

Dear Families,

Welcome to the Francis Wyman School community. Our educational community consists of students, parents, faculty, staff, and administration. We are guided by our Mission Statement, Vision Statement and Core Values. We expect everyone to embrace the listed rights and responsibilities. Let's join together to keep our focus on what is best for the children!

Burlington Mission Statement

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

Francis Wyman Vision Statement

The Francis Wyman School community is dedicated to supporting all students in their intellectual, emotional, social and physical development as they become independent life-long learners and responsible citizens. Through collaboration in a safe, secure environment, students learn to recognize and respect each other's individual talents and differences while striving to reach their full potential.

Core Values

Francis Wyman CARES!

Compassion: Desire to help

- *At Francis Wyman, we believe that sharing in the needs and feelings of others provides support for everyone*

Accomplishment: An acquired excellence or skill

- *At Francis Wyman, we believe that celebrating all accomplishments, big and small, encourages all members to strive for further growth*

Respect: To consider worthy of high regard

- *At Francis Wyman, we believe that valuing the practice of mutual respect creates a positive learning environment*

Enthusiasm: Strong, positive feeling

- *At Francis Wyman, we believe that fostering the joy of learning develops life-long learners*

Self-Reliance: Trust in one's own efforts and abilities

- *At Francis Wyman, we believe that nurturing self-reliance supports the development of independent and productive members of society*

Francis Wyman Code

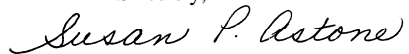
Rights of Every Person

- To be happy and treated with fairness and respect
- To work and play in a safe and nurturing environment
- To be treated politely and with courtesy
- To learn in a school where conflicts are resolved with compassion
- To attend classrooms where one's efforts are encouraged for optimum accomplishments

Responsibilities of Every Person

- To treat everyone with compassion and respect
- To work to the best of one's ability
- To respect the property of other and school property
- To resolve conflicts peacefully without violence.

Sincerely,



Susan P. Astone
Principal

**Burlington School Administration
123 Cambridge Street, Burlington, MA 01803**

**SUPERINTENDENT OF SCHOOLS 781/270-1801
DR. ERIC CONTI**

**DIRECTOR OF FINANCE/OPERATIONS 781/270-1814
MR. CRAIG ROBINSON**

**DIRECTOR OF PUPIL SERVICES 781/270-1817
DR. CATHLEEN ESTEP**

**EVALUATION ADMINISTRATOR 781/270-1819
MRS. JULIE WOODLAND**

BURLINGTON SCHOOL COMMITTEE

**STEPHEN NELSON 781/221-5802
25 Fairfax Street**

**JOHN J. VANELLA 781/273-0423
8 Pearson Circle**

**CHRISTINE MONACO 781/272-8922
18 Corcoran Road**

**THOMAS F. MURPHY, JR. 781/273-0204
3 Lexington Street**

**MICHAEL DeSIMONE 781/272-1464
5 Gloria Circle**

IMPORTANT PHONE NUMBERS

FRANCIS WYMAN SCHOOL/SECRETARY	781/270-1701
ASSISTANT PRINCIPAL MRS. GIURLANDO	781/270-1703
FRANCIS WYMAN FAX	781/229-5667
CALL IN ABSENCES	781/270-1707
WEB SITE	www.burlington.mec.edu
SCHOOL NURSE	781/270-1702
GUIDANCE	
MRS. BURROWS (GRADES 3, 4, & 5)	781/270-1970
MS. CHRISTIANSON (K, 1, & 2)	781/270-1750
CAFETERIA	781/270-1704
BUS COMPANY	781/229-0111

FRANCIS WYMAN STAFF AND SUPPORT PERSONNEL 2008-2009

KINDERGARTEN	Room 101	Mrs. Sheehan/Mrs. Parker
	Room 102	Mrs. Began/Mrs. Clark
	Room 114	Mrs. Patrick/Mrs. Murgo
	Room 115	Ms. Duncan/Ms. Lyons
	Room 116	Mrs. Cook/Mrs. Sullivan
GRADE 1	Room 105	Mrs. Jefferson
	Room 109	Mrs. O'Neill
	Room 110	Mrs. Dooley
	Room 111	Mrs. Tortolini
	Room 112	Mrs. Sosnowski
GRADE 2	Room 210	Ms. Small
	Room 211	Mrs. Screnci-Hughes
	Room 212	Mrs. Boucher
	Room 213	Mrs. Scott
	Room 214	Mrs. Foley
GRADE 3	Room 207	Mrs. Zani
	Room 208	Mrs. Browne
	Room 209	Miss Lyons
	Room 215	Ms. Mason
	Room 216	Mrs. Goguen
GRADE 4	Room 203	Ms. Casey
	Room 206	Mrs. S. Cummings
	Room 217	Mrs. Janis
	Room 218	Ms. Sunderland
	Room 219	Mrs. Schnee
GRADE 5	Room 201	Mrs. Tierney
	Room 202	Mrs. McIntyre
	Room 220	Mrs. DeLuca
	Room 221	Mrs. Marion
LABBB	Room 106	Mrs. Cormier, Mrs. Carbone, & Ms. Newton
	Room 107	Mr. Goguen, Mrs. Hanson, & Ms. Harbour
	Room 113	Mrs. Thorpe/Mrs. Burke
Language	Room 103	Mrs. Schultz Mrs. Murgo Mrs. Spinale

	Room 104	Mrs. Melanson Mrs. Vena Ms. Vigneau
Transitional	Room 108	Mr. Kippenberger Ms. Cormier Ms. Karamoutsos Mrs. Morrison Mrs. Lynch Mrs. Todd
Title 1		
Math Tutor		
ESL		
Guidance	Grades 3 – 5 Grades K – 2	Mrs. Burrows Mrs. Christiansen
Nurses		Mrs. Azarian Mrs. Stewart
Adapt PE	Room 302	Mrs. Nicholas
Music	Room 303	Mrs. Gendron Ms. Rzasza
	Room 304	Mrs. Peabody
Art	Room 305	Mrs. Kerr
	Room 306	Mrs. Finkle
Computers	Room 307	Mrs. Gennaco Mrs. Weldon
Reading Specialist	Room 309	Mrs. Murphy Ms. Maiorana Ms. Mahoney Mrs. Clancy
Literacy Tutor		
Speech	Room 310	Ms. Clark Ms. Angelo
Media	Room 311	Mr. Levin
Learning Center	Room 316 Room 317	Mrs. G. Cummings Mrs. Hackbarth Mrs. Gilman Mrs. DiTucci
Gym	Room 100	Mr. Rebela Mr. McGee Mr. LeVasseur
Occupational Therapy	Room 301	Ms. Reynolds Mrs. Coppola Mr. Marsh Mr. Mason Mr. Keating Mr. LeClerc Mr. Carney Mrs. Ciampa Ms. Leary Ms. Aufiero
Physical Therapy		
Custodians		
Cafeteria Manager		
Permanent Substitutes		

**FRANCIS WYMAN ELEMENTARY SCHOOL
PARENT TEACHER ORGANIZATION**

41 Terrace Hall Avenue
Burlington, MA 01803

September 2009

Dear Parents,

Welcome to the 2009/2010 school year at Francis Wyman. We hope this will be a successful and positive experience for you and your child(ren).

The Francis Wyman Parent Teacher Organization (PTO) is dedicated to the development of a closer relationship between parents, teachers, and students so that we continually enhance the learning environment and instill a sense of pride, mutual respect, and school spirit within the Francis Wyman School community.

The PTO functions through the volunteer efforts of the parent and teacher community. You can become involved by participating in some or all of the following ways:

- Support the PTO by submitting the \$15.00 per family membership dues (a membership envelope and PTO brochure are enclosed in your student's informational packet);
- Attend some or all PTO meetings held on Wednesday evenings 7:00 pm – 8:30 pm in the Francis Wyman Art Room. The 2009/2010 dates are:
 - September 16, November 19, March 3, and May 19
- Join and participate on a PTO Committee – you can see committee descriptions located on the website at www.burlington.mec.edu/fw and choose the PTO link.
- Volunteer to help at various PTO sponsored events throughout the year as your schedule permits or put your name on the “on-call” list.

To keep parents and teachers informed of the PTO events and happenings, we communicate through the weekly school bulletin, the PTO bulletin board located just outside the school office, and special notices that are sent home on purple paper with your child. The PTO also sends out monthly eNews notices, you can subscribe to these mailings by visiting the PTO website.

