
- d) In cases of repeated harassment by a student, recommendation will be made to the Superintendent of Schools for further disciplinary action.
- e) Depending on the severity of the incident, a referral will be made to the local police.

Reprisals, threats, or intimidation of a victim who reports incidents of sexual harassment will be treated as a serious offense and will result in an out of school suspension and/or expulsion from school.

M.G.L. c.76 §18

No student sixteen years of age or older shall be considered to have permanently left public school unless an administrator of the school which such student last attended has sent notice within a period of ten days from the student's fifteenth consecutive absence to the parent or guardian of such student in both the primary language of such parent or guardian and English, stating that such student and his parent or guardian may meet with the school committee or its designated representatives prior to the student permanently leaving school, within ten days after the sending of the notice. The time for meeting may be extended at the request of the parent or guardian and with consent of the school committee or its designated representatives, provided no extension shall be for longer than fourteen days. Such meeting shall be for the purpose of discussing the reasons for the student permanently leaving school and alternative educational or other placements.

The superintendent of every city, town or regional school district shall annually report to the department of education the number of students sixteen years of age or older who have permanently left school, the reasons for such leaving and any alternative educational or other placement which each such student has taken.

The provisions of this section shall not apply to a student who has completed the regular course of education, or apply to a student whose absences have been excused, nor shall this section be construed to permanently exclude a student who wishes to resume his education.

Notice of Non-Discrimination

The Burlington Public Schools provides equal education opportunity without regard to race, color, national origin, religion, sex, marital status, disability or sexual orientation.

The School District complies with all applicable State and Federal Law, including but not limited to, Title VI, Title VII, Title IX, the Americans with Disabilities Act (ADA), Sections 504 of the Rehabilitation Act of 1973, and Massachusetts General Laws, c. 155B, c.151C, c.76,s5, and c.71B.

The School District has duly appointed individuals responsible for the overall monitoring, auditing, and ensuring compliance with this policy. For compliance issues regarding employment and educational activities, contact Dr. Cathleen Estep, Director of Pupil Services, Burlington Public Schools, 123 Cambridge Street, Burlington, Massachusetts 01803. Individuals who believe they have been discriminated against in any of the District's educational or employment activities can file a written grievance with the appropriate officer.

Smoking

Smoking is prohibited in all public buildings in the town of Burlington including Fox Hill School.

COMMUNITY INFORMATION

COMMUNITY SERVICES

Burlington Community Life Center

The Burlington Community Life Center is a town department responsible for providing mental health and social services to families with adolescents and young adults. The Burlington Community Life Center also provides information and referral services for all residents regardless of age. The Burlington Community Life Center can be reached at 781-270-1961.

Burlington Community Scholarship Foundation

Burlington is fortunate to have a unique scholarship partnership program known as Adopt-A-Class. This program encourages local businesses to develop an on-going relationship with a specific class of students in the Burlington school system. For additional information, you can contact Robyn Miliano at miliano@burlington.mec.edu.

Burlington Public Library

The town's library offers many programs and activities for the children. For more information, please call 781-270-1690.

Burlington Recreation Department

The Burlington Recreation Department offers a wide variety of programs for children and adults. Please contact them at 781-270-1695 for specific information.

Burlington Community Food Pantry

The Burlington Community Food Pantry serves over 100 Burlington families every month. Donations of non-perishable food items are always welcome. Please contact them at 781-270-6625 for specific information.

PRIVATE ORGANIZATIONS & SOCIAL CLUBS

Cub Scouts Pack 105

Burlington's Cub Scouts offers programs for grades 1 through 5. Interested Fox Hill and Pine Glen parents, and boys, may contact Chris Ford at 781-273-5435 or Chet Maguire at 781-229-2235 for more information and parent volunteer opportunities.

Boy Scouts Troop 103

Burlington's Boy Scouts offers active programs for boys either graduated from grade 5, and/or age 11 and older. Interested Fox Hill and Pine Glen parents, and boys, may contact John Iler at 781-229-1129 for more information and parent volunteer opportunities.

Girl Scouts

Burlington's Girl Scouts offer programs at all grade levels: Daisy Girl Scouts (Kindergarten), Brownies (grades 1 through 3), and Junior Girl Scouts (grades 4 and 5). Interested parents and girls may contact the Fox Hill School office for more information about Girl Scouts and parent volunteer opportunities.

Sports/Recreation Programs

There are many privately run sport and recreation organizations in Burlington. Among them are:

- *Burlington Baseball, Softball & Babe Ruth: 781-221-5838*
www.bbsaonline.com

- *Burlington Hockey & Skating: 781-750-8874 978-337-8371 (Kristine Perrotti)*
www.burlingtonyouthhockey.org www.burlingtonskating.org

- *Burlington Youth Lacrosse: 781-272-1972 (Tanya Icier)*
www.burlingtonlax.com

- *Burlington Pop Warner Football & Cheerleading: 781-273-0747*
www.burlingtonpopwarner.com

- *Burlington Youth Soccer: 781-229-5733*
www.burlingtonsoccer.org

- *Burlington Youth Wrestling: 781-272-3239*
www.burlingtonyouthwrestling.org

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