PTO meeting minutes are posted on the school website (www.burlington.mec.edu/fw) and a paper copy on the PTO bulletin board.

You can contact us by dropping a note in the PTO mailbox located inside the school office or directly at the phone numbers or email addresses below.

Please come and support the school and our students. We look forward to helping make this a great year for everyone.

Sincerely,

Joan Ford, President
Becky Icken, Co-President
Barbara Mozzicato, Vice President
Jess Inglis, Treasurer

jmford3@verizon.net
beckyicken@comcast.com
randbmozz@rcn.com
jessinglis3@hotmail.com

I. GENERAL INFORMATION – SCHOOL OPERATION

Early Release Days

Children at the Francis Wyman School are released at 11:20 a.m. on early release days. Kindergarten students will be dismissed with their siblings and dropped off at their morning bus stop.

Emergency Card

Each student has an Emergency Card that should be **completely** filled out with all telephone numbers, (home, work, cell) and constantly updated and accurate so that we can reach you in the event of an emergency. This is the parents' responsibility to be sure the Main Office has the most accurate information. Also be sure to list at least two people with addresses and telephone numbers to be the Emergency persons to reach if we cannot reach you.

Kindergarten

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

Each kindergarten student will participate in the state-mandated Kindergarten Screening Program, which is conducted during school hours in September. 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. This year the Kindergarten Screening will take place in September 2009.

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 August.

Lost and Found Center

Parents are urged to label ALL of their child's belongings, i.e., lunch boxes, raincoats, hats, gloves, jackets, etc. Please check the Lost and Found box periodically for misplaced items. Unclaimed belongings will be donated to charity in December, March, and June. The box is located between the Main Office and Media Center.

Parking Plan for Drop -Off and Pick-up.

A.M. Drop-Off starting in August, 2008, will occur in the back of the building. All cars entering school grounds to drop off students will go to the back of the building around the parking lot and pull along the sidewalk parallel to the gym and Reading Garden. The students will disembark along the sidewalk and enter the school through the doors at the end of the Reading Garden walkway and gym doors. Please pull cars all the way up to the corner. For safety, obey teachers directing you and your child. The cars will then exit the parking lot the way they entered into the parking lot, continue down to the second right between the islands in front of the building and exit left to Terrace Hall Ave. Please see the map.

Once duty teachers go inside parents must park and walk their children to the door. For safety precautions, please do not walk children in between carpool vehicles. Please follow the designated side crosswalk and walk on sidewalks. After 8:30, the doors are locked so the students must be brought to the front entrance.

P.M. Pick-Up– Walkers can be picked at the cafeteria /playground area in the front of the building. Students will be dismissed from the cafeteria doors. Parents must park their cars and come to the door for the students’ safety. Parking is permitted at the end of the kindergarten wing down to the last exit.

Indoor Recess

This occurs when there are inclement or severe weather conditions. Students remain in classrooms under a teacher’s supervision. The teacher sets the rules for recess but generally the students participate in quiet activities.

Outdoor Recess

On most days, except on days of inclement weather or when the temperature is very low, **THE CHILDREN WILL BE GOING OUTDOORS**. We believe if your child is well enough to come to school, he/she is well enough to go out at recess. If there is a medical reason that your child should not go out on cold days, we need to have a note *from your doctor* telling us exactly what temperature it should be in order for your child to remain indoors.

It is important that you teach your child the responsibility of dressing accordingly. If there is snow on the ground and it is warm enough, the children will be outside and will **only be allowed to play in the snow if they have boots and snow pants**. Otherwise, they must remain on the hardtop. Please assist your child in remembering to dress accordingly with hat, gloves, boots and snow pants.

School Hours

The school day begins at 8:25 a.m. and ends at 2:30 p.m. for children in Grades 1-5. Kindergarten begins at 8:25 a.m. and ends at 12:45 p.m.

YOU CANNOT DROP OFF ANY STUDENTS BEFORE 8:05 A.M. THERE IS NO ONE ON DUTY BEFORE 8:05 A.M. AND NO SUPERVISION FOR YOUR CHILD.

School Lunch

The Burlington Public Schools serve lunch every day at a nominal fee. The cost for a school lunch is \$2.50 and includes milk or juice. Milk or juice may be purchased separately for 50 cents. Although lunches may be paid for daily, lunch tickets may also be purchased in advance. These tickets can be purchased in the cafeteria and used at any time.

Grades 3, 4 and 5	10:55 – 11:55
Kindergarten, Grades 1 and 2	11:30 – 12:25

School Records

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

Tardiness

Punctuality is an important work habit, which must be learned from the time a child begins school. Generally, good work habits developed in school are carried over into adult life. Children who arrive at Francis Wyman after the 8:25 a.m. bell are considered tardy and must report to the Main Office before going to their classroom.

Town Regulation

In accordance with student record regulations, the Burlington Public Schools will be forwarding the student name, address, date of birth, school, and grade of each child enrolled to the Town Clerk's Office. The purpose of this initiative is to assist the Town Clerk in verifying the accuracy of the town census. Parents and eligible students have the right to request that this information not be released without prior consent. If you need any further information, call the Office of Pupil Services @ 781-270-1822.

Transportation

The safe transportation of Francis Wyman students to and from school is a primary concern, whether the mode is by foot, car, or bus. Please appreciate the fact that there are many students that need to enter and exit the building each day in a safe manner and please adhere to the following guidelines. The children are dismissed at the end of the day at 2:30 p.m.

Students taking the bus are dismissed from the gym according to bus arrival.

Due to safety issues bicycles, rollerblades, skateboards, "heelies" and scooters are not allowed on school property during school hours.

Visitors

Visitors are always welcome at Francis Wyman School. **All visitors and parents must come to the Main Office upon arrival and sign in before going to any other section of the building.** At the office, you will be given a visitor's badge. Visitors are to sign out when they leave.

If a parent needs to bring something for their child to school, please bring it to the Main Office for the child to pick up. The office staff will make sure the items are delivered to the student. Parents picking up their children need to report to the Main Office. Your child will be called to the office to be dismissed. To maintain a safe environment and to limit distractions, parents should not go to the classrooms to pick up their child or stop by the classroom without an appointment.

II. CLASSROOM INFORMATION

Book Purchases

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

Class Parties

- Classroom holiday parties, holiday grabs, and/or individual birthday parties are at the discretion of the individual teacher. You may be called by a Room Parent to provide refreshments, etc., for an occasion.
- If you are planning a private party and would like your child to distribute the invitations at school, then all the classmates should receive an invitation. Otherwise, invitations will not be allowed to be distributed at school.

Room Parents

Each classroom is assigned two Room Parents. Everyone interested in volunteering as a Room Parent will be equally considered; however, first preference will be given to those who have not had the opportunity to serve as Room Parent in the past.

Duties of the Room Parent include:

- Calling parents to request items needed for a classroom party
- Calling parents when volunteer helpers or baked goods are needed for PTO activities
- Start a classroom information chain in the event of an emergency

Supplies

Most supplies are provided by the school; however, your child may wish/need to replenish his/her 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.

Toys

Unless the classroom teachers has planned a special activity, toys and stuffed animals are best left home as they are a distraction in class. If your child brings toys for the after-school program, they must remain in his or her backpack until he or she goes to the after-school program. Electronics are not allowed at school.

III. COMMUNICATION

Conferences

Conferences are scheduled by your child's teacher in November for a discussion of your child's adjustment and academic progress. 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.

When concerns arise regarding a child in the classroom, whether it is regarding grades, homework, teacher/student relationships, etc., the following procedure is recommended:

- Parent contacts the teacher directly.
- Parent and teacher discuss the concern and work together toward a resolution.
- If, after a reasonable time, the issue is not resolved, the parent may contact the principal.
- A meeting of the parent and the principal will be held after the principal has discussed the issue with the teacher.

- If a satisfactory solution is not reached, the parent may contact the Superintendent.

At each step, please allow enough time for change to take place. It is hoped that the parents and school can work together for the benefit of each child.

Emergency Dismissal & Notification – see Policies

No School Announcements & Delayed Openings – see Policies

PTO Notices

Separate PTO notices are sent to inform you of upcoming events, to solicit your participation and support, and to inform you of ongoing PTO news. PTO newsletters will be brought home periodically on lavender paper, and are a good source of PTO information.

School Bulletin

A weekly bulletin from the Principal's office is sent home usually on Friday. It will contain weekly news and information regarding upcoming school and town events. Critical information that requires parental special attention and/or signature will be printed on blue paper.

It is suggested that you establish a routine with your child for putting all notices and important papers from school in a safe place (book bag, knapsack, lunch box, etc.) to ensure that they arrive home on a regular basis.

Website

The Francis Wyman website can be found on the internet (www.burlington.mec.edu). Log on to this frequently updated website which contains important and relevant information for parents and students about our school. PTO minutes from their meetings are also posted.

IV. POLICIES

Absences

Regular attendance at school is important for your child's continuing progress. If your child is going to be absent, you **MUST** call the School Absentee Line **781/270-1707** BEFORE 9:00 a.m. on the day of the absence. An answering machine will record your message. **Please leave your child's name, grade level and teacher's name.**

Francis Wyman provides a **voluntary** "call-out" program for absences. Unreported absences will generate a phone call to your home/workplace, as a safety check on your child. Therefore, it is **imperative** that the school office has **updated names and numbers to contact**. This "call-out program" covers only children whose parents have signed up to participate at the start of each school year.

Parents may notify the school only once if they know their child will be out for a definite period of time (e.g., 3 days). If your child has been diagnosed with a strep infection, scarlet fever, or chicken pox, please call the school nurse during regular school hours at 781/270-1702.

Please send a note to the school with your child after any absence or tardiness or to request an early dismissal.

If your child is out of school because of illness for 10 days or more, a physician's note is required by state law for admittance to school.

Burlington Public Schools School Committee Acceptable Use Policy **March 2008**

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. *See also, Internet p.28 and Technology p.33.*

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.

Adopted by the Burlington School Committee: 4/8/08

School Attendance Age

Each child must attend school beginning in September of the calendar year in which he or she attains the age of six (per Massachusetts Department of Education*). A child entering Kindergarten must have attained the age of five by August 31 of that year. Effective September 2005, a child entering first grade must have attained the age of six by August 31 of that year.

One consideration for exception to this policy will be for a student who moves into the district after August 31 and was enrolled in grade 1 beginning the current school year in his or her prior community. (This provision respects a grade level reciprocity for students moving into the district from other public schools within the United States.)

A second consideration will be in a situation where a child turns six years of age between August 31 and January 1, exceptions may be made by the Principal and Superintendent for those children who, in the opinion of the Principal and Superintendent, have:

1. attended and completed a **rigorous** kindergarten program, and
2. can demonstrate **academic, social, and emotional readiness** for first grade in accordance with criteria established by the School Department

The decision on whether to grant an exception to the first grade age policy can be made only by the Principal and the Superintendent and their decision is final with no further appeal.

Adopted by the Burlington School Committee: **July 22, 2004**

Legal Reference: *Massachusetts Department of Education

Burlington Public Schools

Attendance

The education of children is a responsibility shared equally by school and parents. Teachers and parents work together to develop a positive attitude toward learning. Proper work habits, such as **punctuality** and **regular attendance**, are essential to a child's development.

Regular classroom attendance is imperative for a child to succeed academically. For this reason, absences for non-medical or non-emergency reasons **ARE UNACCEPTABLE**. Parents are requested to make regular appointments with physicians, dentists, orthodontists, or for any special lesson after school hours in order to provide their children with the best possible learning experience. This also includes family vacations. * *If students are out due to an unexcused absence (e.g. vacation), teachers will not prepare work in advance. Upon return, students can make up missed work by conferring with the student's teachers.*

After (5) five unexcused absences and / or (10) ten half day unexcused tardiness within a six month period, a call home to the parent will be made.

After (8) eight unexcused absences and / or (13) thirteen half day unexcused tardiness within a six month period, a letter will be sent home.

After (12) twelve unexcused absences and / or (17) seventeen half day unexcused tardiness within a six month period, forward to attendance monitor will be made.

An absence is excused if there is medical documentation, court documentation, or any special situation that the principal feels is excusable.

We would like to let the parents know that we are here to support them in any way we can and offer them any services that may help in reducing tardiness, absences and truancy. Please use this as a guideline only.

Book Returns

All books must be returned to the classroom teacher in good order except for normal wear and tear. In the event a child does not return his/her book, the teacher may ask for payment for the book's replacement and withhold the child's report card until the book is returned or payment is made for the book's replacement.

Bullying

Bullying behavior has observable characteristics. It is not the typical aggression that occurs between children, but it extends or is characterized by the following *observable and often repeated* behaviors:

- Verbal or physical abuse: Student(s) may experience physical or verbal aggression where they may be shoved, hit, kicked, pushed or spat at, teased, called names, taunted, or threatened. Students may threaten or intimidate by revealing personal information, daring the victim, defacing property or clothing, playing dirty tricks, taking possessions, forcing, or threatening with a weapon.
- Imbalance of power: Physically, emotionally, or intellectually powerful students victimize specifically targeted weaker students.
- Unequal level of affect: In normal conflict, the students involved are upset. In bullying behavior, there is an imbalance of emotional involvement; the victim tends to be very upset, often to the point of crying, while the bully remains calm and matter of fact. Social alienation is an example where students may gossip, embarrass the victim, spread rumors, use ethnic slurs, call names, humiliate, reject or isolate the victim. *

Francis Wyman School has a zero tolerance for any kind of bullying behavior. Consequences for any of the above behaviors are left to the discretion of the administration. Parents will be contacted and expected to support the administration's

disposition. No child should feel unsafe in school due to another child's bullying behavior. See page 36.

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Bus Rules

All students riding buses are expected to exhibit good conduct, safety, and courtesy on the bus and at the bus stop. The school day begins when the student leaves home and ends when the student returns home. During the entire period, each student is under the jurisdiction of the school administration. Therefore, students must observe the following rules:

1. Children are to be on time to the bus stop, and stand at a safe distance from the designated bus stopping area, to stay off the roadway, to line up when the bus approaches, and to remain in their seat UNTIL THE BUS COMES TO A COMPLETE STOP. Changing seats anytime after the bus moves is prohibited.
2. Student will sit by grade order with grade 5 sitting at the back of the bus and grade one sitting at the front. Older siblings may sit up front with their younger siblings, but younger siblings may not sit in the back with the older students.
3. **Children are to obey the directives of the bus driver. They should also report any inappropriate behavior to the bus driver.**
4. Children are to remain seated at all times while the bus is moving and use "indoor voices" with appropriate language, and keep their hands and feet where they belong inside while facing frontwards where they belong.
5. Parents will be held liable for any malicious damage to a bus by a child.
6. Children will talk in conversational tones.

Riding the bus is a privilege, which is easily revoked if any student misbehaves, is not courteous, or he/she endangers the safety of others. All bus drivers have preprinted forms to report violations to the assistant principal. Whichever offense occurs, consequences will always be at the discretion of the administration. Below are typical disciplinary responses:

1st Offense of receiving bus conduct report – Parent is called; student is warned to improve behavior.

2nd Offense – Parent is called; student loses bus privileges for 3 days – parent is responsible for transportation

3rd Offense – Parent is called; student is off the bus until parent/administration work out reasonable plan for return. Decision is made by administration.

Alternate transportation plans for your child **must** be communicated to the teacher **in writing** on that specific day. Please do not wait until dismissal time to change

transportation plans. Requests for alternate buses because of play dates, parties, etc. will only be honored by prior approval of the Principal or Assistant Principal with 2 days notice.

Cell Phones/Electronics

Cell phone/electronics of any kind for use by students is prohibited during the school day. Students should not bring them to school.

CORI

The Burlington Public Schools have been certified by the Criminal History Systems Board for access to 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.

Delayed Opening

In the event of a two-hour delayed opening, buses will pick up two hours later than usual. Children should not arrive at the school before 10:05 a.m. School officially starts at 10:25 a.m. Dismissal will be at the regular time. Please do not call the Fire, Police, or School Departments.

Discipline

- Whenever a student disregards/disobeys any of the schools rules/guidelines for appropriate conducts in the *Francis Wyman Student Handbook*, the teacher or staff person may direct the student to the Guidance Counselor, Assistant Principal and/or the Principal for a verbal discussion, discipline and/or consequences.
- Usually, a “**First Offense**” may result in a verbal warning and a discussion of making better choices. Often, if necessary, the Guidance Counselor will be included or made aware of the behavior. However, if the inappropriate behavior is of a more serious nature, then stronger consequences, (loss of recesses and/or suspension of privileges) may be in order and will be subject to the Administration’s discretion.
- A “**Second Offense**” will usually result in loss or recess(es) and/or privileges and/or suspension depending on the inappropriate behavior. Parents will be notified by telephone about the behavior(s) and consequence(s). Once again, if the inappropriate behavior is of such a more serious nature, then stronger consequences may be in order and will be subject to the Administration’s discretion.

For *repeated* offenses, poor attitude, and lack of cooperation and compliance to class or school rules, parents will be called in for a conference with the Assistant Principal and/or the Principal and the student’s Guidance Counselor to work toward a behavior plan to improve the student’s conduct and cooperation.

Disciplinary Due Process

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.

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.

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). 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) When a student on an IEP 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.

Dress Code

Although Francis Wyman School does not have a formal school dress code, children are expected to come to school dressed in appropriate attire, covered, neat and clean. Children need to wear clothing that will allow them to participate in ALL school activities, including physical education. Sneakers, (no "Heelies") are required for gym classes. **HATS ARE NOT TO BE WORN IN SCHOOL.** Parents need to anticipate

WILL BE RESPONSIBLE FOR YOUR CHILD IN THE EVENT OF AN UNEXPECTED EARLY RELEASE.

Field Trips

Field trips are a major part of the curriculum and are usually a continuation and reinforcement of the classroom lessons. All children are expected to attend for it is considered part of the school day. In order for your child to participate, we will need a parent to sign a permission slip. Attendance is required unless the field trip environment is a health or religious issue. If a parent has an objection for their child to attend a field trip based on these issues, then it should be discussed with the child's teacher as soon as possible. Every effort will be made to accommodate the child, whenever possible, but our options are extremely limited. Parents, however, will have the option to keep their child at home. Please remember, if a child is not well enough to attend a field trip, then the child is not well enough to be in school.

It is critical that only parents who have been assigned to chaperone the fieldtrip should attend. Parents who attend have done a CORI with the School Dept. to ensure student safety. Other uninvited adults can create an unsafe situation.

Homeless Education

The Massachusetts Department of Education has adopted Section 752(2) of Act regarding the definition of homeless children and youth. Policy is on file in the Francis Wyman main office.

Homework Policy

The Burlington School System believes that homework reinforces daily work, extends learning begun in the classroom, builds independent study habits and encourages students to think and work creatively outside of school. Homework also provides the opportunity for the family to participate in the student's education.

At the beginning of the year, during the Open House, teachers outline their expectations for how homework is to be done, e.g. form, style, etc. To encourage the fact that education should be an integral part of a family's system of values, most teachers recommend a blending of reading time, together with specific work to reinforce curriculum. Long term assignments generally have checkpoints because they are meant to be teaching tools as well as research or hands-on projects.

As far as time allotments are concerned, the following have traditionally been followed. The amount of time may vary according to the nature of the activity and the ability level of the student as well as the quality of work.

Time Allotments

Grades 4 & 5	Approximately one hour per night - four nights per week
Grades 2 & 3	Approximately a half-hour per night - four nights per week
Grade 1	Approximately 15 minutes per night - four nights per week
Kindergarten	At the teacher's discretion

Internet Access

The Burlington Public Schools has adopted an acceptable use policy for electronic and internet network access. Parents will sign a document indicating their understanding and acceptance of this policy before their children access the Internet.

“NO SCHOOL” Announcements

It is the policy of the School Department to close or delay the opening of school in cases of extreme weather or travel conditions. Announcements relative to closing or delaying schools will be made over the radio, via Connect Ed from the Superintendent’s office, television and/or listed below. In addition, a fire alarm will be sounded at 6:45 a.m. consisting of two blasts that are repeated three times. Please DO NOT call the fire, police, or school department to inquire about school sessions. Connect-Ed is also another option.

RADIO		TELEVISION	
WBZ (1030-AM)	WEEI (590-AM)	BCAT	Channel 5
WHDH (850-AM)	WRKO (680-AM)	Channel 4	Channel 7

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. 151B, c.151C, c.76, §5, and c.71B.

TITLE IX AND CHAPTER 622, EQUAL OPPORTUNITY AMENDMENTS POLICY, PROFESSIONAL AND SUPPORT STAFF, PARENTS, AND STUDENTS

The Burlington Public Schools insure equal employment/educational opportunities/affirmative action regardless of race, color, religion, national origin, gender, or sexual orientation in compliance with Title VI and Title IX, Chapter 622, or handicap, in compliance with section 504.

The Superintendent of Schools shall recommend a Title IX Coordinator to the School Committee to be the person responsible for coordinating and monitoring compliance with the federal and state regulations concerning discrimination. Inquiries about alleged discrimination may be referred to the Coordinator.

The grievance procedure providing for an equitable resolution of student or employee complaints charging violation of Title IX and Chapter 622 shall be as follows:

1. Students, parents, and certified employees shall be required to bring any allegations of discrimination to the attention of the principal within ten (10) days of the allegation. Non-certified employees may bring allegations to their supervisor within (10) days of allegation.
2. If, at the end of fourteen (14) days, the matter remains unresolved in the opinion of the complaint, the student, parent, or employee has the right to appeal to the Title IX Coordinator. All allegations of discrimination are to be communicated to the Title IX Coordinator in writing. A copy will be shared with the Superintendent of Schools for information purposes.
3. The Coordinator of Title IX shall investigate the complaint and respond in writing to the complaint within fourteen (14) days after having received the complaint.
4. If the matter remains unresolved it may be appealed to the Superintendent of Schools within fourteen (14) days.
5. If, at the end of fourteen (14) days after being investigated, it is still unresolved, it should be forwarded to the School Committee for disposition.
6. Then, if still unresolved after fourteen (14) more days, the complaint procedure as outlined for Chapter 622 of the Act of 1971.

The School District has duly appointed individuals responsible for the overall monitoring, auditing, and ensuring compliance with this policy. For compliance issues regarding educational activities, contact 504 & Title IX Coordinator Dr. Cathleen

Estep, Director of Pupil Services, at 781-270-1822, Burlington Public Schools, 123 Cambridge Street, Burlington, Massachusetts 01803. For employment issues, contact Harassment Officers Ms. Cynthia Marchand, Assistant Superintendent of Schools, at 781-270-1804, or Mr. Craig Robinson, Director of Finance and Operations, at 781-270-1814, 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.

Placement

The primary goal of our placement process is to create classes that achieve the best possible learning environment for both the individual child and the group of children as a whole. We strive to create classes that are balanced in several areas, including number of students, gender, independence in learning, behavior, academic strengths, special needs, and friendships. We want every child to have the best possible opportunity for a successful school year.

We devote a great deal of time and thought to the placement process. **Placement is primarily a school process and responsibility.** If, however, you have information which you feel is important, or which you think we may not know, such as learning issues or peer relationships, you may communicate this by writing a note to the Principal in early April. No notes will be considered after April 17 (consult the school bulletin for any changes). **The Principal asks that you not request a particular teacher.** Final placement decisions are made by the Principal. **Classroom assignments will be written on your child's report card on the last day of school and brought home.**

Retention

When a student is experiencing academic or developmental difficulty, retention is the last strategy employed to help the student's progress. Since retention is a significant change to a student's program, the student's needs are thoroughly studied and other interventions considered prior to making a decision as to whether or not to retain a student. For this reason, the retention process begins in January and culminates in May/June. If parents are interested in considering retention for their child, they should contact the principal by the last week of January. A meeting will be scheduled with the principal, classroom teacher, guidance counselor and other pertinent faculty. The team will develop a course of action that includes various interventions and a process to monitor the effectiveness of the interventions. The team will meet periodically to review the progress and adjust the intervention plan. By May or June, a final determination of grade placement will be made for the following year. The student's progress will be monitored on a regular basis throughout the following year.

Residency Requirements

In accordance with Chapter 76 of the General Laws of the Commonwealth of Massachusetts, students shall attend the public schools of the town where they actually reside. Students who are not residents of Burlington may only attend the Burlington

Schools with the prior approval of the Superintendent of Schools. Students living with someone other than natural parents must be aware of the following: when a pupil has established residence within the system by means of an approved affidavit signifying that his parents have given up control to a Burlington resident, and when it can be established that the pupil is living within the system on a permanent basis, he or she may attend the Burlington Schools tuition free. Attendance in such cases may be refused if the pupil is unable to provide reasons for living within the system other than solely for the purpose of attending its schools.

Restraint Policies

The Burlington Public School system professional staff has developed the following student restraint policies and guidelines in order to comply with 603 CMR 46.00 and other state and deferral laws and with the Massachusetts Department of Education regulations relative to the physical restraint of students.

Physical Restraint is defined as the use of bodily force to limit a student's freedom of movement. Physical restraint shall only be used as a behavior management tool when other less intrusive alternatives have failed or been deemed inappropriate. In the event that physical restraint is required, the Burlington Public School Systems has enacted the following policy and procedures to ensure the proper use of restraint and to prevent or minimize any harm to the student as a result of the use of restraint. These procedures shall be annually reviewed, provided to school staff, and made available to parents of enrolled students and will be available in every school principal's office in the School System. None of the foregoing paragraph or the policy/procedures precludes any teacher, employee or agent of the School System from using reasonable force to protect students, other persons or themselves from assault or imminent, serious harm.

School Security – The School Security Policy is on file in the office at Francis Wyman.

School Lunch

If your child should forget lunch money, lunch will be served to him/her; however, lunch money should be sent in with your child the following day. Lunch menus are sent home with your child monthly. The school system does provide free lunch or reduced lunch to families whose income falls within certain guidelines. Information regarding this program can be obtained at the main office.

Sexual Harassment

The Burlington Public Schools is committed to providing an educational and working environment that is free from sexual harassment.

It shall be a violation of this policy for any student or staff member of the Burlington Public Schools to harass another student or staff member through conduct of a sexual nature as defined below. Retaliating against an individual who reports, complains, or assists in the investigation of sexual harassment is prohibited.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal, written, or physical conduct of a sexual nature when made

by a member of the school's staff to a student or other staff member, or when made by a student to another student or a staff member when:

- a. Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's educational or employment environment;
- b. Submission to or rejection of such conduct by an individual is used as the basis for academic decisions or employment decisions affecting that individual; or
- c. Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile, humiliating, or sexually offensive educational or employment environment.

Examples of sexual harassment include, but are not limited to, the following:

- Unwelcome touching
- Verbal or written sexual epithets, jokes, pictures, cartoons, gossip, discussion of an individual's sexual experiences or activities;
- Suggesting or demanding sexual involvement accompanied by an implied or explicit threat concerning an individual's grades or job.

The Principal is designated by the Superintendent as the complaint officer and is responsible for receiving, investigating, and responding to allegations of sexual harassment. Filing a complaint or otherwise reporting sexual harassment will not reflect negatively upon an individual's status, nor will it affect future employment, grades, or work assignments.

The right to confidentiality, both of the complainant and the accused, will be respected consistent with the district's legal obligations and with the District's responsibility to investigate allegations of sexual harassment and take corrective action when appropriate.

If a student or staff member believes that she/he: (1) has been subjected to or witnessed sexual harassment; or (2) has been subjected to or witnessed the retaliation of an individual associated with a complaint of sexual harassment, the student, staff member, parent, or school personnel shall report the incident promptly to a teacher, counselor, or administrator. The teacher, counselor, or administrator shall thereafter report the complaint directly to the Principal.

Sexual Harassment Complaint Procedures

I. A complaint may be presented orally or in writing to the building Principal. If the complaint is submitted in writing it should include the specific date(s) and the nature of the harassment, as well as the name, address, and phone number of the complainant. The Principal shall arrange a meeting with complainant to discuss the allegations within ten (10) school days following receipt of the complaint.

II. The Principal shall investigate the complaint, notify the individual(s) accused of harassment, and permit a response to the allegation. The Principal shall provide a written

response to the complaint within fifteen (15) school days following receipt of the complaint.

III. If the complainant is not satisfied with the Principal's response, the complainant may submit the complaint to the Superintendent. The Superintendent shall arrange separate meetings with the complainant and with the accused in order to discuss the allegations within ten (10) school days following the Superintendent's receipt of the complaint.

A substantiated allegation of sexual harassment against a staff member shall subject the staff member to disciplinary action, which may include discharge. A substantiated charge against a student shall subject the student to disciplinary action, which may include suspension or expulsion, consistent with the District's discipline code.

In all cases of sexual harassment, the following referral services will be made upon request:

1. Notification of student's teachers and counselor to monitor classroom and campus environment.
2. Referral to the counselor.
3. Referral to school psychologist.
4. Referral to school nurse.
5. Referral to community agencies.

Smoking

Smoking is prohibited by law in all public buildings in the town of Burlington. This includes the Francis Wyman School and all Burlington Public School property.

Student Record Information

Student Record Information is on file for your perusal in the Francis Wyman main office. Please contact the office to schedule an appointment should you be interested in reviewing the file so that appropriate arrangements can be made.

Technology

With teacher direction, use the Internet with caution, preparation, and for purposeful learning. While access to information on the Internet is a right of all students, use of Burlington computer lab computers for Internet access is a privilege. Therefore, any student found knowingly displaying and/or printing abusive, obscene, sexually-oriented, or racially offensive material while in the lab will lose computer lab privileges and may face other disciplinary action by school administration. See "Burlington Public Schools Acceptable Use Policy" for further information. See also, "Internet Access" p.29.

Transfers From/To Other Schools

Parents of children entering the Burlington Schools from another system should complete the registration form at the school office, present an official transfer card from the previous school system, all immunization records (these can be obtained from the last school system), and a record of achievement from their child's last school attended.

Parents of children leaving the Francis Wyman should notify the office as soon as their plans are finalized so that appropriate arrangements can be made for transferring of records.

Withdrawal

If a parent should temporarily remove their child from the school for more than 4 weeks, then it will be necessary to come to the Main Office and withdraw their child from school rosters. If you return you can register your child. However, the same class placement will not be guaranteed.

Changes as a Result of the New Reform Bill - M.G.L. c.71 § 37H (as amended, 1994)

Notwithstanding any general or special law to the contrary, all student handbooks shall contain the following provisions:

- a) Any student who is found on school premises or at school-sponsored or school-related events, including athletic games, in possession of a dangerous weapon, including, but not limited to, a gun or a knife; or a controlled substance as defined in chapter ninety-four C, including, but not limited to, marijuana, cocaine, and heroin, may be subject to expulsion from the school or school district by the principal.
- b) Any student who assaults a principal, assistant principal, teacher, teacher's aid or other educational staff on school premises or at school-sponsored or school-related events, including athletic games, may be subject to expulsion from the school or school district by the principal.
- c) Any student who is charged with a violation of either paragraph a) or b) shall be notified in writing of any opportunity for a hearing; provided, however, that the student may have representation, along with the opportunity to present evidence and witnesses at said hearing before the principal. After said hearing, a principal may, in his discretion, decide to suspend rather than expel a student who has been determined by the principal to have violated either paragraph (a) or (b).
- d) Any student who has been expelled from a school district pursuant to these provisions shall have the right to appeal to the superintendent. The expelled student shall have TEN days from the date of the expulsion in which to notify the superintendent of his appeal. The student has the right to counsel at a hearing before the superintendent. The subject matter of the appeal shall not be limited solely to a factual determination of whether the student has violated any provisions of this section.
- e) When a student is expelled under the provisions of this section and applies for admission to another school for acceptance, the

superintendent of the sending school shall notify the superintendent of the receiving school of the reasons for the pupil's expulsion.

SECTION 37. Section 37L of said chapter 71 of the General Laws, as appearing in the 1990 Official Edition, is hereby amended by adding the following paragraphs:

In addition, any school department personnel shall report in writing to their immediate supervisor an incident involving a student's possession or use of a dangerous weapon on school premises at any time.

Supervisors who receive such a weapon report shall file it with the superintendent of said school, who shall file copies of said weapon report with the local chief of police, the department of social services, the office of student services or its equivalent in any school district, and the local school committee. Said superintendent, police chief, and representative from the department of social services, together with a representative from the office of student services or its equivalent, shall arrange an assessment of the student involved in said weapon report. Said student shall be referred to a counseling program; provided, however, that said counseling shall be in accordance with acceptable standards as set forth by the board of education. Upon completion of a counseling session, a follow-up assessment shall be made of said student by those involved in the initial assessment.

A student transferring into a local system must provide the new school system with a complete school record of entering student. Said record shall include, but not be limited to, any incidents involving suspension or violation of criminal acts or any incident reports in which such student was charged with any suspended act.

Vandalism

Acts of vandalism are strictly forbidden. Anyone who has vandalized school property will be subject to consequences from School Administration and in some cases the Burlington Police.

V. BEHAVIOR/CONDUCT

These rules/guidelines should be reviewed with your child.

Assemblies

- The signal to stop talking and listen is when a teacher raises her hand! Students should raise their hands to show they have seen the signal.
- During an assembly, do not talk. It is rude to the performers and to the students around you.
- Behave nicely and act politely to the people on the stage.
- Clap to show how much you like the show. Remember, only clap - never, ever, "boo", hoot, or make rude noises.
- If you act rudely, an adult will ask you to sit by them or to leave the show.
- If you continue rude behavior, you will not be able to come to any more shows until you meet with the Assistant Principal and if necessary, the Principal.

- Go to the bathroom BEFORE the show. You may leave a show only if it is an emergency. At the end of the performance or assembly, remain seated until your teacher comes to your group and tells you to stand.
- When asking or answering questions, please stand. Do not raise your hand when someone is speaking.

Bathroom Rules

- Let every child have his or her privacy.
- Be careful not to get the floors wet because they get very slippery.
- Paper towels are to be thrown in the basket - not in the toilet or sink.
- Standing on sinks and toilets is not allowed.
- Leave the bathroom as you found it. Report if it is not neat and clean to your teacher.

Bullying

Bullying is an unacceptable behavior whereby a child (victim) feels uncomfortable, hurt, unsafe, or threatened after repeatedly being exposed to negative actions or gestures (verbal, non-verbal, or physical) by one or more students. This is not tolerated and must be reported to teachers, guidance counselors, or the Assistant Principal immediately. See **Discipline Code** for consequences.

Bullying Behavior

Bullying behavior has observable characteristics. It is not the typical aggression that occurs between children, but it extends or is characterized by the following *observable and often repeated* behaviors:

- Verbal or physical abuse: Student(s) may experience physical or verbal aggression where they may be shoved, hit, kicked, pushed or spat at, teased, called names, taunted, or threatened. Students may threaten or intimidate by revealing personal information, daring the victim, defacing property or clothing, playing dirty tricks, taking possessions, forcing, or threatening with a weapon.
- Imbalance of power: Physically, emotionally, or intellectually powerful students victimize specifically targeted weaker students.
- Unequal level of affect: In normal conflict, the students involved are upset. In bullying behavior, there is an imbalance of emotional involvement; the victim tends to be very upset, often to the point of crying, while the bully remains calm and matter of fact. Social alienation is an example where students may gossip, embarrass the victim, spread rumors, use ethnic slurs, call names, humiliate, reject or isolate the victim. *

Francis Wyman School has a zero tolerance for any kind of bullying behavior. Consequences for any of the above behaviors are left to the discretion of the administration. Parents will be contacted and expected to support the administration's disposition. No child should feel unsafe in school due to another child's bullying behavior. See policies on Bullying on page 21.

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Bus Rules

- Remain seated with your hands by your side while the bus is in motion until the bus comes to a complete stop.
- Talk quietly and courteously.
- Keep all belongings and body parts inside bus.
- Listen and follow directions of the bus driver.
- Keep the bus clean and report damage to the bus driver.
- Act responsibly at the bus stop - no fooling around.
- Ride assigned bus only, unless prior permission from school has been granted
- Show common courtesy at all times.
- Use of electronics is not allowed.
- Destroying/vandalizing any part of the bus will be subject to stern consequences by the administration.

Cafeteria Rules

- Children will walk at all times.
- Children will talk in soft conversational tones.
- Children will remain seated unless given permission to get up.
- Children will buy only what they ordered.
- Children will show respect for others.
- Children will clean their area in the cafeteria.
- Children will wait quietly as they prepare for dismissal.
- Children will follow the Francis Wyman Code
- Children will not throw food or other items.

Francis Wyman Code

The Francis Wyman Code explains in detail behavioral expectations for all students. This code is part of the Principal's letter located at the beginning of the handbook. Naturally, Francis Wyman students are expected to live this code. When it is not followed, parents will be notified. Both parents and teachers should support and reinforce this code to children and students. It is important to remember that the Francis Wyman Code also applies to field trips and extracurricular activities.

KNOW YOUR ABC's - ALWAYS BE COOPERATIVE

Respect the property of classmates, staff, and school.

To accomplish this:

- Clean up after yourself.
- Put trash in proper containers.
- Use materials/equipment in the ways intended.
- Never take or destroy the property of others.
- Keep Francis Wyman School beautiful - no graffiti - no vandalism - and if you see papers and trash around the buildings and grounds, pick it up and dispose of it properly.
-

Recess Playground Rules

- Be friendly. Include EVERYONE WHEN PLAYING a game or sport. Everyone should play according to agreed upon rules.

- If someone is having a problem - offer to help, or get a teacher to help.
- Stay on school property. Never leave the playground. Ask an adult to get any equipment that goes off the play area.
- Be patient. Wait your turn to use playground equipment. Be sure to always take turns.
- Return all equipment to where it belongs when recess is over.
- Bring only soft sport balls (nerf, whiffle) for playing. Be sure your name is on all equipment you bring from home. All footballs should be Nerf footballs. Others will be confiscated.
- Be careful not to use expressions or gestures that could harm others (see bullying).
- If you have an argument with someone, ask an adult to help settle it in a peaceful manner.
- Keep your hands and feet to yourself. No tackle sports.
- There will be no tackling or kicking during any game (excluding kickball).
- An area will be designated by cones (or painted) where football games can be played so that the entire hot top is not overrun by the game.
- Children may not pick up rocks, sticks, snow, glass, bark mulch, or any object that can harm another child.
- Children should stay out of tall grass and bushes; no climbing high snow mounds.
- Use cafeteria wall only for bouncing balls off the wall.
- Rolling down the hill is not allowed.
- Keep the playground clean.
- You will be allowed to play on the snow **ONLY** if you are dressed appropriately - boots, coats, snow pants, hats and mittens. Do not pick up/throw snow!
- If you wear a coat to school, be sure to wear it out to recess unless you are told otherwise by your teacher.
- When recess is over, walk to your line and listen quietly for directions.
- If students do not adhere to the above rules, he or she may be “benched” for the remainder of the recess. If it occurs near the second half of recess, then they should be “benched” the next day.
- **Repeated** offenders should be brought to the attention of the Assistant Principal for appropriate consequences.

VI. HEALTH SERVICES

Full-time nursing coverage is provided by Mrs. Azarian and Mrs. Stewart for students and staff.

If your child should become ill or injured during school, you will be notified. For this reason, the school **MUST** have the following information up-to-date at **all** times:

1. Home telephone number.
2. Name and telephone number of family physician.
3. Places of employment and telephone numbers of parents.
4. Names and telephone numbers of at least two persons locally who may be contacted if the parents are not home.

Please remember to keep us informed of any changes in phone numbers that may occur during the school year.

You are responsible for providing transportation home for your child if he/she becomes ill during school hours.

The Commonwealth of Massachusetts requires proof of immunization and a physical exam prior to entering Kindergarten. All Grade Four students are also required to have a physical exam. Any student transferring into the school must provide proof of immunization and have a physical exam done by a health care provider in the United States.

The school should be informed of any serious allergies, physical conditions and/or needs, and any vision and hearing problems. This information should be kept current and will be kept confidential.

Immunizations that are required before starting school include the DTP series, polio series, measles, mumps and rubella (MMR), Hepatitis B, varicella vaccinations and lead screening.

Hearing and vision screening are done annually at all grade levels.

Postural Screening will be done for the fifth graders. Advance notice for this scoliosis screening will be sent home. Parents will be contacted only if further follow-up is recommended.

Medication Policy

If your child must take medication during school hours or he/she needs to have medication available for emergencies, the permission form is available from the nurse. The prescribing physician and the parent must complete the two-part form. **THE MEDICATION, IN A PHARMACY LABELED CONTAINER, MUST BE BROUGHT INTO THE SCHOOL BY AN ADULT. THE ADULT SHOULD MEET WITH THE NURSE AND DISCUSS THE STUDENTS NEEDS.** Should a nurse be unavailable, and administrator will be available to discuss the situation and the nurse will contact the parents that day for further information.. **NO** student will be allowed to transport medication at any time.

Only the School Committee can change the medication policy.

Communicable Diseases

Children who have indications of a communicable disease should be seen by their health care provider.

In order to prevent the spread of communicable diseases and to insure rapid recovery with a minimum of after-effects, it is advisable to keep a child home from school when he/she shows such symptoms as vomiting, diarrhea, fever over 100°, chills, congestive cough, runny nose, sore throat, or skin eruptions, etc. Your child should be free of any of these symptoms for at least 24 hours before returning to school. If any of these symptoms are found in a child at school, the parents will be notified and the child will be sent home.

PLEASE DO NOT SEND YOUR CHILD TO SCHOOL WITH THESE SYMPTOMS WHILE AWAITING A CALL FROM THE DOCTOR. YOU WILL ONLY INFECT OTHER CHILDREN AND FURTHER SPREAD THE DISEASE.

All communicable diseases, when diagnosed, are to be reported to the school nurse. Please call the school nurse at 781-270-1702. Please inform the school nurse of any conditions/illnesses and/or medications that your child may have. When reporting, please include the following information:

NAME OF CHILD
ROOM NUMBER
IS THE CHILD UNDER THE CARE OF A DOCTOR?
DOCTOR'S NAME
NAME OF THE DISEASE

The nurse will then be able to check on the classroom for further spread of the disease and report the illness to the Board of Health, if necessary.

The most common diseases and their periods of isolation are as follows:

CHICKEN POX - All lesions must be completely crusted over and dried before the child can return to school.

STREP INFECTION - STREP THROAT - SCARLET FEVER - Without medication, the child must remain at home for 1 week. The child may return to school **24 hours** after medication is begun. It is necessary that all medication be taken as ordered.

IMPETIGO - Affected students may return to school after using medicine for 24 hours. The sores should be kept lightly covered until they have dried up completely.

CONJUNCTIVITIS - The child may return to school after using medicine for 24 hours.

Other

HEAD LICE - If your child has been found to have head lice, he/she must be treated immediately. Your child may not return to school until treated and nit-free. Your child must be cleared through the nurses' office before returning to school.

School Attendance Policy HIV/AIDS

A student with HIV infection has the same rights to attend school and receive services as any other student and will be subject to the same rules and policies. HIV infection shall not factor into decisions concerning class assignments, privileges, or participation in any school-sponsored activity.

The building principal, in consultation, where appropriate, with other building staff, i.e. school nurse, teacher, will determine the educational placement of a student known to be infected with HIV on a case-by-case basis by following established policies and procedures for students with chronic health problems or students with disabilities. Decision-makers must consult with the student's physician and parent or guardian;

respect the student's and family's privacy rights; and reassess the placement if there is a change in the student's need for accommodations or services.

HIV infected students, their families, and physician are not required to disclose HIV infection status to anyone in the education system.

School staff members will not allow physical or verbal harassment of a person living with HIV infection, a person perceived as having HIV infection or a person associated with someone with HIV infection.

Every employee has a duty to treat as highly confidential, any knowledge concerning the HIV status of a student. No information regarding a person's HIV status will be divulged to any individual or organization without a court order or the informed, written, signed, and dated consent of the person with HIV infection, or the parent or guardian of a legal minor. The written consent must specify the name of the recipient of the information and the purpose for the disclosure.

Access to the confidential records is limited to those named in written permission from the person, or parent, or guardian. Information regarding HIV status will not be added to a student's permanent educational or health record without written consent.

VII. SPECIAL SUBJECTS AND PROGRAMS

Media Center (also known as Library, Instructional Materials Center, or I.M.C.)

The Media Center is the place that houses books and supplementary materials for children and teachers. The materials provide support for curriculum needs for each child. The Media Specialist helps children and teachers find appropriate material. Library skills are also taught at each grade level. Children are allowed to borrow books for one-week intervals. Whether your child brings these books home or not is at the discretion of the teacher. Parents are encouraged to visit the Parent Resource section at the school library.

Music Instruction and Instrumental Lessons

Grades 1, 3, 4 and 5 have music instruction twice a week - two 45-minute classes. Grade 2 has one 45 minute class weekly. Focus is on singing, listening, and moving. Recorders are introduced in grade 3 and remain an integral part of music through grade 5 as a vehicle to learn theory and notation. Students in grades 4 and 5 may also take instrumental lessons and sing in the school chorus.

Physical Education

Children in Grades 1 - 5 receive 90 minutes of instruction in physical education per week - two 45-minute classes.

Your child must have a pair of sneakers for gym class. A pair may be kept at school. Comfortable clothing (i.e. sweatpants & shirt) is recommended.

If your child cannot participate in gym class for a medical reason, we **MUST** have a note *from your doctor* stating the reason and the length of time for non-participation.

Art Instruction

Children at Francis Wyman School receive one hour of art instruction per week in Grades 3 – 5 and one 45 minute period for Grades 1 and 2 by the art teachers. There are three components to the art program: the production of student artwork, the study and appreciation of art history, and the perception and criticism of artwork. Art is seen as a visual language and the skills of perception, imagination, and the ability to communicate and think critically are encouraged at every grade level. The display of students' artwork is a vital part of the program.

World Languages

The World Language program at Francis Wyman will focus on the study of the Italian language.

Health Instruction

Comprehensive Health Education and Safety Education are an integral part of the curriculum. A certified health teacher and police safety officer collaborate with teachers to offer classroom instruction, programs, lobby displays, research material, and assemblies on grade level, age appropriate health and safety topics.

D.A.R.E. (Drug Abuse Resistance Education)

DARE is a program taught by a Burlington Police Officer, the emphasis is on self-esteem and learning to say NO to drugs, danger and peer pressure! Each grade level will have the opportunity to benefit from the program. The fifth grades, upon completion of a 10-week program, are acknowledged with a graduation ceremony. The Francis Wyman School has DARE representatives who attend and plan town-wide programs/activities along with the remaining schools in Burlington.

Computer Instruction

The program at the school is facilitated and taught by computer resource teachers who work in collaboration with all teachers and specialists in the building. A structured program of computer classes is conducted by the resource teachers during the year. Students learn to use the computer as a tool and for curriculum enrichment.

VIII. SCHOOL ORGANIZATION

Parent Teacher Organization (PTO)

Membership to the Francis Wyman PTO is open to all Francis Wyman parents, guardians and teachers. Annual membership helps defray the costs of running the numerous programs, which serve the school's students, parents, and staff. Annual PTO membership dues are \$15.00 per family.

School Council

Section 59C. At each public elementary, secondary and independent vocational school in the commonwealth there shall be a school council consisting of the school principal, who shall co-chair the council; parents of students attending the school who shall be selected by the parents of students attending such school who will be chosen in elections held by the local recognized parent teacher organization under the direction of the principal, or if none exists, chosen by a representative process approved by the school committee.

Said parents shall have parity with professional personnel on the school councils; other persons, not parents or teachers of students at the school, drawn from such groups or entities as municipal government, business and labor organizations, institutions of higher education, human services agencies or other interested groups; and for schools containing any of the grades nine to twelve, at least one such student, provided, however, that not more than fifty percent of the council shall be non-school members.

The principal, except as otherwise provided herein, shall have the responsibility for defining the composition of and forming the group pursuant to a representative process approved by the superintendent and school committee and for convening the first meeting no later than forty days after the first day of school, at which meeting a co-chairperson shall be selected.

School councils should be broadly representative of the racial and ethnic diversity of the school building and community. For purposes of this paragraph the term “non-school members” shall mean those members of the council, other than parents, teachers, students and staff of the school.

Nothing contained in this section shall require a new school council to be formed if an existing school council fulfills the intent of this section, the parent and teacher members thereof were selected in a manner consistent with the provisions of this section and the membership thereof complies with the aforesaid fifty percent requirements.

Meetings of the school council shall be subject to the provisions of sections twenty-three A, twenty-three B, and twenty-three C of chapter thirty-nine.

The school council shall meet regularly with the principal of the school and shall assist in the identification of the educational needs of the students attending the school, in the review of the annual school budget, and in the formulation of a school improvement plan, as provided below.

The principal of each school, in consultation with the school council established pursuant to this section shall adopt educational goals for the schools consistent with the goals and standards including the student performance standards, adopted by the board pursuant to section one D of chapter sixty-nine, and consistent with any educational policies established for the district, shall assess the needs of the school in light of those goals, and shall formulate a school improvement plan to advance such goals, to address such needs and to improve student performance.

The plan shall include an assessment of the importance of class size, related to student performance. The School Council shall consider student to teacher ratios and other factors and supportive adult resources, and may include a schedule plan for reducing class size. The plan shall address professional development for the school’s professional staff, the allocation of any professional development funds in the annual school budget, the enhancement of parental involvement in the life of the school, safety and discipline, the establishment of a welcoming school environment characterized by tolerance and respect for all groups, extracurricular activities, the development of means for meeting the diverse learning needs of as many children as possible, including children with special

needs currently assigned to separate programs, within the regular education programs at the school, and such further subject as the principal, in consultation with the school council, shall consider appropriate.

In school districts with language minority student populations, the professional development plan under this section shall specify how the plan will address the need for training and skills in second language acquisition and in working with culturally and linguistically diverse student populations. Each school improvement plan shall be submitted to the school committee within thirty days of said school committee receiving said school improvement plan, the plan shall be deemed to have been approved.

Nothing contained in this section shall prevent the school committee from granting a school council additional authority in the area of educational policy; provided, however, that school councils shall have no authority over matters which are subject to chapter one hundred and fifty E of the General Laws.

Section 59D. Superintendents and principals in every school district in the commonwealth shall pursue opportunities to establish school-community partnerships that may advance policy development, staff development, curriculum development, instructional enrichment and may provide material and financial support. The commissioner of education shall assist in and facilitate with the establishment of school-community partnerships. Subject to appropriation, the board shall establish a grant program to assist school districts in developing and implementing such partnerships.

IX. COMMUNITY RESOURCES

Burlington Community Life Center

The Burlington Community Life Center (BCLC) is a town department responsible for providing mental health and social services to families with adolescents and young adults. BCLC also provides information and referral services for ALL residents regardless of age. For the Burlington Community Life Center the phone number is 781/270-1961.

Burlington Community Scholarship Foundation

Burlington is fortunate to have a unique scholarship partnership program. The Adopt-A-Class program encourages local businesses to develop an on-going relationship with a specific class of students in the Burlington school system. For additional information, please contact Debbie Keene at 781/272-3373 or Sharon Piccolo at 781/272-0303.

Burlington Public Library

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

Burlington Recreation Department

The Burlington Recreation Department offers a wide variety of programs for children in Grades K through 5. Please contact them at 781/270-1695 for specific information.

P.A.C. – Parent Advisory Council

The Massachusetts Special Education law, Chapter 766, (see Special Education) mandates that a Parent Advisory Council be formed. The purpose is to develop community support for families of children with special needs and to promote better understanding and communication between parents of children with special needs and the Burlington Public Schools. Any parent who currently has a child on an Individual Education Plan (IEP) is automatically a member. We also welcome inquiries from parents who may have concerns or questions on their child or anyone interested in special education in the Town of Burlington.

For more information, contact Dennis McCarron at 781/273-5663 or e-mail at dandmmccarron@hotmail.com.

X. SUPPORT SERVICES

Title 1

Title 1 is a federally-funded program for students that allow in-class tutorial support under the direct supervision of the classroom teacher. Students in this program have been referred by the classroom teacher and/or the principal and receive support services in math. Parents will be notified if their child qualifies for Title 1 services.

Reading Specialist

A full-time Reading Specialist works with students, teachers and parents at Francis Wyman School in order to provide assistance in the total literacy program. It is the role of the Reading Specialist to analyze and interpret test data, to assist teachers with student's diagnosis, and to coordinate state-mandated testing. The Reading Specialist works with students whose literacy needs require more than regular classroom instruction. She also co-teaches with classroom teachers to implement programs that will further support all students. The role of the Reading Specialist also includes helping parents and community members promote reading at home.

Literacy Tutors

Literacy Tutors work under the direct supervision of the Reading Specialist. Literacy Tutors work with students who require additional instruction in literacy to support their achievement. Students are identified by the classroom teachers and Reading Specialist. Parents will be notified if their child qualifies for this service.

Math Coach

Francis Wyman School is supported by a district Math Coach. The Math Coach assists classroom teachers with implementing the Math Curriculum and provides professional development for teachers, Math Tutors, and Title 1 Assistants.

Math Tutors

Math Tutors work under the direct supervision of the Math Coach. Math Tutors work with students who require additional instruction in math to support their achievement. Students are identified by the classroom teachers and Math Coach. Parents will be notified if their child qualifies for this service.

Chapter 766 – Special Education

Some children with disabilities require specialized instruction and/or supportive services to help them make effective progress in school. These services can include, but are not limited to, Speech Therapy, Physical Therapy, Occupational Therapy, or placement in a special classroom. Parents or teacher may refer students they are concerned about to the school guidance counselor. Within five (5) school days of such a referral, a consent form authorizing an evaluation of the child will be forwarded to the parent(s). Upon receipt of the parent(s)' consent, an evaluation will be conducted and a TEAM meeting will be held to determine if the child is eligible for special education services, the TEAM will develop and Individualized Education Program (IEP) identifying the necessary services.

In some cases, the evaluation Team determines that a child with a disability may require only individual accommodations as opposed to specialized instruction and/or related services. Such children are then referred for an evaluation of their eligibility for an individual accommodation plan in accordance with Section 504 of the Rehabilitation Act.

For more information regarding the services available to students with disabilities, please contact the school guidance counselor or the Burlington Public Schools' Director of Pupil Services.

Guidance

The Guidance Counselors provide counseling to students, and are resources for teachers and parents. If you have any questions about your child's adjustment to school, or any indication of an emotional problem, please call the school. Rule of thumb is: If a parent is unsure whether or not to call - "PLEASE CALL!"

Learning Center Specialists

The Learning Center Specialists are Special Education teachers who provide support to those children who have been identified as having a disability according to the guidelines of Chapter 766 (see above). Special Education teachers work with students both in the classroom and in the Learning Center. They consult with classroom teachers on developing programs in order for the children to experience success. They are responsible for some aspects of Chapter 766.

Speech and Language Pathologist

The school is staffed by two Speech and Language Pathologists. They are responsible for the diagnosis and remediation of children who demonstrate difficulties within the following areas: processing, phonemic awareness, semantics, syntax, pragmatics, articulation, fluency, and verbal and written expression. They provide group therapy for these children as well as working within the regular classroom delivering a variety of language programs.

Language Based Classrooms K-2, 3-5

The Language Based Classrooms are district special education programs that support students from all four Burlington Elementary Schools. The programs are staffed by certified special education teachers and instructional assistants that provide direct services to those children identified with learning disabilities as well as language delays. This class consists of small group instruction in reading, math and writing. The teachers and

assistants provide inclusion services and consultation to the classroom teachers. For further information regarding these programs please contact the Office of Pupil Services.

Transition Class (Grades 1-5)

The Transition Class Program is a district special education program that supports students from all four Burlington Elementary Schools students in grades 1-5 who have difficulty managing behavior in a regular education classroom setting. The students receive individual assistance in a small classroom environment. Utilizing techniques of behavior modification, conflict resolution, and modeling social skills the students learn to transition into regular grade level classes. For further information please contact the Office of Pupil Services.

LABBB

The LABBB Collaborative offers special education programs to the communities of Lexington, Arlington, Belmont, Bedford and Burlington. Two LABBB programs are housed at Francis Wyman School. The I.DE.A.L program is designed for students in kindergarten through grade five who have a variety of disabling conditions such as cerebral palsy, developmental delays and neurological impairment. The Developmental Kindergarten Program is a self-contained transitional program (K-1) with a strong mainstream component. For further information contact the Office of Pupil Services.

Other Services

A psychologist, hearing and vision specialist, physical therapist, and other personnel are available to provide services for children with special needs on a system-wide basis. Speak to the guidance counselors for further information.

Parents Rights

You, as a parent, should be aware of and must approve any Chapter 766, Title 1, or any of the above services. At any time, parents or teachers can request re-evaluation of their child's progress.

Parking Plan for Drop -Off and Pick-up.

A.M. Drop-Off starting in August, 2008, will occur in the back of the building. All cars entering school grounds to drop off students will go to the back of the building around the parking lot and pull along the sidewalk parallel to the gym and Reading Garden. The students will disembark along the sidewalk and enter the school through the doors at the end of the Reading Garden walkway and gym doors. Please pull cars all the way up to the corner. For safety, obey teachers directing you and your child. The cars will then exit the parking lot the way they entered into the parking lot, continue down to the second right between the islands in front of the building and exit left to Terrace Hall Ave. Please see the map.

Once duty teachers go inside, parents must park and walk their children to the door.

P.M. Pick-Up– Walkers can be picked at the cafeteria /playground area in the front of the building. Students will be dismissed from the cafeteria doors. Parents must park their cars and come to the door for the students' safety. Parking is permitted at the end of the kindergarten wing down to the last exit.